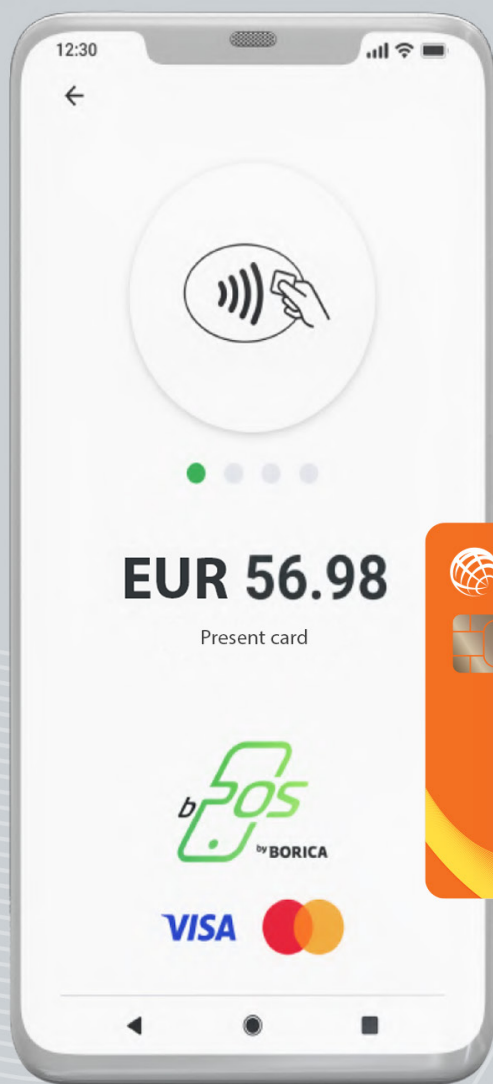




START GUIDE

QUICK AND EASY STEPS

FOR bPOS INSTALLATION



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What is bPOS



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



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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

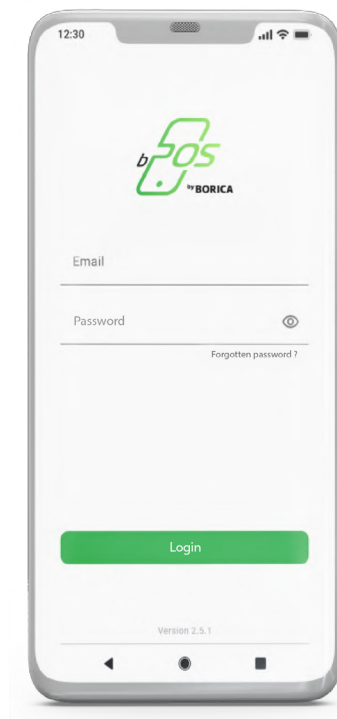
Launch the **bPOS** app

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**

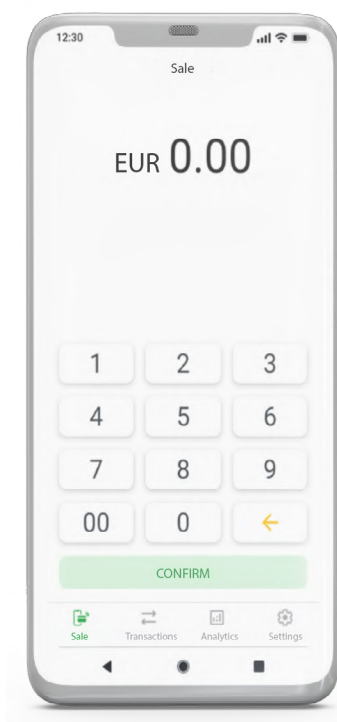
Tap to see all transactions executed using your bPOS.

- **Stats**

Your transaction history by day, week, or month.

- **Settings**

Access to the app settings.



Accepting

Visa and Mastercard

contactless payments



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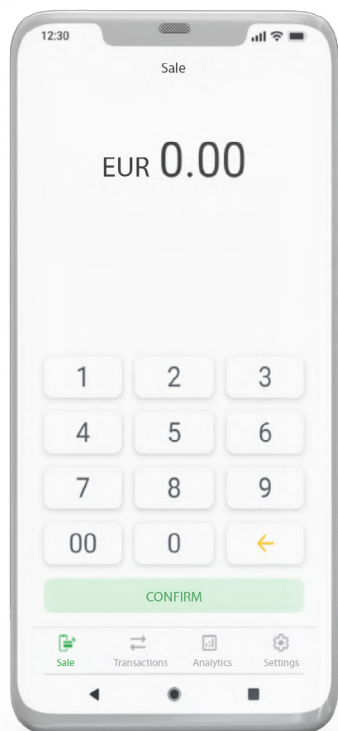
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The bPOS terminal accepts only cards bearing the **Visa or Mastercard** logo for payments.

