

TapPay Portal User Manual

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1. Foreword

Welcome to the TapPay Cash Flow Backstage (https://accounts.tappaysdk.com); this document will provide complete instructions for the operations of backstage functions. Please use the functions by following the latest version of the operating guide.

To learn more about TapPay products, please visit the official website of TapPay (https://www.tappaysdk.com); the payment types and connection specifications are described in detail on the website.

If you have any questions while operating the backstage or have the need to connect new products, please call us at (02) 2366-0080 between 10:00 - 13:00 and 14:00 - 18:00 from Monday to Friday, or write us at support@cherri.tech; you will be served by dedicated operators. We wish you a pleasant journey using the product!

2. Function Introduction

Descriptions on the introductions and operations of the various functions of the TapPay backstage will be provided according to the pages in the menu below.

2.1. Login Account

2.1.1.Two Factor Setting

Two factor authentication can ensure the security of the account; after users logged into the TapPay backstage, the "Email Security Verification" page will appear. Now you will need to go to the Email you used to register the TapPay account to obtain the verification code and pass the verification before you can log in (Figure `-1). In order to avoid situations where the Email did not or cannot receive the verification code, you can set up a backup mechanism so that if verification failed up to 5 times, you can switch to SMS verification instead.

If the number of verification failures reached the maximum limit, the account will be locked immediately and you can only try to login again after 24 hours, or contact TapPay operators during working hours for assistance.

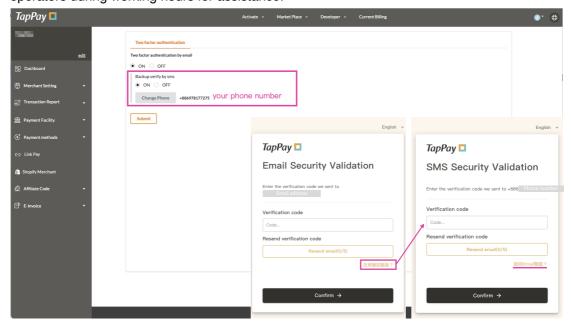


Figure '-1 Two factor authentication

2.1.1.1. Enabling/Disabling Two factor authentication

The initial status of TapPay accounts has Two factor authentication "Enabled" by default; the "Disable" Two factor authentication can be clicked here. "Backup Verification" cannot be set if you "Disabled" Two factor authentication.

2.1.1.2. Adding Backup Verification

- Confirm that Two factor authentication is "Enabled," then go to "Backup Verification" and click on ① "Enable."
- Select ② "Country Code" in the window that pops up and enter your "Mobile Phone Number," then click on "Send Verification Code."
- Receive the SMS message on your mobile phone, then return to the window and enter (3) "Verification Code" and click on "Submit."
- Once setting is complete, the mobile phone number that you set will be displayed here 4.
- After confirming it is correct, click on ⑤ "Submit" to complete backup setting.

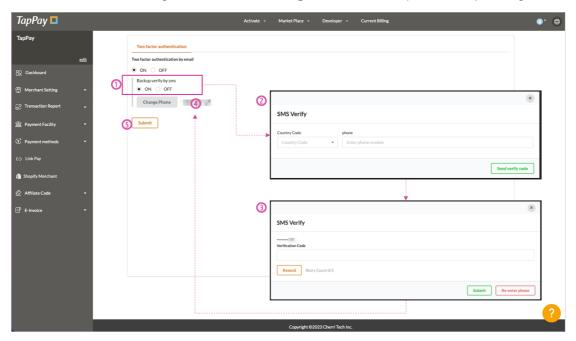


Figure 錯誤! 所指定的樣式的文字不存在文件中。-2 Setting backup verification

2.1.1.3. Changing the Mobile Phone Number for Backup Verification

Click on "Change Mobile Phone Number" under Backup Mechanism, then follow the same steps as setting up "Backup Verification" for the first time. After confirming the changed mobile phone number, click on ⑤ "Submit" to complete settings.

2.1.2. Change Password

If you have the need to change the password, you can change password (Figure 錯誤! 所指定的樣式的文字不存在文件中。-3) on this page. Please complete the change by following the steps below, then login with your new password you set the next time you log in.

- Please enter your current password in (1) "Old Password."
- Please enter the new password to change to in ② "New Password" and "Confirm New Password."
- Click on ③ "Submit" to complete the settings; please login with the newly changed password the next time you log in.

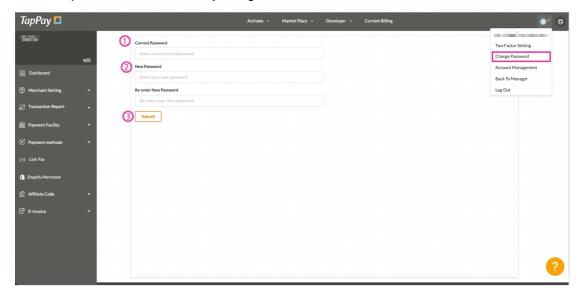


Figure 錯誤! 所指定的樣式的文字不存在文件中。-3 Changing the password

2.1.3. Account Permissions

If there are user requirements under the same account, "Account Management" can be performed here; corresponding permissions can be set according to actual user needs to prevent users from accidentally changing the data.

