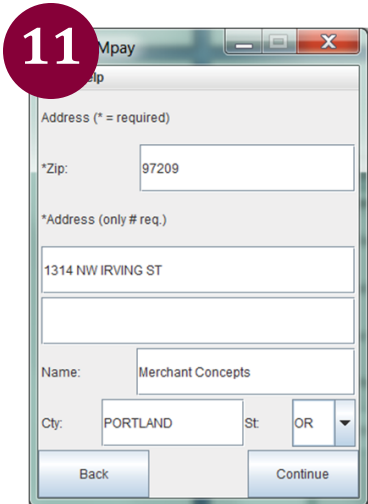


10 Enter the phone number. (Optional)
 The program will do a reverse search and fill in the zip code and address. Fill in the name and click **Continue**.



11 If the card is not present, fill in your address information and click **Continue.**

Saving the ROAMpay Application:

Clicking the **Launch** button brings up a window asking what you want to do with this file. It is possible to save this file to a common place, such as your desktop, then launch the program from there. You will not have to log into the web site, but you will have log into the ROAMplayer application.

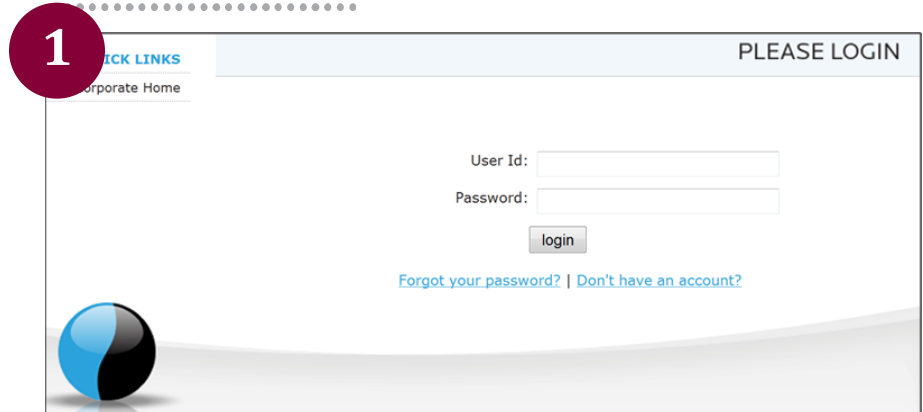
Merchant Concepts, Inc.
 Local: 503.281.1460
 Toll-free: 1.877.281.1460
 Fax: 503.281.1484

myROAM WEBSITE INSTRUCTIONAL MANUAL



The ROAMpay website lets you access the last 90 days of ROAMpay transactions, and gives you access to a virtual terminal linked to your ROAMdata account.

Logging In:



Log in with your **User ID and Password**

User Id: MrElctr

Password: Mecc1234

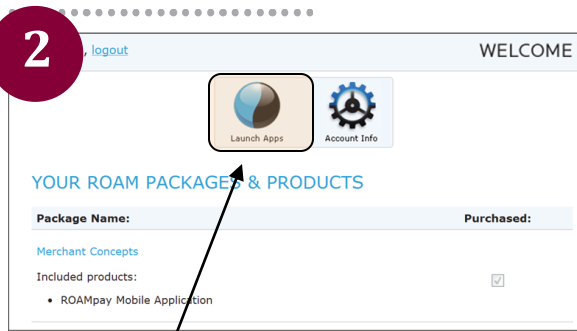
Capitalization is important for both the user ID and password.

Hint: When choosing your own password, choose a password that is easy to type on the given device. For example, many devices automatically capitalize the first letter in a text field, then switch to lower case

The myROAM Menu:



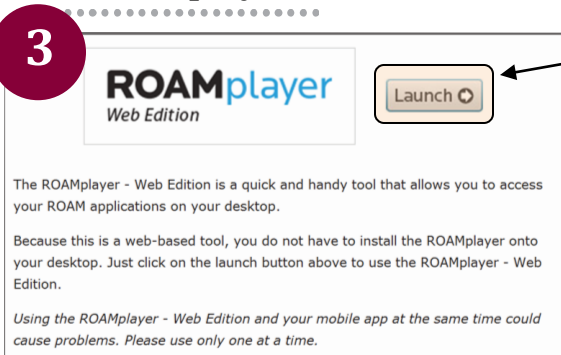
Home:



Click “Launch Apps” to download ROAMplayer.

