START GUIDE

QUICK AND EASY STEPS

FOR bPOS INSTALLATION

ProCredit Bank

One other bank

Contents

bPOS is a mobile app you can use to accept payments using NFC on Android devices, including smartphones and tablets. The software has the functionality of a POS terminal and can be used to accept payments made with contactless cards or mobile devices transmitting contactless card data (i.e., wearables, phones, tablets, etc.).

Installing bPOS

1 Download the **bPOS** mobile app from the Google Play Store using the QR code below.

2 Make sure NFC is enabled

To enable NFC:

- Go to *Settings > More*
- Tap *NFC* to enable it. Android Beam will turn on automatically.
- If Android Beam does not turn on automatically, tap on it and select **"Yes"** to turn it on.

Android Beam must be enabled to use the NFC technology on mobile devices. If Android Beam is off, NFC sharing functionality may be limited.

3 Launch the **bPOS** app

After installing the app, tap the **bPOS** icon.

Upon successful verification, a screen will open to enter your **username and password** and access your account.

You will be asked to grant authorisation for access to your location *(Android 10 or above)*, or your IMEI *(below Android 10)*. This is required to verify the app and your calls. We need this authorisation to block your incoming calls while a transaction is in progress.
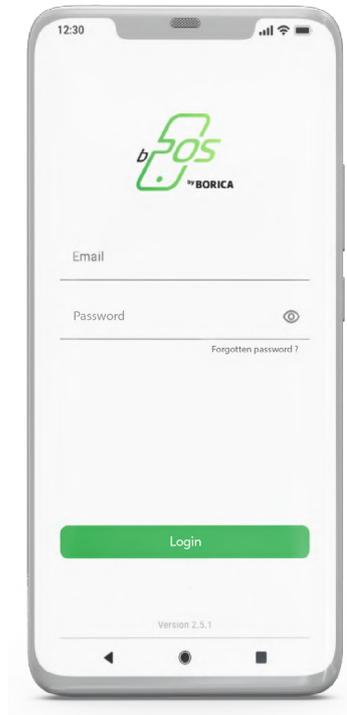
4 Open the bPOS app.

After a successful login in the app, you will see the home screen with the following basic functionalities:

- **Sales**
Tap to register a sale.
- **Transactions**
Tap to see all transactions executed using your bPOS.
- **Stats**
Your transaction history by day, week, or month.
- **Settings**
Access to the app settings.
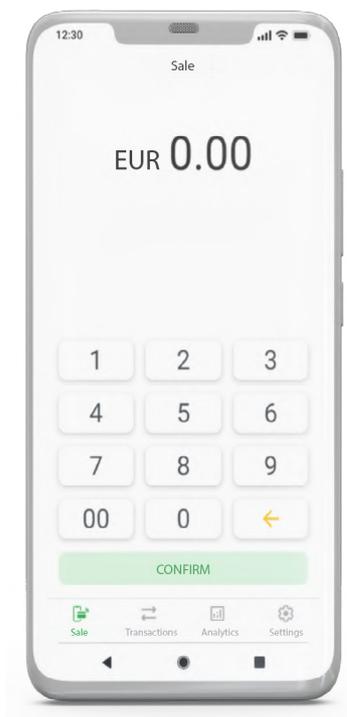
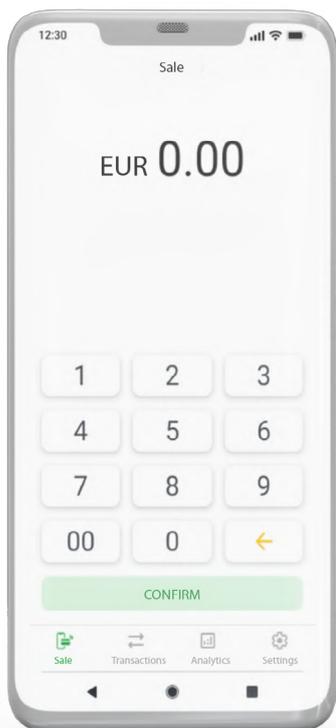# *Accepting*

Visa and Mastercard

contactless payments

The bPOS terminal accepts only cards bearing the **Visa or Mastercard** logo for payments.

