Register a Card Terminal

To register/configure a card terminal, complete the following steps:

1. From the Administration tab, select Manage Card Processing>Card Terminal Configuration>Modify. The Step 1 of 3: Select OTC Endpoint page appears.

   **Application Tip**
   
   When configuring a card terminal and have not started the OLB application, you receive the following message: “Card terminal detection failed. Ensure that the OLB application is running.”

2. Select the OTC Endpoint. Click Add. The Endpoint appears under Configured OTC Endpoint. Click Next.

3. The Step 2 of 3: Card Terminal Registration page appears, as shown in Figure 1. Enter the Card Terminal Internet Protocol (IP) Address and click Register. The system searches for the pairing pin. A pairing pin displays.

   **Figure 1: Terminal Registration, Enter Card Terminal IP Address**

   ![Figure 1: Terminal Registration, Enter Card Terminal IP Address](image)

   **Application Tip**
   
   Internet Protocol (IP) Address is a unique number or address that computing devices (e.g., laptops, tablets, mobile phones, etc.) connected to a computer network, use to identify themselves and communicate with other devices in an IP-based network (e.g., the Internet).
4. Enter the Pairing Pin on the card terminal, as shown in Figure 2. Press the **green button**. The green button indicates “OK” on the card terminal. The system compares Merchant IDs.

**Figure 2: Step 2 of 3: Card Terminal Registration, Pairing Pin and enter the Pairing Pin in the card terminal**

- A pairing pin is a unique eight-character OTCnet-generated number used to pair OTCnet and the card terminal.
- It may take 15-20 seconds to receive a pairing pin.
- The pairing pin number is entered on the card terminal.

5. The system compares **Merchant IDs** as shown in Figure 3.

**Figure 3. Step 2 of 3: Terminal Registration, Comparing Merchant IDs message**
A Merchant ID is a unique designator assigned by Worldpay to reflect the processing location. Each agency has several Merchant IDs under a single Chain Code, to distinguish which agency location processed card transactions. The Merchant ID is entered at the lower-level endpoint in OTCnet.

6. The “Registration Successful!” message appears. Click Next.
7. The “Connection successful!” message appears. Click Next.
8. The Step 3 of 3: Review the Terminal Configuration page appears. Click Submit as shown in Figure 4. The Confirmation page appears. View the card terminal configurations, they are automatically populated.

Figure 4. Step 3 of 3: Review the Card Terminal Configuration

Application Tips

- Click the Edit hyperlink to modify the information entered.
- Click the Unregister hyperlink to unregister the terminal.

Additional Button

Click Return Home to return to the OTCnet Home Page.