

Process an EMV Chip Card Payment in Jackrabbit

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To process a payment with an EMV chip card:

1. From the *Family* record click the **Payment/Credit** button and enter the **Payment** amount in the *Payment Transaction Entry* window.
2. The EMV terminal display will read "Please swipe or insert card", insert the card and enter the amount **using the virtual terminal keyboard on your screen** NOT the terminal keypad.
3. On the terminal display, confirm the payment processed. The terminal will give you the option to print a receipt. The receipt will be sent to the printer you assigned when you **Set Up Your EMV Card Terminal** (Payment Gateway Swipe options).
4. In the Jackrabbit *Payment/Credit Transaction Entry* window apply the payment to the fees it paid and click the **Use Terminal Payment** button. Jackrabbit will search for terminal payments with the same amount and will display them.

Payment/Credit Transaction Entry

Cash, Checks, Other Credits ☒ Save Payment ☒ Save & Make Another Payment

ePayments in Jackrabbit ☒ Use Card/Acct on File ☒ Use New Card ☒ Use Terminal Payment

☐ Receipt
Family/Acct **Kirkpatrick** 369 Fir Street
Huntersville, NC 28078
Home Phone (704) 555-1188 [View Transaction History](#)

Trans Date* 3/20/2018

Transaction Type **Payment** Subtype Method* Chk#

Note

Balance 225.00
Payment: 195.00
Applied Amount: 195.00
Unapplied Amount: 0.00

Apply to Newest Fees First
Apply to Oldest Fees First (within last 12 months)
Apply to Oldest Fees First

All Unpaid Charges/Fees

Date	Type Subtype	Note	Student	Orig Amt	Discount	Tax	Amt	Unpaid	Apply Amt
03/20/2018	Annual Membership		Jenny Kirkpatrick	30.00	0.00	0.00	30.00	30.00	0.00
03/20/2018	Tuition Fee		Jenny Kirkpatrick	195.00	0.00	0.00	195.00	195.00	195.00

5. In the *Select Terminal ePayment* window choose the correct payment and click **Use Selected ePayment** to link the terminal payment to the family's payment in Jackrabbit.

Select Terminal ePayment

	Timestamp	Amount	Payment Type	Name on Card	Last 4
<input checked="" type="checkbox"/>	03/20/2018 03:17 PM	195.00	CreditCard	Manuel	9906

6. The transaction *Response* (status) is then displayed, click **Ok**.

Select Terminal ePayment

	Timestamp	Amount	Payment Type	Name on Card	Last 4
<input checked="" type="radio"/>	03/20/2018 03:17 PM	195.00	CreditCard	Manuel	9906

Payment Processor [SafeSave Payments](#)
 Response Approved
 Response Code 1
 Reason Code 100
 Reason SUCCESS
 AVS Code
 Trans ID 4035299707

7. You will receive confirmation that the payment was created, click **Ok**.

Payment created!

✓ Payment successfully created.

The transaction is added to the *Family* record *Transactions* tab. Click the status icon in the *Pmt* column to see the response information and the transaction ID.



Any issues using the EMV Chip Card Terminal, email eCommerce@jackrabbittech.com. An ePayments Specialist will be happy to help you!