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*NETePay XML*  
***Installation & Configuration Guide***

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*Version 4.00*

***For Moneris (Private) Host***

***Part No: 8660.82 (PVT)***

# ***NETePay XML Installation & Configuration Guide***

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Printed in the United States of America

Revised: 25 April 2008

## ***Version Support***

This document supports the following application versions:

NETePay ML/XML or NETePay SL/XML, Version 4.00

DSIClientX, Version 3.80

DSIClient Transaction Utility, Version 2.50

## ***Payment Processor Support***

This document supports the following payment processor:

***Moneris (Private) Host***

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# **OVERVIEW**

## **Introduction**

### **About NETePay**

Developed by Datacap Systems, *NETePay* enables retail, restaurant and other businesses to perform reliable electronic payment authorizations via the Internet or other TCP/IP Virtual Private Network (VPN) services in as little as two seconds or less.

*NETePay* is multi-threaded to accept simultaneous requests from multiple clients, and scalable so that customers can configure their store and enterprise system to fit their requirements and get the most favorable rates from their payment service

### **About Datacap**

Datacap Systems, Inc. develops and markets electronic payment interfaces that enable cash register and business systems developers to add electronic payment acceptance to their systems.

Datacap has various solutions that interface to virtually any hardware or software platform and send transactions to all major payment processors via most common communications technologies including dial, wireless, and Internet.

## **What's Included on your CD**

The *NETePay* CD-ROM includes client and server applications for Windows NT/2000/XP operating systems for both single and multi-pay point users.

- ***NETePay*** – server-side software that enables you to process payment authorization requests via the Internet.
- ***DSIClientX***– an XML ActiveX control that integrates into a Point of Sale or Restaurant application and sends encrypted payment authorization requests from client machines on a LAN to *NETePay* for processing. *DSIClientX* also includes a utility program to enter payment transactions
- ***Microsoft Internet Explorer 6.0*** – this version (or later) of Microsoft Internet Explorer will ensure that you can install the necessary encryption capability required for *NETePay*.

## **How it works**

*NETePay* is an application that executes on a server (either at the store level or remotely, at the enterprise level) monitors encrypted transaction requests from client machines using a POS or restaurant application integrated with *DSIClientX*, Datacap's XML ActiveX control.

When *NETePay* receives an encrypted transaction request from a client machine, it sends the request to the bankcard processor for approval via the Internet or other TCP/IP Virtual Private Network (VPN) services. *NETePay* makes use of 128-bit encryption to provide secure transactions over the network connection.

*NETePay* configurations are based on the capabilities of the various payment processors.

For host-based systems, *NETePay* can operate as a store-based system or as a gateway for concentrated enterprise-wide use to minimize store level involvement. For terminal-based systems, *NETePay* always operates at the store level.

# **SECURITY CONSIDERATIONS**

## **Introduction**

Systems which process payment transactions necessarily handle sensitive cardholder account information. The card associations (VISA, MasterCard) have developed security standards for handling cardholder information in a published document named *Payment Card Industry (PCI) Data Security Standard*.

The security requirements defined in the standard apply to all members, merchants, and service providers that store, process or transmit cardholder data.

The PCI Data Security Requirements apply to all **system components** which is defined as any **network component, server, or application** included in, or connected to, the cardholder data environment. Network components, include, but are not limited to, firewalls, switches, routers, wireless access points, network appliances, and other security appliances. Servers include, but are not limited to, Web, database, authentication, Domain Name Service (DNS), mail, proxy, and Network Time Protocol (NTP). Applications include all purchased and custom applications, including internal and external (Web) applications.

The following **12 Requirements** comprise the Payment Card Industry Data Security Standard.

### **Build and Maintain a Secure Network**

1. Install and maintain a firewall configuration to protect data
2. Do not use vendor-supplied defaults for system passwords and other security parameters

### **Protect Cardholder Data**

3. Protect Stored Data
4. Encrypt transmission of cardholder data and sensitive information across public networks

### **Maintain a Vulnerability Management Program**

5. Use and regularly update anti-virus software
6. Develop and maintain secure systems and applications

### **Implement Strong Access Control Measures**

7. Restrict access to data by business need-to-know
8. Assign a unique ID to each person with computer access
9. Restrict physical access to cardholder data

### **Regularly Monitor and Test Networks**

10. Track and monitor all access to network resources and cardholder data
11. Regularly test security systems and processes

### **Maintain an Information Security Policy**

12. Maintain a policy that addresses information security

## ***NETePay Compliance***

All versions of **NETePay** at or above Version 4.00 implement all of the PCI Data Security Standard requirements which are applicable to a payment processing application.

