

PURE PAY CONNECT QUICK START GUIDE

Our easy to use guide will get you up and running in no time!

To use Pure Pay Connect three components are required:

1 Web Admin
Interface Setup

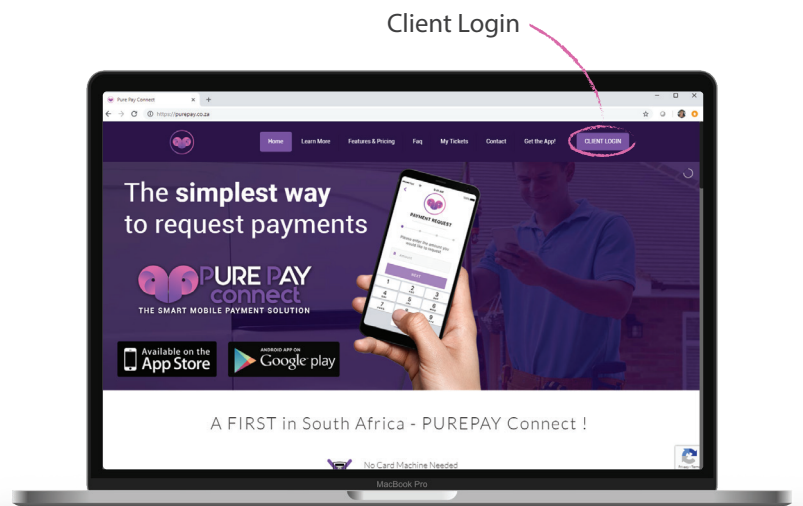
2 Mobile Device
User Setup

3 Sage Pay ZA
Account Setup

Ok let's get started...

WEB ADMIN INTERFACE SETUP

1. Navigate to <https://purepay.co.za> and click on the Client Login button on the top right hand side of your screen.
2. You will be redirected to our SSL secure Admin Login Screen located at <https://paynow.services>

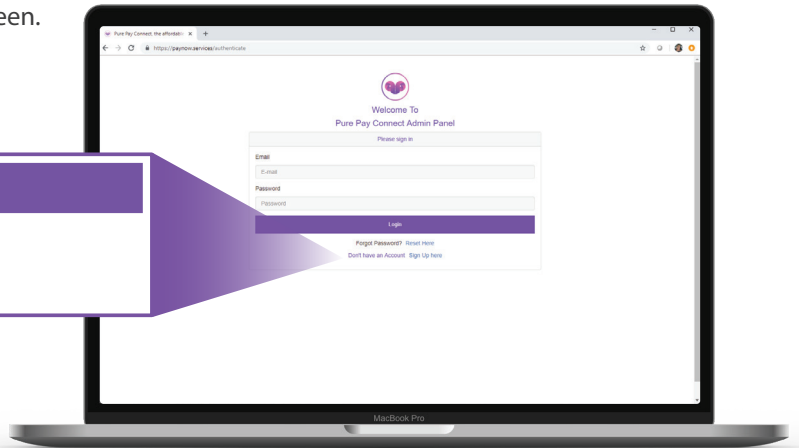


3. Click on the Sign Up here link at the bottom of your screen.

Login

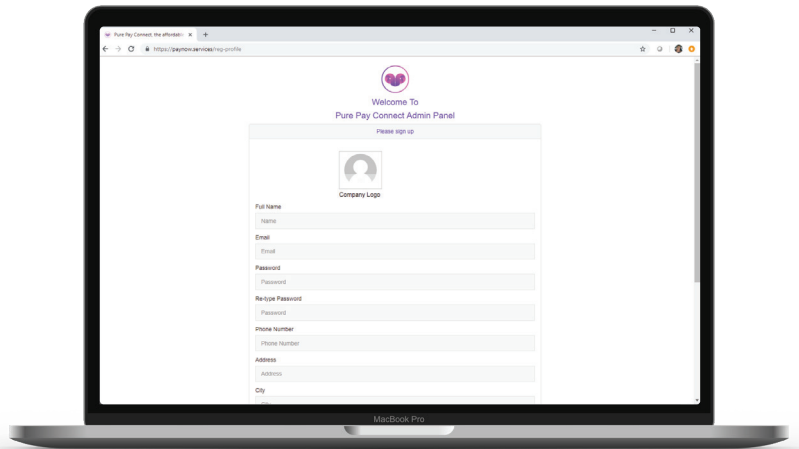
Forgot Password? [Reset Here](#)

