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# Card Swipe Payment

## *(For Card Connect Clients)*

### User Guide

Last update January 10, 2019

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## What is The Purpose

OnCare allows the center to accept one-time credit card payments from parents via card swipe. Unlike the online tuition payment which requires parents to setup a funding account, parents can use any credit card to pay via card swipe. Card swipe payment will be posted to the family account ledger automatically.



### 1. Acquiring the Card Reader

In order to enable card swipe payment, you must first acquire the appropriate card reader according to which payment processor you have:

#### Card Connect Customers:

**Note:** The OnCare Card Swipe Payment solution is **Point to Point Encrypted (P2PE)** certified. Only the following readers from Card Connect are certified to be P2PE.

You can order from <https://shop.cardconnect.com/>

 MY ACCOUNT CART / \$0.00 


card-not-present transactions simply and securely.

#### SecuRED MagStripe Card Reader

SecuRED is a PCI SRED (Secure Reading Exchange of Data) Certified magnetic stripe card reader that encrypts payment card data as it is swiped and provides the physical security and tamper resistance needed to achieve PCI SRED standards.

\$115.00

ADD TO CART





#### IDTech SREDKey

SREDKey is an encrypted keypad with an LCD and an encrypted MagStripe reader that offers a complete and reliable security solution. Even better, because swiped transactions and key-in data are encrypted at the point of interaction, the scope of PCI-compliance is dramatically reduced.

\$160.00

ADD TO CART





**Note:** You will need your Merchant ID (MID) to order the card reader from Card Connect.

While both card readers will work, we recommend the IDTech SREDKey reader as it is bigger and more stable to swipe.



The OnCare Card Swipe Payment solution is designed for the parent's card to be swipped only. The keypad on the IDTech SREDKey reader CANNOT be used to key in the credit/debit card number.

## 2. Request to Enable Card Swipe Payment

Please email [clientsupport@oncarecloud.com](mailto:clientsupport@oncarecloud.com) to request to enable the Card Swipe Payment function in OnCare.

## 3. Connecting the Card Reader

Once you have received the card reader, you can simply plug it into a USB port on the computer. The system should recognize the card reader and you are ready to process card swipe payment in OnCare.



## 4. Process Card Swipe Payment via Online Payment Home

Once the Card Swipe Payment function is enabled, you will be able to process card swipe payments in 2 places. First you can select a parent to process card swipe payment from the Online Tuition Payment home page by clicking on the Process Card Swipe Payment.

**Online Tuition Payment**

**Tuition Auto Pay (TAP)**  
TAP allows the Director to have total control over the tuition payment online.

1. [Process New TAP Payment](#)
2. [Review Status of Submitted TAP Payment](#)

**Tuition Pay Direct (TPD)**  
TPD provides the parents the option to pay their tuition online. Director can review payment status and remind parents to pay on time.

3. [Review TPD Payment Status](#)

**Card Swipe Payment (CSP)**  
CSP provides the Director the option to take payments from parents via a card reader.

4. [Process Card Swipe Payment](#)
5. [Review CSP Payment Status](#)

**Enrollment Counter**

Total Active Families	120
<a href="#">Total Active Families Enrolled in TAP</a>	8
<a href="#">Total Active Families Enrolled in TPD</a>	9
Total Active Families Not Enrolled	103

[Online Tuition Payment Enrollment](#)

You can select a family from the drop down list.

**Card Swipe Payment**

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Select Payer

Family Account No	Parent Name	Ledger
ALVAREZ	Nohemi Montoya	Sponsor
ARCHULETA	Chantel Archuleta	Sponsor
BAHA	Cassy Baha	Sponsor
BOJORQUEZ	April Walker	Sponsor
BOLING	Whitney Boling	Sponsor
BRAVEK	Jayme Bravek	Sponsor
BROOKS1	Marisol Brooks	Sponsor

The system will propose the ledger balance as the default amount. You can accept that amount or change the amount before processing to swipe the parent's credit card to process the payment.

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**Select Payer** BAHA

**Parent Name** Cassy Baha

**Child(ren)** Kaeden Nelems

**Ledger Balance Amount** \$83.70

**Enter Amount To Process** \$83.70

Confirm Amount

## 5. Process Card Swipe Payment via Family Account Ledger

A more common place to process card swipe payment is within the Family Account Ledger of a specific family. You will notice a Card Swipe Payment button in the family account ledger. Click on the button when you are ready to process card swipe payment for that family.

Show Ledger All
☒ Hide Void

Card Swipe Payment
Post Ledger Item ?