- **NETePay** does not store any magnetic stripe (Track 1 or 2), card verification (CVV, CVV2, etc.) or PIN data, ever.
- **NETePay** truncates all account and expiration date information for transactions which have been settled in every area where it is either stored or displayed.
- **NETePay** encrypts account numbers and expiration dates for transactions which have not yet been settled.
- **NETePay** logs only record truncated account number and expiration date information and never record any magnetic stripe (Track 1 or 2), card verification (CVV, CVV2, etc) or PIN data, ever.
- **NETePay** utilities which present data in a user interface (display or print) always truncate account number and expiration date data and never display magnetic stripe (Track 1 or 2), card verification (CVV, CVV2, etc) or PIN data, ever.
- **NETePay** encrypts all transmissions which contain cardholder data.

## ***POS System Considerations***

Although **NETePay** implements all of the PCI Data Security Standard requirements which are applicable to a payment processing application, your POS application may not handle cardholder information in such a secure fashion.

PCI Data Security requirements must be implemented in all the components of a system which handle cardholder data in order to provide comprehensive security. The PCI Data Security requirements *must* be implemented in your POS system and any other applications which handle cardholder data. You should verify with your POS system provider that the version of the POS software you are using is compliant.

## ***Networking Considerations***

**NETePay** is designed to operate on a local area network (LAN). Your store LAN can be vulnerable to attempts to steal data, particularly if it is connected to an outside network (Internet, WAN, VPL, etc.) in either a wired or wireless manner. The PCI Data Security requirements which apply to networks must be implemented to provide comprehensive data security.

## ***What's at Stake for Merchants***

Most merchants do not design and create their own store POS systems. However, the PCI Data Security Standard specifically includes the merchant in the chain of responsibility for secure data handling. This responsibility includes the possibility of significant fines and compensation payments for any security breaches tracked to a merchant. The possible fines are considerable (up to \$500,000) and the compensation for losses is essentially unbounded. Compared to the possible liabilities, the implementation of compliant security systems and practices is a bargain.

# Security Action Plan

A comprehensive approach to assessing the security compliance of your entire system is necessary to protect you and your data. The following is a basic plan every merchant should adopt.

1. Read the PCI Standard in full and perform a security gap analysis. Identify any gaps between existing practices in your organization and those outlined by the PCI requirements.
2. Create an action plan for on-going compliance and assessment. Once the gaps are identified, companies must determine the steps needed to close the gaps and protect cardholder data. It could mean adding new technologies to shore up firewall and perimeter controls, or increasing the logging and archiving procedures associated with transaction data.
3. Implement, monitor and maintain the plan. Compliance is not a one-time event. Regardless of merchant or service provider level, all entities must complete annual self-assessments using the PCI Self Assessment Questionnaire.
4. Call in outside experts as needed. Visa has published a Qualified Security Assessor List of companies that can conduct on-site CISP compliance audits for Level 1 Merchants, and Level 1 and 2 Service Providers. MasterCard has a Compliant Security Vendor List of SDP-approved scanning vendors.

## More Information

You may download a copy of the *Payment Card Industry (PCI) Data Security Standard* from VISA's security website at the following Internet address:

[http://usa.visa.com/business/accepting\\_visa/ops\\_risk\\_management/cisp.html](http://usa.visa.com/business/accepting_visa/ops_risk_management/cisp.html)

Additional information for merchants from VISA is available at the following Internet address:

[http://usa.visa.com/business/accepting\\_visa/ops\\_risk\\_management/cisp\\_merchants.html?it=ill/business/accepting\\_visa/ops\\_risk\\_management/cisp.html|Merchants](http://usa.visa.com/business/accepting_visa/ops_risk_management/cisp_merchants.html?it=ill/business/accepting_visa/ops_risk_management/cisp.html|Merchants)

Listing of qualified security assessors from VISA is available at the following Internet address:

[http://usa.visa.com/business/accepting\\_visa/ops\\_risk\\_management/cisp\\_accessors.html?it=|2|/business/accepting\\_visa/ops\\_risk\\_management/cisp\\_merchants%2Ehtml|Assessors](http://usa.visa.com/business/accepting_visa/ops_risk_management/cisp_accessors.html?it=|2|/business/accepting_visa/ops_risk_management/cisp_merchants%2Ehtml|Assessors)

# **INSTALLATION**

## **Introduction**

This chapter explains how to install and configure the following *NETePay* components.

- *NETePay*
- *DSIClientX*
- Microsoft Internet Explorer 6.0 (or later) with High Encryption

You will need to install all the components on the server.