PIN-less transactions are limited either to **EUR 50,** or **to the customer's available limit for contactless payments.**
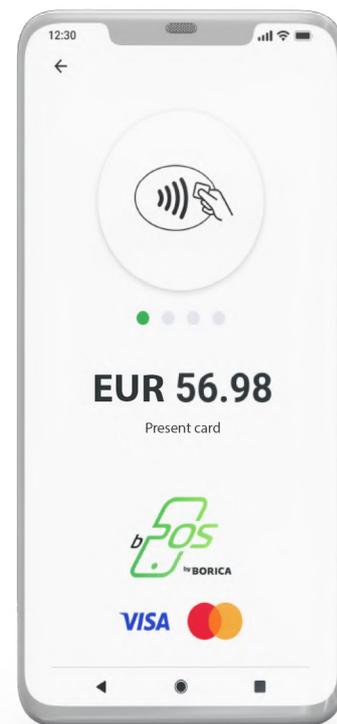
1

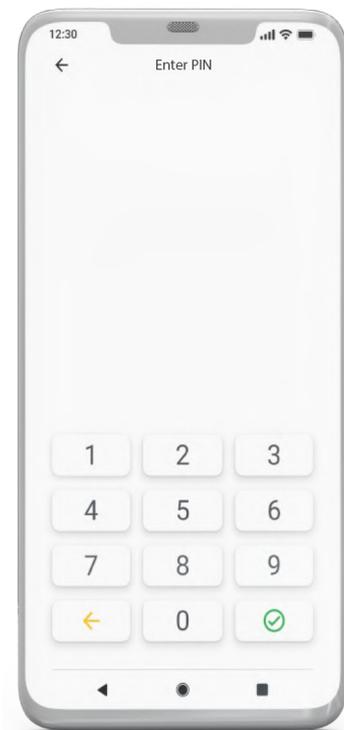Enter the amount of the sale using the screen keypad and tap **„Confirm".**

2

Put the physical or virtual card near the back of your phone.

Accepting

Visa and Mastercard
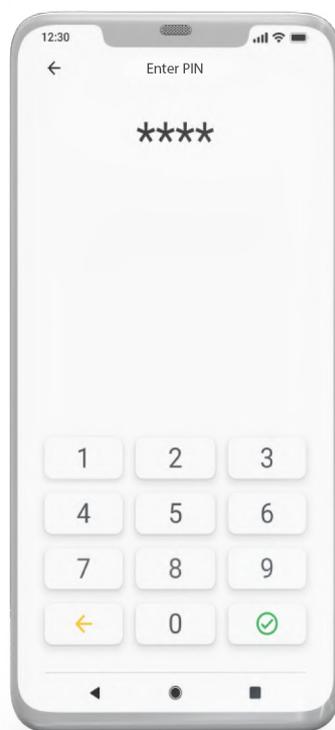
contactless payments

3

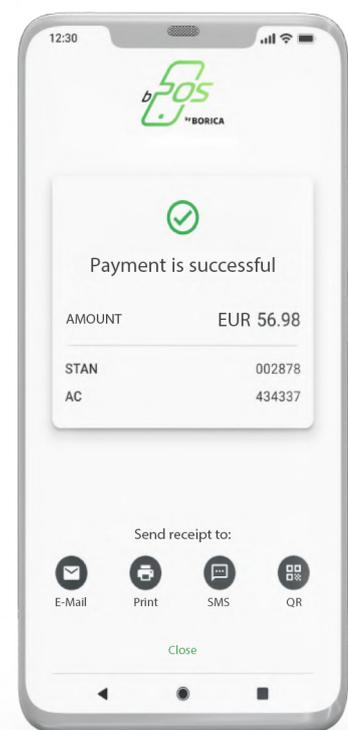If a PIN entry is required, a keypad will open for the customer to enter it.

4

If the card was read successfully, the sale will be processed and you will receive a response stating if the transaction was **„approved"** or **„declined"**.

