



## ePNJPOS Quick Processing Guide

### Introduction

You can start processing transactions immediately by clicking the desk top icon.



### Manual Transaction

1. Login to your ePNJPOS software using your clerk login. Default: manager w/o a password.
2. Click the Credit Card button.
3. Enter the dollar amount
4. Tax will calculate for you if you have that set.
5. Enter the credit card information & expiration date.
6. Enter the CVV2 number from the back of the card if you have it.
7. If no CVV2 is present, choose "I do not wish to utilize" if you do not have the CVV2 for this transaction" from the CVV2 type option.
8. Enter the customer information.
9. Enter the email address if you wish to send an email receipt. This feature must be set in the eNJPOS Configuration section of your MSC account.
10. Enter the Description of the order
11. Click the Submit button.
12. Receipt will print.

### Swipe transaction with Magtek USB Swiper

1. Login to your ePNJPOS software using your clerk login. Default: manager w/o a password.
2. Enter the dollar amount
3. Click Enter key.
4. Tax will calculate for you if you have that set. Click Enter key again if prompted for tax.
5. Swipe Card
6. Receipt will print.