Each client machine will require that *DSIClientX* be installed.

If you are using version 5.1 (or later) of Microsoft Internet Explorer that already has high encryption, installation of Microsoft Internet Explorer 6.0 (or later) with High Encryption is optional. If you are using a version prior to 5.1, you must upgrade your Internet Explorer installation.

## **Requirements**

### **Server Requirements**

To successfully install and run *NETePay* on your server, it should meet or exceed the following system requirements:

- Microsoft Windows 2000 Professional (SP1) or Windows XP
- 512MB minimum RAM, 1GB or higher recommended
- 10GB of available hard-disk space
- Microsoft Internet Explorer 5.1 (or later) with 128-bit encryption, Microsoft Internet Explorer 5.5 or higher recommended
- TCP/IP network connectivity
- Persistent Network Connection (DSL, cable, frame relay, etc.)

## Network Requirements

Before installing *NETePay* or any of its components, you should know the names and IP addresses of the servers receiving transactions. For remote servers or enterprise systems, it may be necessary to contact your network administrator or your merchant service provider.

You should also make port 9000 on the *NETePay* server available for incoming traffic if you are behind a firewall and connected to the default port.

If you are using a port other than the default IP port (9000), make sure you know the port on which the server is listening.

## Installation Procedures

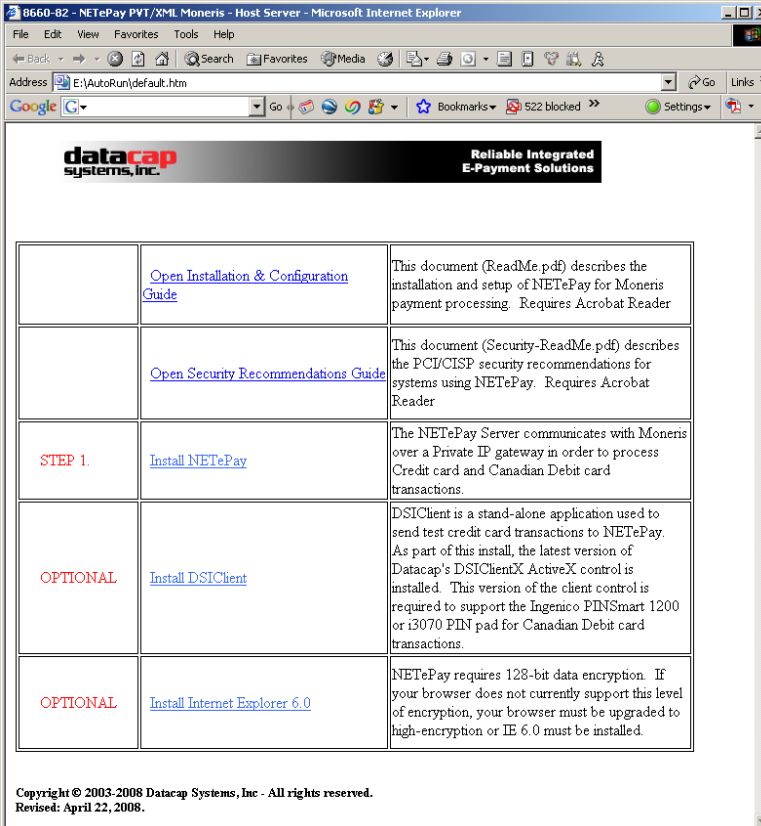
### Accessing the NETePay CD-ROM

Before you begin installing *NETePay* and its components, you should close all unnecessary programs and disable any anti-virus software.

Use either of the following procedure to access the folders that contain the setup programs for *NETePay* and its components:

Use the following procedure to access the folders that contain the setup programs for *NETePay* and its components:

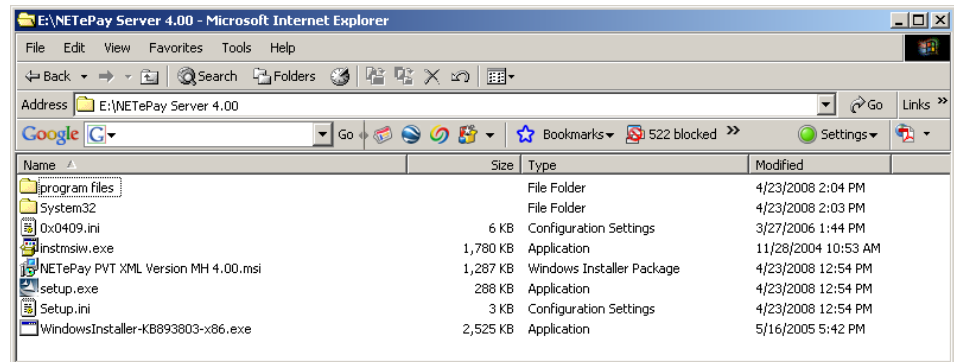
6. Insert the CD-ROM labeled “*NETePay*” into the server’s CD-ROM drive. If you have Windows’ AUTORUN feature enabled for your CD/DVD, then you will be presented with the following window:



