

MERCHANT NAME: _____

VOICE MERCHANT NUMBER: _____

DIALPAY QUICK CARD

SALE

TRANSACTION CODE - 1: SALE

STEP #	OPERATOR ACTION	DIALPAY RESPONSE
Step 1	Dial authorization phone number 18002914840	VisaNet Authorization Center
STEP #	DIALPAY RESPONSE	OPERATOR ACTION
Step 2	Enter merchant ID	Enter merchant #
Step 3	Enter transaction code	Press [1]
Step 4	Sale Enter account number	Key in cardholder account number and press [#]
Step 5	Expiration date?	Key in expiration date and press [#] NOTE: in MMY format
Step 6	Amount of transaction?	Key in the amount and press [#] Example: 200 = \$2.00
Step 7	You entered...\$\$\$cc	If amount is correct, press [9] OR To re-enter, press [6]
Step 8	Captured and reference number	Record authorization number on sales receipt

UNITED BANK CARD

Customer Service:

800-201-0461 option "2"

24-Hour Technical Support:

800-632-1888

Supplies, Paper, Ribbon:

800-468-1954

VOICE AUTHORIZATION CENTERS

Visa®/MasterCard® Voice Authorization:

See DialPay Quick Reference Guide

American Express® Voice Authorization:

800-528-2121

Discover® Voice Authorization:

800-347-1111

MAIL ORDER & AVS RESPONSES**TRANSACTION CODE - 2: MAIL ORDER (WITH ADDRESS VERIFICATION)**

STEP #	OPERATOR ACTION	DIALPAY RESPONSE
Step 1	Dial authorization phone number 18002914840	VisaNet Authorization Center
STEP #	DIALPAY RESPONSE	OPERATOR ACTION
Step 2	Enter merchant ID	Key in merchant #
Step 3	Enter transaction code	Press [2]
Step 4	Mail Order Enter account number	Key in the cardholder account number and press [#]
Step 5	Expiration date?	Key in expiration date and press [#] NOTE: in MMY format
Step 6	Amount of transaction?	Key in the amount and press [#] Example: 200 = \$2.00
Step 7	You entered...\$\$\$cc	If amount is correct, press [9] OR To re-enter, press [6]
Step 8	Enter street address	Key in the street number or P.O. Box number (numeric only), and press [#]
Step 9	Enter the 5 or 9 digit zip code	Key in the 5 or 9 digit zip code and press [#]
Step 10	Captured and reference number	Record authorization number on sales receipt