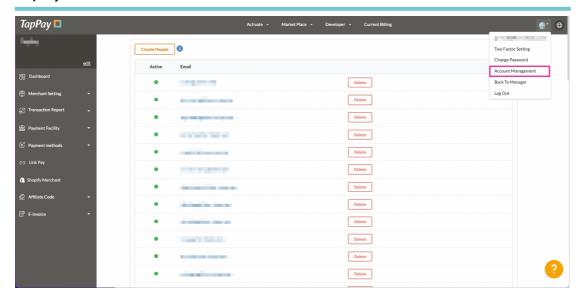


Figure 錯誤! 所指定的樣式的文字不存在文件中。-4 Account permissions

2.1.3.1. How to Add New User Account Permissions

- Go to "Account Permission Settings" and click on ① "New Account" to enter the settings page.
- Enter the ② "Email" and "Password" of the user to add on the Settings page, and the user can login using this information in the future.
- Select the ③ "Role" that the user corresponds to or "SelectAll" to perform permission settings. If function permissions need to be adjusted for individual users, it can be set in point ④.
- The 4 permissions of the various functions can be adjusted here, for example: Edit/View/Prohibit.
- Click on (5) "Submit" to complete the co-administrator settings.

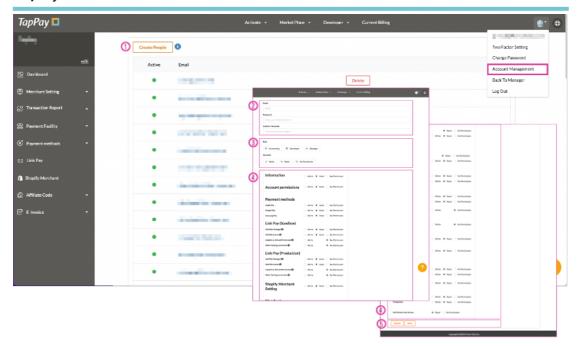


Figure 錯誤! 所指定的樣式的文字不存在文件中。-5 Add new shared user

2.1.3.2. How to Quickly Set User Permissions

- Role: TapPay divides user permissions into "Accountant," "Developer" and "Administrator;" each role has different pre-set permissions. Click on the role to apply the settings.
- 2. SelectAll: this can set the same operation permissions for all users with the same role. Set a single permission by clicking on "Edit," "View" or "Prohibit;" this setting will be applied for all functions of that account after clicking.

Application example: "Accountant" role permission setting

Click on "Accountant" under Roles and the pre-set permissions for accountant will be applied to that account. If the permissions of some functions do not meet the requirements, they can be adjusted manually (Figure 錯誤! 所指定的樣式的文字不存在文件中。-6).

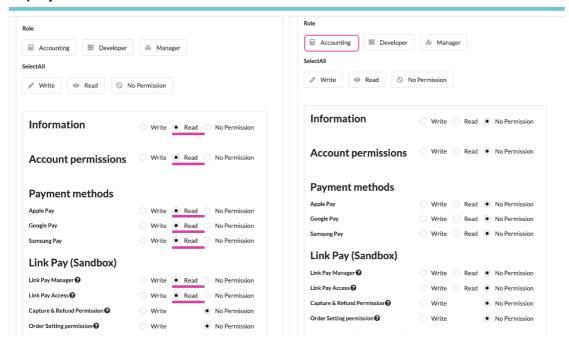


Figure 錯誤! 所指定的樣式的文字不存在文件中。-6 Example of co-administrator permission settings

2.1.3.3. How to View, Edit and Delete User Accounts

- View and edit: you can return to "Account Permission Settings" and click on ①

 "User Email" to enter the "Setting Page" to view or adjust permission statuses.
- Delete user: When you want to delete a user, click on ② "Delete" directly; the system will show a pop-up window to confirm "whether or not you want to delete" to complete the action.
- Resend activation letter: If the "User" account that you set has not yet been activated and did not receive the system letter, click on ③ "Resend" and the system will resend a system activation letter to the administrator.