	<a href="#">Open Installation &amp; Configuration Guide</a>	This document (ReadMe.pdf) describes the installation and setup of NETePay for Moneris payment processing. Requires Acrobat Reader.
	<a href="#">Open Security Recommendations Guide</a>	This document (Security-ReadMe.pdf) describes the PCI/CISP security recommendations for systems using NETePay. Requires Acrobat Reader.
STEP 1.	<a href="#">Install NETePay</a>	The NETePay Server communicates with Moneris over a Private IP gateway in order to process Credit card and Canadian Debit card transactions.
OPTIONAL	<a href="#">Install DSIClient</a>	DSIClient is a stand-alone application used to send test credit card transactions to NETePay. As part of this install, the latest version of Datacap's DSIClientX ActiveX control is installed. This version of the client control is required to support the Ingenico PINSmart 1200 or i3070 PIN pad for Canadian Debit card transactions.
OPTIONAL	<a href="#">Install Internet Explorer 6.0</a>	NETePay requires 128-bit data encryption. If your browser does not currently support this level of encryption, your browser must be upgraded to high-encryption or IE 6.0 must be installed.

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Revised: April 22, 2008.

7. On your desktop, open **My Computer**, and then double-click the drive that contains the *NETePay* CD-ROM. The following window appears:



From this window, you can install *NETePay* and its components.

## ***Installing/Upgrading Microsoft Internet Explorer***

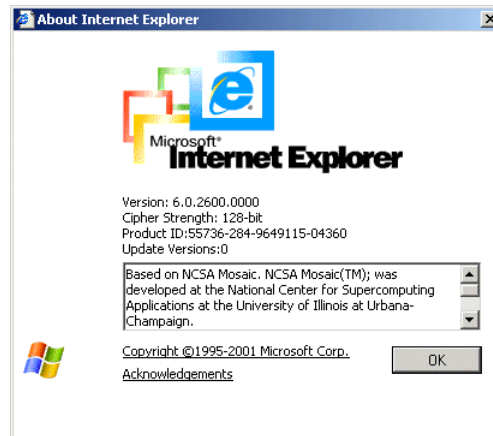
If needed, you can install or upgrade your server and each computer on the LAN with a version of Microsoft Internet Explorer that supports 128-bit encryption.

If needed, you can use the Windows Update on each PC to upgrade an existing version, or install a copy of Microsoft Internet Explorer 6.0 (or later) included on the *NETePay* CD-ROM.

### ***Determining the Encryption Strength***

To determine if a PC has the necessary encryption to run *NETePay*:

1. Launch **Internet Explorer**.
2. From the Internet Explorer menu bar, select **Help** and choose **About Internet Explorer**. The following window (or something similar), should appear:



3. The Cipher Strength should indicate 128-bit. If not, you must update your version of Internet Explorer.
4. Click **OK** to close the window.

### ***Installing Microsoft Internet Explorer***

To install Microsoft Internet Explorer 6.0:

1. Open the Microsoft Internet Explorer folder on the *NETePay* CD-ROM and double-click the **Microsoft Internet Explorer 60 High Encryption** folder.
2. Double-click the **i386** folder.
3. Double-click **setup.exe**.
4. Click **Install Internet Explorer 6 and Internet Tools**.
5. Follow the on-screen instructions.

## ***Installing NETePay***

To install the NETePay Server software:

1. Open the NETePay Server folder on the *NETePay* CD-ROM and double-click, **setup.exe**.
2. The installation wizard will start. When the Welcome screen appears, click **Next**.
3. Read and accept the End User License agreement and click **Next**.
4. Enter your **User Name** and **Organization**.  
If available on your operating system, make the application available to all users.
5. Click **Next**, then click **Install**. The installation wizard will then begin installing the necessary files on your computer.
6. Click **Finish** to complete the installation. A pop-up message will then appear and inform you to restart the computer.
7. Click **Yes** to restart the computer.

