

An Instruction Guide for Store Managers



KwikSystems POSA Point-of-Sale Activation and Recharge System for Prepaid Long-Distance and Prepaid Cellular Phone Cards

With the KwikSystems System, a phone card has no value until it is activated at the checkout counter by “swiping” it through the credit card terminal as described below—after the customer has paid for the card. After the initial sale has been made and the card has been activated, each additional swipe adds the same card value as on the original purchase, so a cardholder can have a card recharged for more time, at your store. This convenient way of adding more time has been proven to increase card loyalty significantly, resulting in potential year-round profits for your store from each initial card sale.

How Stores Activate a Card

When the customer hands the card to the checkout clerk, process it as you would any product, using its UPC code. Then:

1. On the terminal, enter **Debit** and then **swipe the card** once.
2. Enter on the register a sale of \$ **.01** (one cent).
(Note: If register and terminal are not integrated, enter the \$.01 on the terminal.)
3. If screen asks if you want Cash Back, select **No**.
4. When requested to enter a PIN, enter: **1 2 3 4**.
5. Press **Enter**.

You should receive an **Approval**, indicating that the card is now active.

(NOTE: If, for any reason, you receive a Decline, it is likely that an error was made in the procedure. Repeat the above steps.)

How Stores Recharge a Card for More Value

A cardholder, after using a card and likely having memorized the PIN Number, often decides to add more time to the same card rather than have to memorize a new one. After that cardholder has paid you to add more time to his or her original card, each new swipe through your credit card terminal adds the same value as was on the card when first purchased—i.e., **recharging a \$10 card adds \$10 more value with each swipe.**

1. On the terminal, enter **Debit** and then **swipe the card** once.
2. Enter on the register a sale of \$ **.02** (two cents).
(Note: If register and terminal are not integrated, enter the \$.02 on the terminal.)
3. If screen asks if you want Cash Back, select **No**.
4. When requested to enter a PIN, enter: **1 2 3 4**.
Press **Enter**.

You should receive an **Approval**, indicating that the card has been recharged.

How Stores De-Activate a Card

If a customer changes his or her mind about purchasing a card after it has been activated, or if the store’s cashier has made an error, the card can be de-activated with the following procedure (Note: If the card has been used it cannot be deactivated. Any deactivation attempt will be declined. This protects you against fraudulent refund attempts.)

1. On the terminal, enter **Debit** and then **swipe the card** once.
2. Enter on the register a sale of \$ **.03** (three cents).
(Note: If register and terminal are not integrated, enter the \$.03 on the terminal.)
3. If screen asks if you want Cash Back, select **No**.
4. When requested to enter a PIN, enter: **1 2 3 4**.
5. Press **Enter**.

You should receive an **Approval**, indicating that the card has been deactivated.

After deactivation, if you were to try to use the card again with any amount (other than one cent), you should receive a Declined message.