Don't have an Account? [Sign Up here](#)



4. You will be redirected to a form.

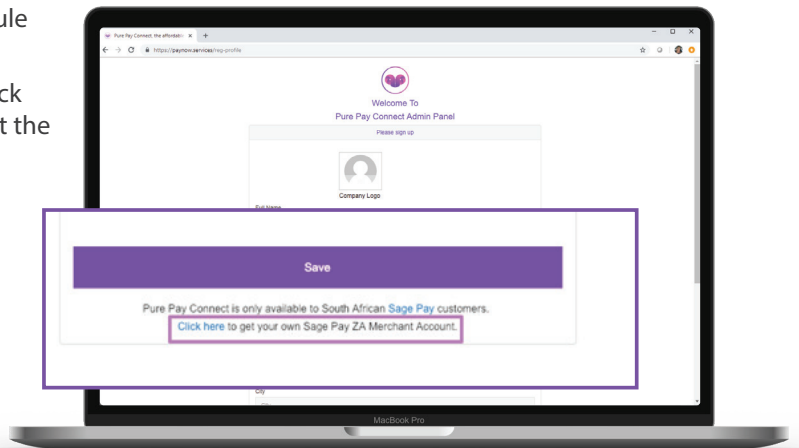
5. Complete the form and click Register Now.



6. You will now be prompted to enter your Sage Pay module details.

a. If you don't already have a Sage Pay account click "Click here to get your own Sage Pay ZA Merchant Account" at the bottom of the screen and follow the steps.

b. If you have Sage Pay details skip to step 7. Once this is done, Sage Pay will be in contact with you to activate your Sage Pay account.



IMPORTANT TO REMEMBER

It is compulsory that all Pure Pay Connect customers have a Sage Pay merchant facility.

Don't worry, it's fast, painless and really affordable...

7. You will need the Sage Pay - **Pay Now** and **Account Profile** modules activated in your Sage Pay account. Please ensure both the **Account Service** and the **Pay Now Service** is **active** before you continue. Simply navigate to www.purepay.co.za/help and download our **Quick Start Guides** to get you up and running in a few easy steps or if you are familiar with the process:
 - **Copy** the **Account service key** and the **Pay Now service key** for use in the Pure Pay Connect **Web Admin Interface** setup.
 - Ensure your Sage Pay **system permissions** are correctly setup.
 - Only you will have access to the Sage Pay merchant account unless you grant someone else access too.

Go to www.purepay.co.za/help or call Sage Pay on 0861 338 338 if you get stuck.

8. Once you have all the details in **step 7** go back to <https://paynow.services> and enter your
 - e. Sage Pay **account name**
 - f. Sage Pay - **Account Number** (found on the top right hand side of your Sage Pay merchant account)
 - g. Sage Pay - **Account Service Key** (refer to step 7 above)
 - h. Sage Pay - **Pay Now Service Key** (refer to step 7 above) and click **SAVE**

Congratulations - you can now start accepting payments!
Your Web Admin interface for accepting payments, is now setup.

The Web Admin Interface consists of the following menu options:

1. **Home** - your dashboard -a snapshot of your Devices and/or Web Admin Interface
2. **Profile** - where your company details are stored
3. **Manage Devices** - where you add/link/delink -and see device related information
4. **Statement** - your company transaction processing statement
5. **Invoices** - invoices for PAID transactions as requested by either your Devices and/or Web Admin Interface
6. **Job Reports** - job cards your Devices and/or Web Admin Interface created
7. **Customers** - the customers in your database
8. **Connect Sage Pay** - where you enable your Devices and Web Admin Interface to accept payments
9. **Support** - a ticketing system for anything else you need help with

Have any questions?

Email us 24/7 questions@purepay.co.za
Call us during business hours +27 (0) 21 3000 756

www.purepay.co.za

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