## ***Installing DSIClientX***

To install *DSIClientX* (includes the DSIClient Transaction Utility):

1. Open the DSIClient folder on the *NETePay* CD-ROM and double-click, **setup.exe**.
2. The installation wizard will start. When the Welcome screen appears, click **Next**.
3. Read and accept the End User License agreement and click **Next**.
4. Read the notes pertaining to *DSIClient* installation and click **Next**.
5. Enter your User Name and Organization.  
If available on your operating system, make the application available to all users.
6. Click **Next**, then click **Install**. The installation wizard will then begin installing the necessary files on your computer.
7. Click **Finish** to complete the installation. A pop-up message will then appear and inform you to restart the computer.
8. Click **Yes** to restart the computer.

***NOTE:** You may install DSIClientX (and the DSIClient Transaction Utility) on another computer(s) that are on a local area network with the computer running the NETePay server.*

# ***NETePay CONFIGURATION & TESTING***

## ***Introduction***

This chapter explains how to activate and configure *NETePay* for use.

*NETePay* is sent to you as a fully functional software application for 10 calendar days before requiring entry of an activation code by Datacap Systems.

If *NETePay* has not been activated by Datacap within those 10 days, it will decline all requests and return a “Must Activate NETePay” message to the POS terminal, indicating that the initial activation period has expired.

You will then have the option to extend the activation period for one additional 10-day period via the activation screen. If an activation code is not entered during the second activation period, *NETePay* will decline all requests and return a “Must Activate NETePay” message until an activation code is entered.

## ***Activation***

During installation, *NETePay* generates a Session Code and Machine ID that are unique to that PC and required for permanent operation of *NETePay* on that machine.

Simply submit those numbers to Datacap by using one of the following methods to obtain an activation code:

- Contact the Sales Department at (215) 997-8989 and provide the two uniquely generated numbers. Datacap will register your software and provide you an individualized activation code.
- E-mail the numbers to Datacap and receive your activation code via return E-mail within minutes.

Send an email message to [activate@dcap.com](mailto:activate@dcap.com) with **NETePay Activation** in the Subject line. The body of the message should contain:

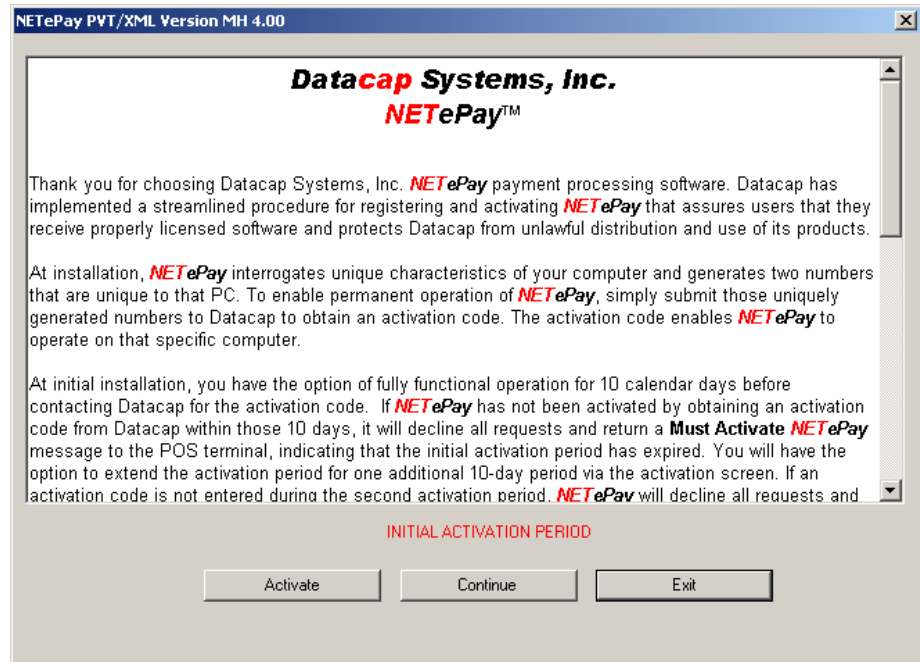
1. Your Name
2. Telephone Number
3. Serial Number
4. Session Code
5. Machine ID

The Serial Number, Session Code and Machine ID appear in the Activation dialog box and can be copied and pasted into the body of the E-mail message.