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

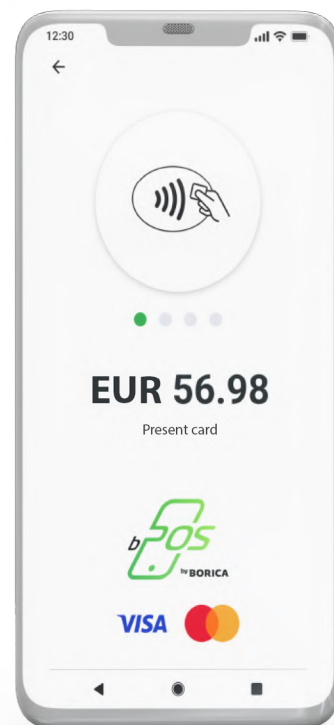
1

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.



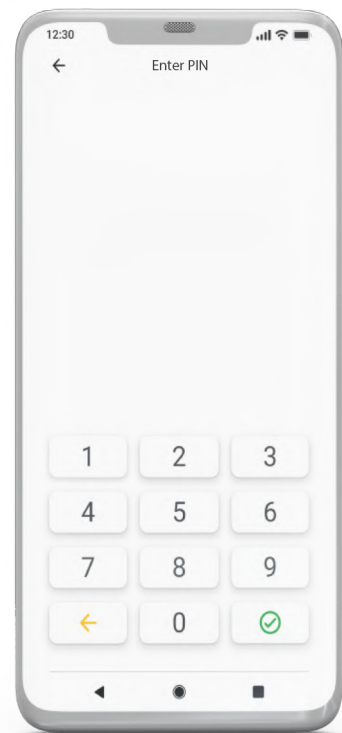
Accepting

Visa and Mastercard

contactless payments

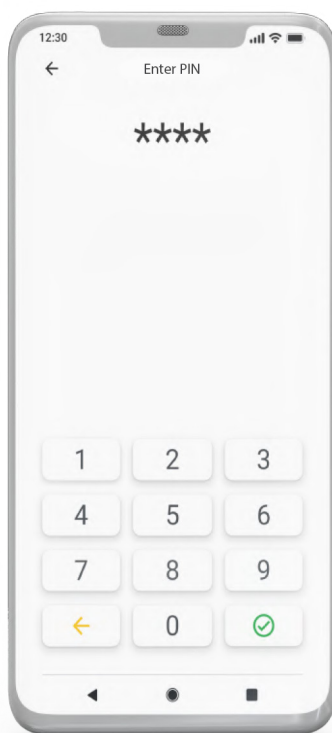
3

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



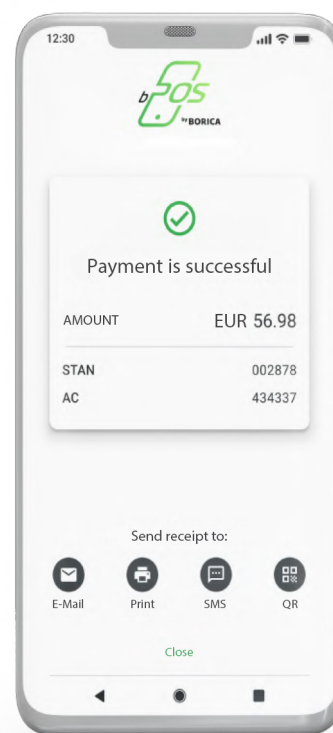
4

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.

Transaction

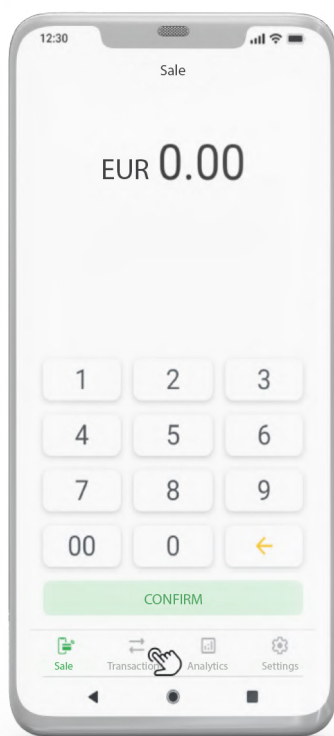
history view



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Tap „**Transactions**“, on the home screen to see the history of your bPOS transactions.



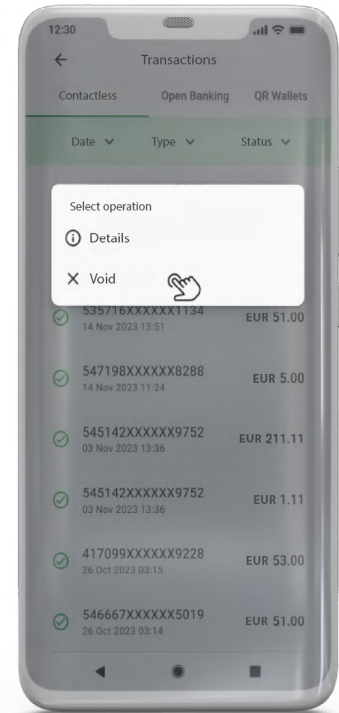
You can sort the transactions by date, type, and status, review the details of each transaction, or cancel a transaction (or return the amount paid), if allowed.