5

For both approved and declined transactions, you can send an electronic receipt via e-mail, QR* code or print it on a Bluetooth-connected printer.

* The electronic receipt is only generated when the customer reads the QR code using a QR code reader in their mobile device.
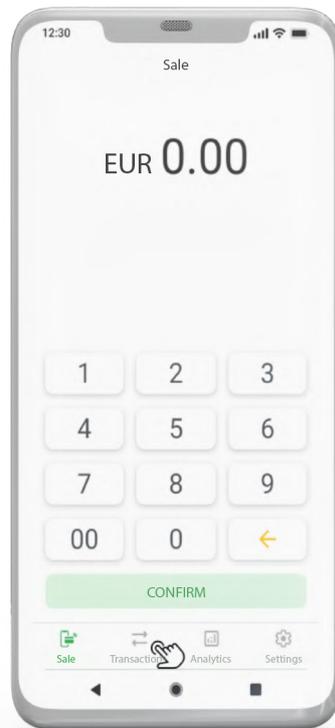
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Tap „**Transactions**", on the home screen to see the history of your bPOS transactions.

You can sort the transactions by date, type, and status, review the details of each transaction, or cancel a transaction (or return the amount paid), if allowed.
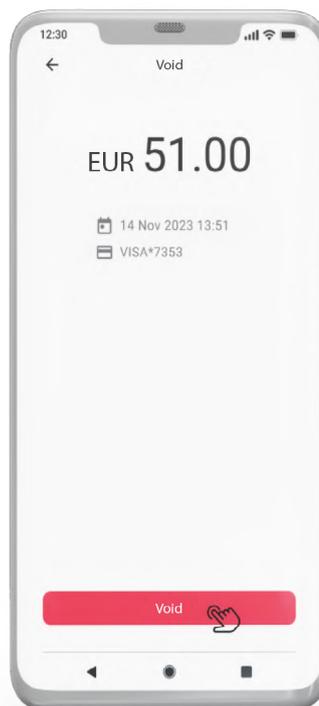
Tap **„Cancel"** if you want to cancel a displayed transaction.

You may cancel a transaction if it complies with the cancellation requirements (if it was executed on the same business day).

On the **„Transactions"** screen, tap the transaction you want to cancel and select **„Cancel"** from the menu.
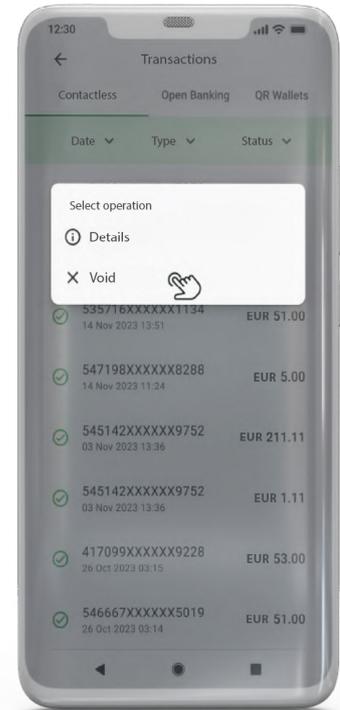
Confirm the cancellation on the next screen.
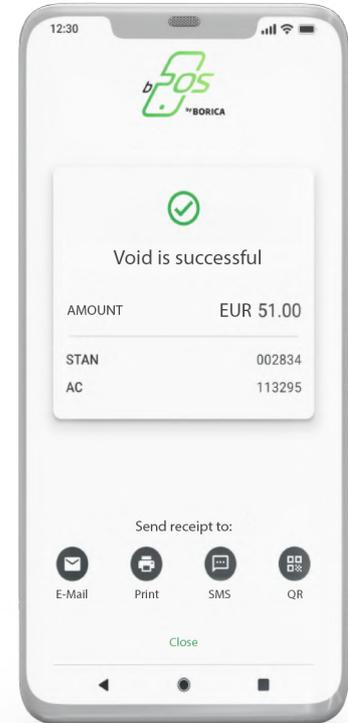
Cancelling

transactions

After the confirmation, the cancellation will be processed and you will receive a response stating if the cancellation was approved or declined.

