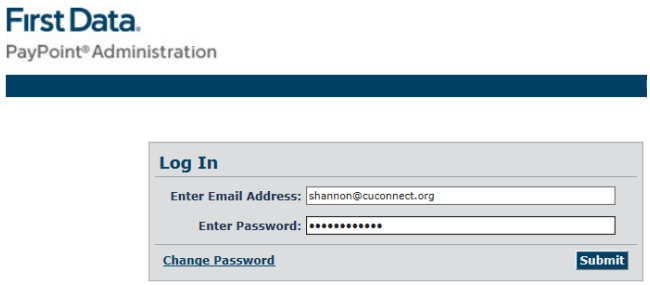
# Cash advance (debit or credit cards)

Log into the PayPoint website -- https://admin3.thepayplace.com/epayadmin/

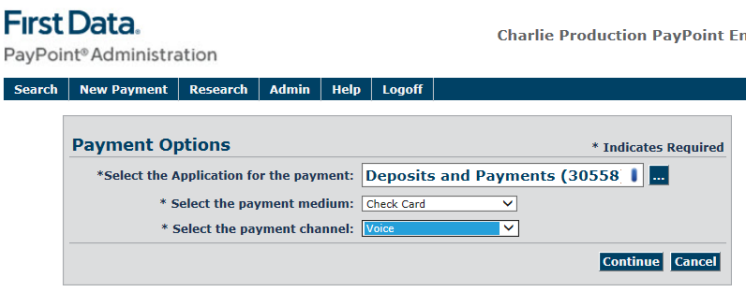



Click on the new payment button -- 


Click on the little ellipse button  next to *Select application for payment. Here is where you will choose whether you are doing a credit card cash advance, debit card advance, or echeck. Once you click on the ellipse button another box will pop up. You will double click on Connections Credit Union>Merchant Transactions>*cash advance (credit cards only)* **OR** *deposits and payments (debit cards only).* Remember—a debit card will say debit on the front of the card and credit cards typically do not have anything printed on the card, just the visa or MC logo. Then click accept.

In the dropdown below application, for medium type you will choose the appropriate card type. **If it is a debit card you will choose check card. If the member wants to create a echeck (electronic check deducted from account using account and routing number), you would choose echeck for personal account and business echeck for business accounts.***

The payment channel is how the member making the request, over the phone, in person and etc. According to regulation--all cash advances on **credit cards** must be done with both the member and the card present in the branch. Then click continue.




On the following screen fill in *each* box. Please be sure to get an email address so the system can send a payment confirmation notice to the member. **There is a $5.00 convenience fee on every debit card or echeck transaction** Use todays date in the date field. There is an option to future date a transaction, however this should only be done by the collection department. Then click submit payment.

The program will process the transaction and provide a confirmation code. Click on the printer friendly version and save those receipts in a folder or envelope like you had been doing for our other cash advance receipts.

Go to Forza to load the members account. Do a Misc Disbursal for the amount of the transaction, **please do not include the $5.00 fee**. For the Misc Disbursal, we will only use "PayPoint cash advance" for anything processed through the PayPoint site regardless of transaction/card type.

Post the misc disbursal amount to the appropriate suffix.