# Configuration

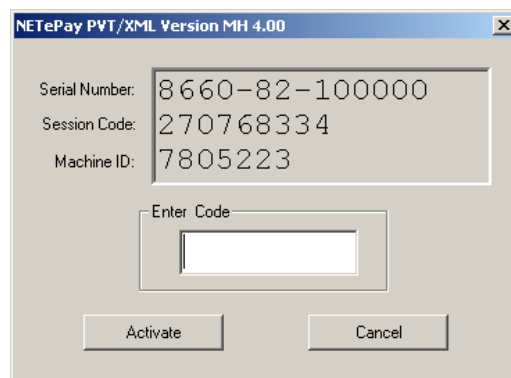
To activate and set up *NETePay* for use:

1. From the Desktop, double-click the **NETePay icon** The Initial Activation dialog box appears.

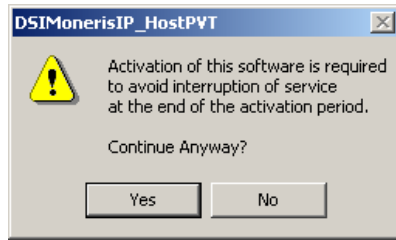


**NOTE:** The Initial Activation dialog box will appear each time you start *NETePay* until you activate it.

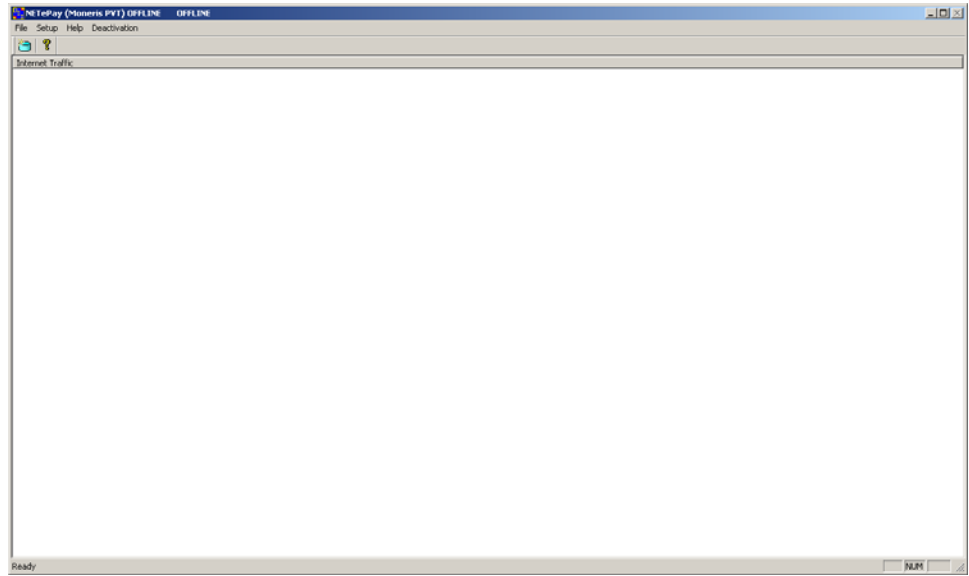
2. To enter the activation code, click **Activate**. When the activation dialog box appears, type the activation code in the box provided and click **Activate**



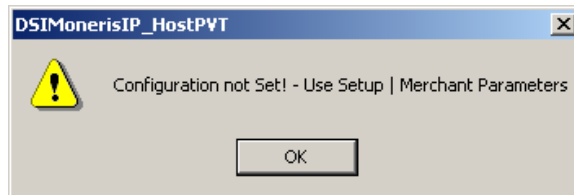
3. To proceed without activation, click **Continue**. When the message indicating that activation is required to avoid interruption of service appears, click **Yes** to continue.



4. In either case, *NETePay* appears.



**NOTE:** During your initial access of *NETePay*, the following message will appear indicating that configuration is required. Click **OK** to continue.



5. From the *NETePay* menu bar, select **Setup** and choose **Merchant Parameters**. The Setup *NETePay* Parameters dialog box appears.

**NOTE:** You may click the *Read Me* button at any time to view the *Read Me* file with additional information on setting your configuration.

6. In the **Moneris IP Address and Port** section, enter the IP addresses and ports for the hosts supplied by Moneris.
7. In the **Moneris Credit Merchant Information** section, enter the **Credit Merchant ID** and the **Credit Card Acceptor Terminal ID** in the boxes provided. This information is supplied by Moneris or your merchant services provider. By default, NETePay returns English responses. Check the **French Responses to POS** if you want NETePay to respond to the POS in French.
8. Under the **NETePay Information Section**, click the **Use Client/Server Password** check box if you want to use a password between POS clients and NETePay and enter the password to use in the text box.

**NOTE:** You must also configure DSIClientX for Client/Server password protection using the same password to use this function.

