

Payment Gateway - Order Time Pay

Last Modified on 04/15/2025 12:27 pm EDT



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

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

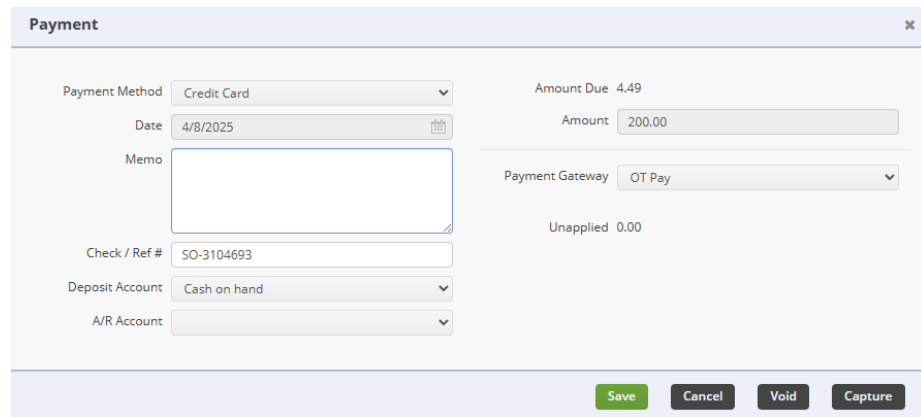
Make sure to sign up for Order Time Pay above.

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.

- Head to Admin > Profile Lists > Payment Gateway after support has setup your gateway to check the settings
- The Gateway will have already been created by our support agents.
- You can rename it how you would like, we recommend setting it to Is 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 to the payments individually and click the **Capture** button for each one. This is used when payments must be approved.

- You can also get to the Capture button by clicking the edit button on the payment line within the payments tab on the document it is applied to, like the Sales Order or Ship Doc



- Select a Default Payment Method, usually Credit Card
- For ACH, make sure the checkbox to activate ACH/eChecks is checked

ACH Questions

How do I turn on ACH with Order Time Pay?

- Head to Admin > Profile Lists > Payment Gateway after support has setup your gateway to check the settings
- Make sure the checkbox to activate ACH/eChecks is checked

What is the default limit for ACH transactions?

- The default is set to \$600, however this limit is easily modified by requesting a limit change during underwriting or reaching out to the support team: payments.accountsupport@fullsteam.com

How do I increase the ACH transaction max amount limit for my Order Time Pay account?

- Submit statements to the FS Account Support team to raise the amount: payments.accountsupport@fullsteam.com


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

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



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