Ledger	Posting Date	Check #	Description	Billing Period	Comments	Child Name	Charges				Details	Action
Sponsor	07/01/2016		Drop-In / Hour	Jun 2016	Roy Anderson	Roy	\$ 160.00		\$	1,221.70	<a href="#">53</a>	<a href="#">Void</a>
Sponsor	08/01/2016		Preschool > 3 Year Old (M-F) Monthly	Aug 2016	Roy Anderson	Roy	\$ 900.00		\$	2,121.70		<a href="#">Void</a>
Sponsor	08/31/2016		Registration Fee - New				\$ 100.00		\$	2,221.70		<a href="#">Void</a>
Sponsor	09/01/2016		Preschool > 3 Year Old (M-F) Monthly	Sep 2016	Roy Anderson	Roy	\$ 900.00		\$	3,121.70		<a href="#">Void</a>
Sponsor	10/01/2016		Preschool > 3 Year Old (M-F) Monthly	Oct 2016	Roy Anderson	Roy	\$ 900.00		\$	4,021.70		<a href="#">Void</a>
Sponsor	10/27/2016		Payment - Cash			Roy		\$ 1,000.00	\$	3,021.70		<a href="#">Void</a>
Sponsor	10/27/2016		Payment - Check			Roy		\$ 500.00	\$	2,521.70		<a href="#">Void</a>
Sponsor	10/27/2016		Parents Night Out			Roy	\$ 10.00		\$	2,531.70		<a href="#">Void</a>
Sponsor	10/27/2016		Payment - Cash			Roy		\$ 300.00	\$	2,231.70		<a href="#">Void</a>
Sponsor	11/01/2016		Preschool > 3 Year Old (M-F) Monthly	Nov 2016	Roy Anderson	Roy	\$ 900.00		\$	3,131.70		<a href="#">Void</a>
Sponsor	11/29/2016		Payment - Check			Roy		\$ 3,000.00	\$	131.70		<a href="#">Void</a>
									<b>Today's Bal.</b>	<b>\$ 131.70</b>		

## >> Card Swipe Payment

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**Payer** ANDERSON

**Parent Name** Erick Anderson

**Child(ren)** Roy Anderson

**Ledger Balance Amount** \$131.70

**Enter Amount To Process** \$131.70

Confirm Amount

>> Card Swipe Payment

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Payer

ANDERSON

Parent Name

Erick Anderson

Child(ren)

Roy Anderson

Ledger Balance Amount

\$131.70

Amount to Pay

\$131.70

Change Amount

Ready to Swipe Card

Click here

Once you click on “Ready to Swipe Card” button, system will show you a screen that it is ready for you to swipe the card:

>> Card Swipe Payment

Please Swipe Card...

Please refrain from using your mouse or keyboard

Cancel

>> Card Swipe Payment

Receiving Data...

Please refrain from using your mouse or keyboard

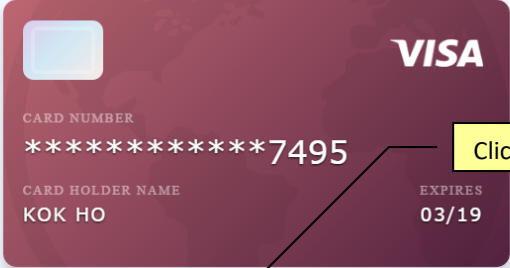
You will see the name, expiration date and last 4-digit of the credit card number on the screen. When ready, click the Process Payment button.

>> Card Swipe Payment

Parent Name Erick Anderson

**Amount to Process \$131.70**

**CARD DETAILS**




CARD NUMBER  
\*\*\*\*\*7495

CARD HOLDER NAME  
KOK HO

EXPIRES  
03/19

Process Payment
Cancel

Click here



## 6. Payment Posted to Family Account Ledger

Once a card swipe payment is processed successfully, the transaction will post automatically to the Family Account Ledger with a description of “Card Swipe Payment.” as shown below:

Show Ledger All Hide Void											
Card Swipe Payment Post Ledger Item ?											
Ledger	Posting Date	Check #	Description	Billing Period	Comments	Child Name	Charges	Credit	Balance	Action	
Sponsor	11/17/2016		Payment - Credit Card		Visa	Olivia		\$ 41.55	\$ 1,416.65	<a href="#">Void</a>	
DES	11/21/2016		Bobcats 5D	11/21/2016 - 11/27/2016	Olivia Llano	Olivia	\$ 110.45		\$ 1,527.10	<a href="#">Void</a>	
Sponsor	11/21/2016		Bobcats 5D	11/21/2016 - 11/27/2016	Olivia Llano	Olivia	\$ 36.55		\$ 1,563.65	<a href="#">Void</a>	
Sponsor	11/21/2016		Charitable Donation	11/21/2016 - 11/27/2016	Olivia Llano	Olivia		\$ 26.55	\$ 1,537.10	<a href="#">Void</a>	
DES	11/28/2016		Bobcats 5D	11/28/2016 - 12/04/2016	Olivia Llano	Olivia	\$ 110.45		\$ 1,647.55	<a href="#">Void</a>	
Sponsor	11/28/2016		Bobcats 5D	11/28/2016 - 12/04/2016	Olivia Llano	Olivia	\$ 36.55		\$ 1,684.10	<a href="#">Void</a>	
Sponsor	11/28/2016		Charitable Donation	11/28/2016 - 12/04/2016	Olivia Llano	Olivia		\$ 26.55	\$ 1,657.55	<a href="#">Void</a>	
Sponsor	11/28/2016		Card Swipe Payment		S00029284			\$ 66.55	\$ 1,591.00	<a href="#">Void</a>	
Sponsor	11/28/2016		Parent Under Charge		DES off set (x5)	Olivia	\$ 157.75		\$ 1,748.75	<a href="#">Void</a>	

## 7. Review Card Swipe Payment

You can review all your card swipe payment activities by clicking on the “Review CSP Payment Status” link on the online payment home page.

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>> Online Tuition Payment

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Select this

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