9. Select the **Merchant Category** type assigned by Moneris as either Retail or Restaurant.
10. For security, the option to **Truncate Sensitive Data in Logs** is enabled by default and cannot be changed. With this feature enabled all account numbers and expiration dates are recorded in the log with only the leading four digits intact and the remaining digit positions replaced with X's. The leading four digits of the account number can be used to determine the type of card (i.e. MasterCard, VISA, AMEX, etc).
11. After completing the configuration settings, click **OK** to save the settings and exit the dialog box. If you want to quit without any changes being applied, click **Cancel**.

## Testing

### **Important! - Before You Start**

You should arrange with your bank and payment processor for testing *NETePay* and all other related components before going live.

**It is the sole responsibility of the merchant account holder to verify that the merchant information entered into *NETePay* is correct.**

**You should only process actual payments after verification that all test transactions have been successfully deposited.**

Datacap Systems is not responsible for typographical errors, data entry errors or any other inaccuracies arising out of the creation and/or downloading of merchant data.

Furthermore, Datacap Systems shall not be liable for any errors or for incidental or consequential damages in connection with the use of the software or other programmed information, including customer supplied or Datacap supplied information.

# ***USING THE DSIClient TRANSACTION UTILITY***

## ***Introduction***

This chapter explains how to use the *DSIClient Transaction Utility* program as a stand-alone application to process retail payment transactions either at the server or a client machine.

**NOTE:** Before you process any transactions using the *DSIClient Transaction Utility*, you should have *NETePay* running.

## ***Supported Transaction Types***

DSIClient supports the following types of credit transactions via the keyboard:

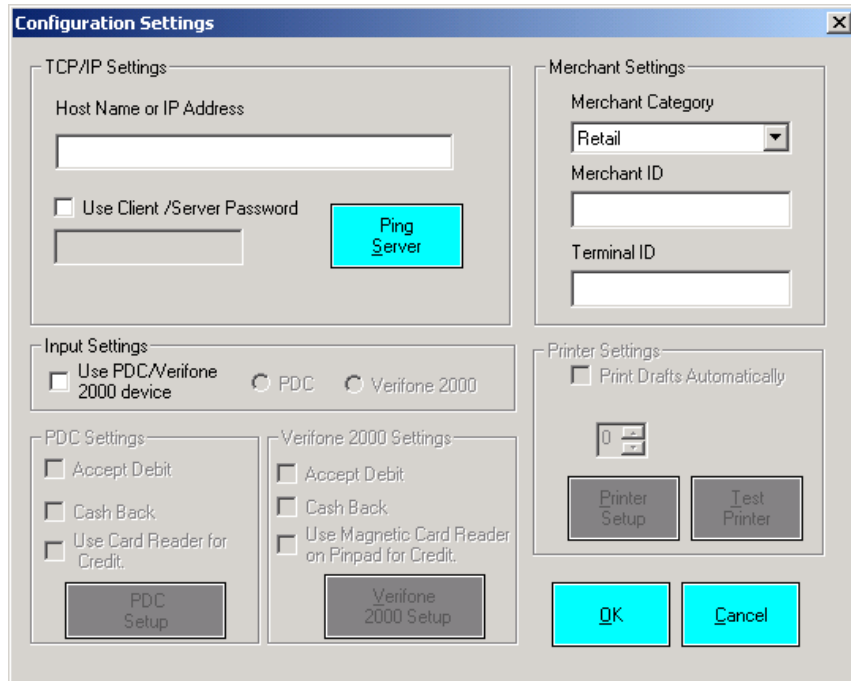
- **Credit Sale** – enables you to process a transaction for a payment for goods or services using a credit card (VISA, MasterCard, American Express, Discover, etc.).
- **Credit Refund** – enables you to issue a credit to the cardholder for the return or credit of goods or services using a credit card.
- **Credit Post Authorization** – enables you to process a transaction for which voice authorization code was obtained due to the payment-processing network being unavailable and places the transaction in the current batch for settlement and payment.
- **Credit Authorization Only** – enables you to authorize a credit card without settlement. In most cases, this transaction is used to determine if a credit card has sufficient remaining credit to process a sale.
- **Credit Void** – enables you to cancel a previously completed sale transaction in the current batch via a keyboard or magnetic card reader.
- **Override Duplicate** – enables you to force a network to authorize a transaction, when the first attempt for authorization resulted in a duplicate transaction error (such as “AP DUP”).