Cancelling transactions

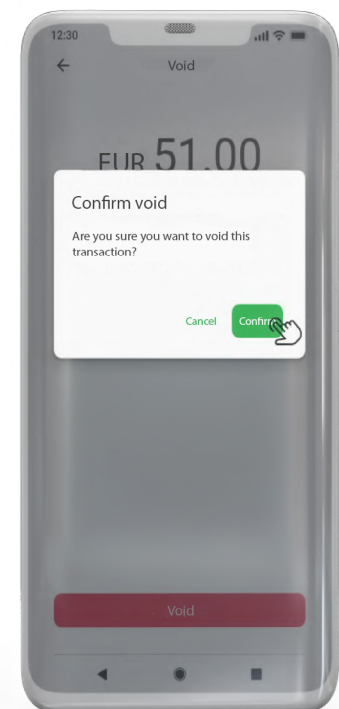
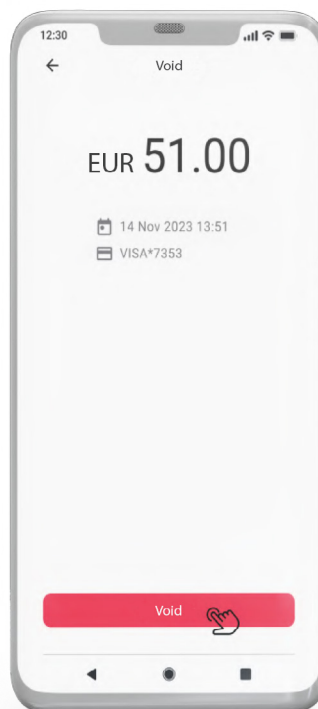
Tap „**Cancel**“ if you want to cancel a displayed transaction.

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

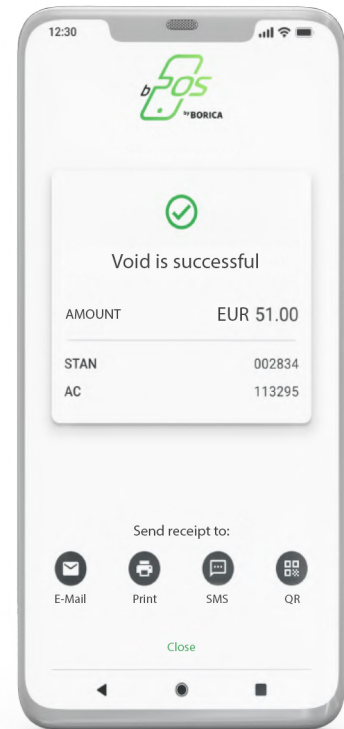


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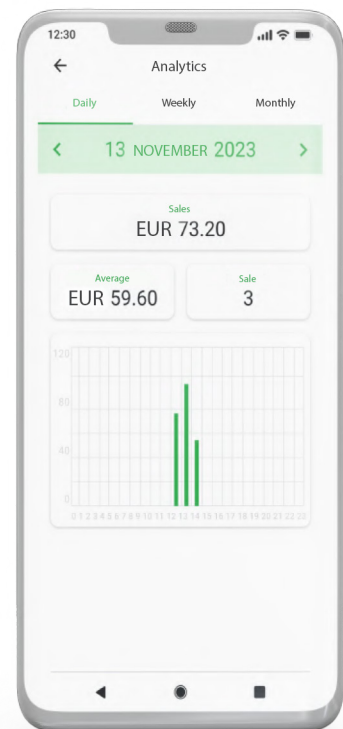
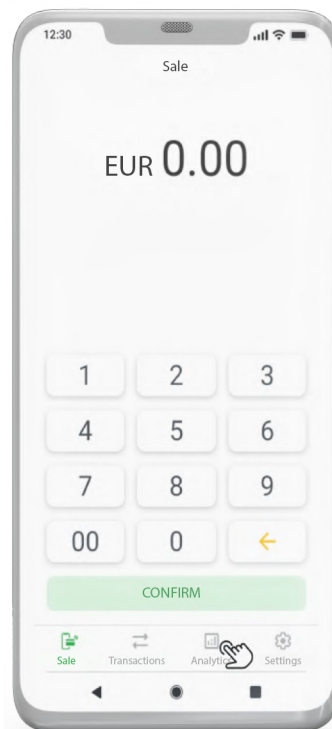
After the confirmation, the cancellation will be processed and you will receive a response stating if the cancellation was approved or declined.

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.gr