

PAYA Credit Card Transaction Steps



- 1. Enter the dollar amount of the sale.
- 2. Select Add to Cart



3. Total will show in the bottom bar, Tap to Proceed

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\$5.00
\$5.00
>

4. You can add a note if needed in the Add Transaction information the tap Select Tender

4:17 < Choose Tender	adi so 🖜
Keyed	
Cash Cash	

5. Select Keyed to be able to key in the credit card information

9:02		al 🗢 🗈
		Ŕ
Total		\$5.00
Card Number	Exp. Date	CVV
Enter card no		
	_	
		Done
1	2 	3 DEF
4 6ні	5 JKL	6 MNO
7 PQRS	8	9 wxyz
	0	$\langle \times \rangle$
		-

6. Tap Enter Card Number to bring up the keypad

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< Keyed		\sim	
Total		\$5.00	
****0333	03/22	CVV	
VISA			
	Charge		
-			

7. Once card, expiration and CVV have been entered, tap Charge

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9:02 Receipt		⊂ ∎ ≎ In.	
	✓ \$5.00		
	💉 Send Receipt		
	🖉 No Receipt		

8. You can send a receipt if the customer requests or select No Receipt.

After either selection, Next Sale will appear at the bottom so you can do another transaction