# DSIClient Transaction Utility Setup

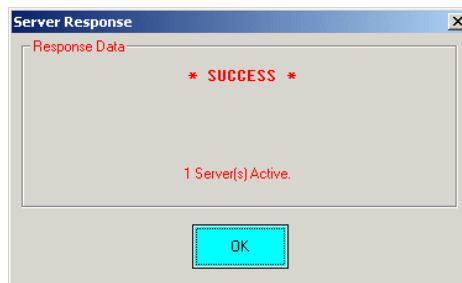
Before you can use the *DSIClient Transaction Utility*, you must configure it for use.

To setup the *DSIClient Transaction Utility*:

1. Launch *DSIClient*, then select **File** from the *DSIClient* menu bar, and choose **Setup**. The Configuration Settings dialog box appears.



2. Under **TCP/IP Settings** in the **Server IP Address** box, type the **IP Address** of the PC where *NETePay* is installed.  
**NOTE:** If the *DSIClient Transaction Utility* and the *NETePay* are both installed on the same PC, use 127.0.0.1.
3. Under **Merchant Settings**, in the **Merchant ID** box, type “Local”.
4. If you enabled *NETePay* for client/server password usage, then under **TCP/IP**, check the **Use Client / Server Password** box and type the client/server password in the box provided.
5. To test a connection to the server (the PC where *NETePay* is installed), click **Ping Server**. If a successful connection is made, a response message appears. It should show at least one active server.



6. Click **OK** to continue.
7. If you enabled *NETePay* for client/server password usage, then under **TCP/IP**, check the **Use Client / Server Password** box and type the client/server password in the box provided.
8. To save the settings and exit the Configurations Settings, click **OK**.

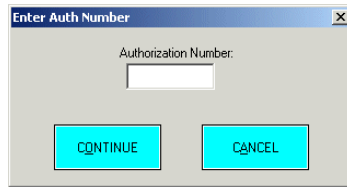
## Processing Transactions

In order to process a transaction using the *DSIClient Transaction Utility*, *NETePay* must be running on the server.

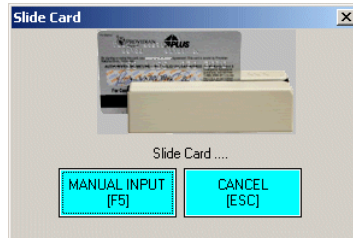
To process a transaction using the *DSIClient Transaction Utility*:

1. Launch *DSIClient*:

2. Using your mouse or action key(s), select the transaction type. The selected transaction type is then highlighted. The default transaction type is Sale (F7).
3. Type the transaction amount in the **AMOUNT** field
4. If needed (typically in Restaurant applications), type the check and/or the receipt number in the **REF NO/INV** box.  
**NOTE:** *NETePay* does not currently support Restaurant applications
5. If needed (this is a reference only field), type your name or ID number in the **OPER ID** box. (Operator ID).
6. If you want to force a network to authorize a transaction, when the first attempt for authorization resulted in a duplicate transaction error, check the **OVERRIDE DUPLICATE** box.
7. Click **CONTINUE** or press **F11**.
8. If required, the *DSIClient Transaction Utility* will prompt you for the entry of an authorization number.



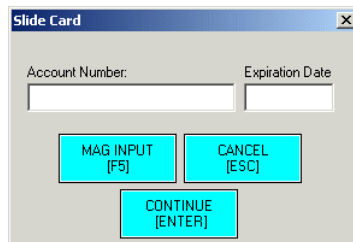
9. Type the number in the field provided, then click **CONTINUE** to proceed. The Slide Card dialog box appears.



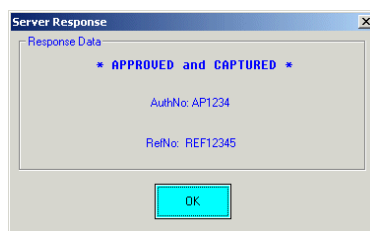
10. Either slide the credit card through the Verifone PINpad 2000's card reader or click **MANUAL INPUT**.

When using manual entry, the Slide Card dialog box will prompt you to enter an **Account Number** and **Expiration Date**.

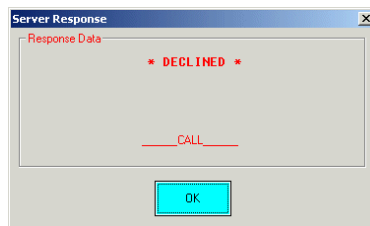
**NOTE:** When entering the date use the format: *MMYY* (Month, Year).



11. After entering the account number and expiration date, click **CONTINUE** to process the transaction.
12. The system will then generate a response message either approving or declining the transaction



OR



13. In either case, click **OK** to continue.
14. You can now process another transaction. Press **F10** to clear the form.



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