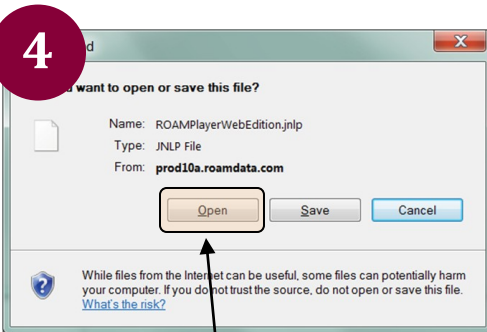
Your package name(s) will appear below the “Launch Apps” and “Account Links” icons. These can be used for reference as to what products you have previously purchased.

The ROAMplayer Web Edition:



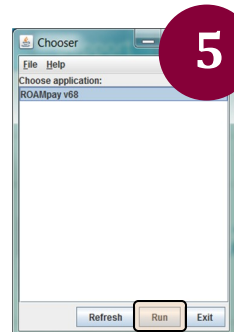
Click Launch.

This brings up your File Download window.



Click Open.

If you do not intend to run the file immediately, click **Save** and save the file to your local hard-drive.

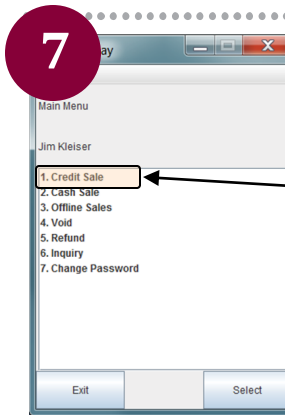


Click Run.

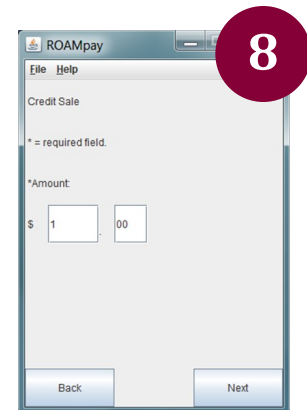
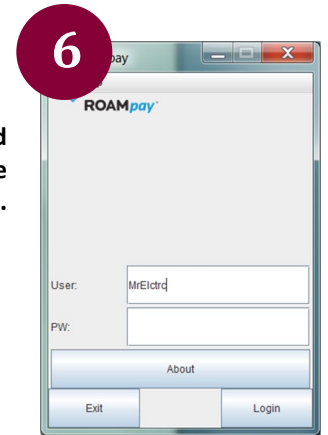
If ROAMpay does not appear in the Chooser, click **Refresh**.

Enter in your User name and Password and click on the “Login” button.

Credit Sale:

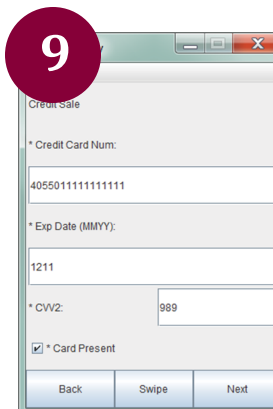


Select “Credit Sale” and click Select. From this screen, you can choose the type of transaction you wish to make.



Enter the amount of the sale.

On your desktop, you can tab between the dollar and cent fields. Pressing the period will not send you from one field to another. Entering the full amount into the first field will result in a failed transaction with a blank screen at the end. Entering text on the device is dependent on the devices ability to work.



Enter the card information.

Do not use hyphens or slashes to separate parts of these numbers. The CVV2 code is on the back of the card, next to the signature field. If the card is present during this transaction, leave the box checked. Click **Next**.