For both approved and declined cancellations, you can send an electronic receipt via e-mail, QR* code or print it on a Bluetooth-connected printer.

Stats

Tap **„Stats "** to see additional information on the transactions for a specific period of time. You can filter the displayed data by day, week, or month.
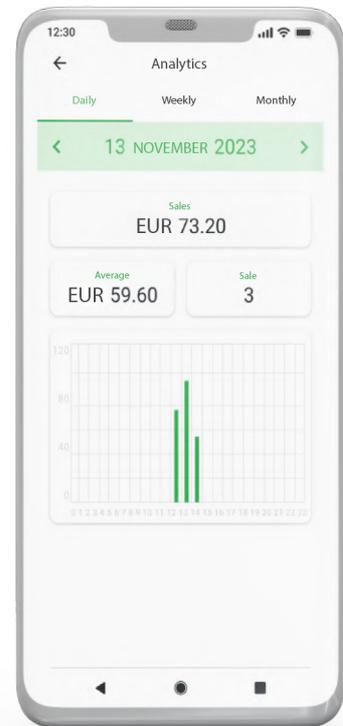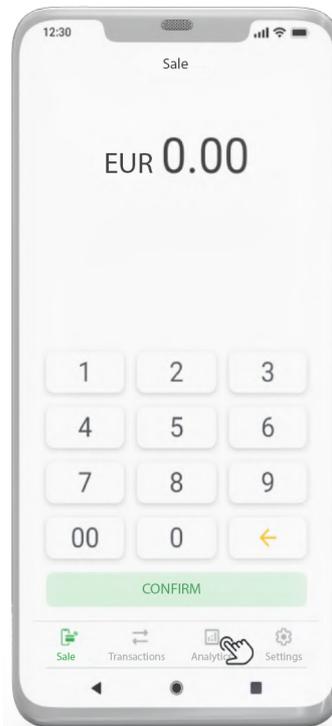
* The electronic receipt is only generated when the customer reads the QR code using a QR code reader in their mobile device.

Use this menu to adjust the app settings.

You can see user information and merchant details.

- **Password change** - tap to change your password
- **Language** - tap to change the app language
- **Select printer** - tap to connect to a Bluetooth-enabled printer.
- **Help** - tap to see information about the app, device ID, call centre, and FAQ
- **Screen settings** - tap to access optional settings
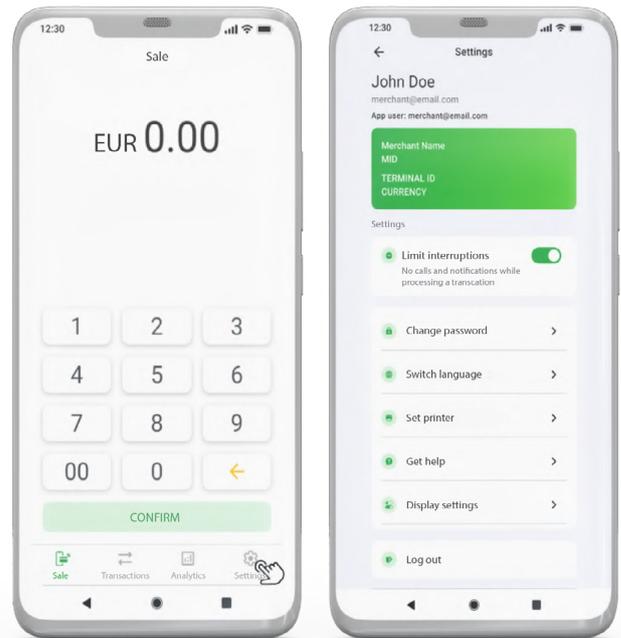
Password reset

Tap the „**Forgot your password?** " button on the login screen where you enter your data (username and password).

You will receive an e-mail message with a link to reset your password. Check your inbox and follow the instructions in the e-mail message.

www.procreditbank.bg