

# Payment Gateway - Order Time Pay

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Order Time Pay is the premier payment gateway for Order Time Inventory. Process credit card payments with ease via Sales Order, Ship Doc, send payment request emails, and process credit cards via our B2B Portal.

It features a customizable receipt feature and a built in merchant portal to track all of your payment transactions. One click from the Order Time platform will take you to the portal to handle your payments!

## Current Features

- Process Credit Card payments from Sales Orders and Ship Docs
- Process ACH Payments from Sales Orders and Ship Docs
- Payment Request Emails for Credit Card
- Payment Request Emails for ACH
- Payment Request Email Receipt Feature with Customizable fields
- B2B Portal Credit Card Payments & Processing
- B2B Portal ACH Payments & Processing
- Built-in merchant portal to track your payments, payment volume, voids, and refunds

## Upcoming Features

- Order Time Pay Canada
- Terminal connections for Magtek terminals and others with swipe, tap, and chip capabilities

- Order Time Pay is only available to customers in the United States at the moment.
- Order Time Pay only processes in US Dollars currently.
- Competitive rates provided via proposal.

## Sign Up for Order Time Pay

If you are an Order Time Customer already you will have an Order Time Merchant account ready

to go. If you are looking to get Order Time Inventory with Order Time Pay, sign up below to learn more and compare your rates vs your current payment provider.



[Sign up to learn more and compare rates](#)

## Setting up Order Time Pay

**Make sure to sign up for Order Time Pay above. We will get statements from you so that we can build your proposal. Once you have accepted the proposal we will add your Merchant key to the backend of Order Time. Then we will reach out to you in order to set up the gateway.**

A screenshot of the OrderTimePAY web application's "Payment Gateway" configuration page. The page is titled "Payment Gateway" and has a breadcrumb trail: "Admin > Profile Lists > Payment Gateway". On the left, there is a sidebar with "Active Status" (radio buttons for Active, Inactive, Both), "Records" (a plus icon), "Main Gateway" (a plus icon), and "OT Pay" (a plus icon). Below the sidebar, it says "Total Records: 4". The main content area is for the "OT Pay" gateway. It has a "Name" field with "OT Pay" entered. There are two checked checkboxes: "Active" and "Is default". Below these are three dropdown menus: "Default Transaction Type" set to "Sale", "Default Payment Method" set to "Credit Card", and "Gateway Type" set to "Order Time Pay". A red arrow points to the "Gateway Type" dropdown. At the bottom right of the main content area, there are "Save" and "Reset" buttons. The OrderTimePAY logo is at the bottom center of the main content area.

- Head to Admin > Profile Lists > Payment Gateway
- The Gateway will have already been created by our support agents.
- You can rename it how you would like, we recommend setting it to the default
- Choose your default Transaction Type whether it be Authorize or Sale
  - Sale should be chosen in MOST situations
    - SALE - As soon as a payment is saved, the card is swiped.
    - AUTHORIZE - You must go and edit the payment and click the Capture button for each one. This is used when payments must be approved.
- Select a Default Payment Method, usually Credit Card
- For ACH, make sure the checkbox to activate ACH/eChecks is checked


## Setting Up the Receipt Fields

Admin > Company Info

**Company Info** Save Reset

**General**

Add Logo



Company

Phone

Fax

Website

Time Zone

Home currency

**Address**

Name/Company

Street

Floor/Suite

City

State/Prov./Reg.

Zip/Postal Code

Country

**Email Addresses**

Email

Default from email

2FA is required for all users

**Payment Support Info**

Payment Terms  ←

Shipping Policy  ←

Customer Service Email  ←

Refund Policy  ←

Merchandise Returns Policy  ←

Customer Service Phone  ←

- Head to Admin > Company Info
- You will see a new section called Payment Support Info
- Enter or paste your Payment Terms, Refund Policy, Shipping Policy, and Merchandise Returns Policy
- Add your Customer Service Email Address
- Add your Customer Service Phone Number
- Click SAVE at the top-right to lock in your changes

## Order Time Pay Payment Screen

**Payment**
✕

Payment Method Credit Card ▼

Date 11/7/2024

Memo

Check / Ref # SO-104417

Deposit Account Cash on hand ▼

A/R Account  ▼

Amount Due 20.00

Amount

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Payment Gateway OT Pay ▼

Name on Card

Credit Card Address

Card Type

Credit Card No.

Exp. Month Select ▼

Exp. Year Select ▼

CVV

Credit Card Zip/Postal

Country  ▼

Email

Transaction Type Sale ▼

Unapplied 0.00

Save
Cancel

- Order Time Pay can transact with all of the card types listed at the top
- If you have already entered a previous credit card for that Customer you will see a drop-down to use the Card-on-File
- As you enter the CC Number you will see the Card Type displayed for verification purposes
- Transaction Type can be set to Authorize or Sale for your convenience
- Zip and Country must be entered for proper rate calculation

## Accessing your Merchant Portal

Create New

Open Full List

Recent Records

- 104417
- 104424
- 922
- 920
- 121
- NLOTS
- NLOTS
- WHOLE PC
- WHOLE PC



Home

< > 📅

all-day
8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm



- Users with a Role that can View Payments (restrict as necessary) are able to see the Order Time Pay banner below your recent records list
- Clicking on this will automatically log you in to your Order Time Merchant Account so that you can view your entire dashboard

Single Sign-on MerchantTrack

- Dashboard
- Transaction Search
- Virtual Terminal
- Terminals
- Reports

### Dashboard

Shortcuts

Recent Funding Activity

[View Report](#)

Recent Transactions

[View Report](#)

Daily Volumes

Stats

- Total Transaction Count: 153
- Total Transaction Volume: \$1,513.92
- Last Transaction Date: 11/3/2024 11:13:26 AM CT
- Last Transaction Merchant: [Merchant Name]
- Last Transaction Amount: \$0.00
- Last Transaction ID: [Transaction ID]

- Within MerchantTrack you can see your dashboard with daily volumes

- You can see your transactional statistics on the right-hand side
- On the left you have links to search for transactions, and create reports
- For now, the terminals section does not apply to our current phase of Order Time Pay



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