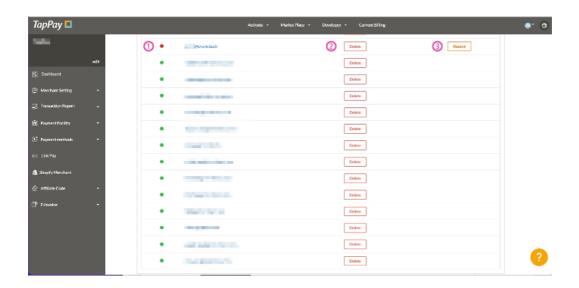


Figure 錯誤! 所指定的樣式的文字不存在文件中。-7 Viewing, editing and deleting user

2.2. Open Settings

2.2.1. **TapPay Po**

When you want to open a TapPay portal account, please complete the various verifications by following the instructions on the page (Figure 錯誤! 所指定的樣式的文字不存在文件中。-8):

- Please confirm 1 whether the account you are trying to open is used for Shopify;
 the verification item conducted after selecting will be slightly different.
- Please complete the verification contents in (2), including
 - Fill in the basic information in business settings; refer to 2.6 Account Information for the details.
 - Fill in the Shopify merchant setting information (verification of this item is required if you have a shopify account); refer to 2.11.6.5 Shopify Merchant Settings for details.
 - Obtain the Merchant ID and fill it into the Prouduction of Merchant Management; refer to 2.8.1 Merchant Settings for details.
 - Perform a test transaction in the Transaction Record Sandbox; refer to
 2.9 Transaction Records for details.
 - Complete the MGID test and setting of the Prouduction (verification of this item is required if you have a shopify account) in Merchant Management; refer to 2.8.2 MGID Settings for details.
 - Lock the IP of the Prouduction in System Settings; refer to 2.4.2 System Settings for details.
- Select the ③ "I Agree that charges will begin to apply immediately after account approval. (refer to the contract for the charging method)" statement.
- After completing the above and contacted TapPay to complete the signing of the contract, select (4) "Agree and Activate;" TapPay operators will complete your online review within 1 work day.
- After the account is officially opened, this page will always show "Account is Activated" (Figure 錯誤! 所指定的樣式的文字不存在文件中。-9).

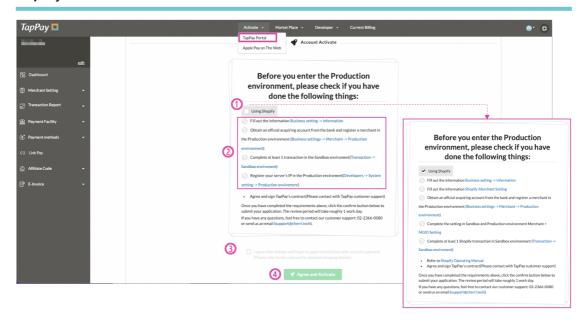


Figure 錯誤! 所指定的樣式的文字不存在文件中。-8 Opening TapPay account

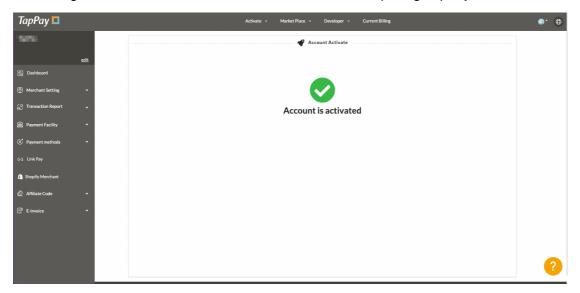


Figure 錯誤! 所指定的樣式的文字不存在文件中。-9 Account opened

2.2.2. Apple Pay on the Web

Apply for the Apple Pay on the Web service through TapPay; you do not have to go to Apply Pay to register for a Developer account (this application does not support Apple Pay in APP). Please finish filling in the information and submit the application (Figure 錯誤! 所指定的樣式的文字不存在文件中。-10):

- Please fill in the URL of the website that provides Apple Pay service in (1)
- Check whether or not it is a foundation ②; if you belong to a foundation, please fill in the "Foundation Approval ID."
- Please read the ③ "Statement" and select "I agree that charges will begin to apply immediately after account approval."

- Please check the 4 "I agree that charges will begin to apply immediately after account approval (Please refer to the contract for detailed charging details.)"
 statement.
- Select (5) "Submit" after completing the above.

After reviewed by TapPay and confirmed the qualifications, you can get an Apple Pay merchant ID; the review results will be sent as a notification letter to your Email. Please note that official activation can only be performed after your "Cash Flow Service" account is officially opened (refer to 錯誤! 找不到參照來源。 for details).

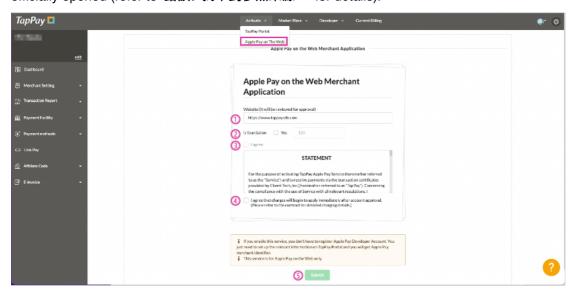


Figure 錯誤! 所指定的樣式的文字不存在文件中。-10 Apple Pay on The Web application

2.3. Marketplace

Marketplace are third-party services provided on the TapPay platform. The third-party service currently provided on TapPay is an "E-invoice;" other third-party services will gradually be launched in the future.

2.3.1. **E-invoice**

A third-party service that can be introduced to TapPay by connecting the Open API of TapPay. The e-invoice home page (Figure 錯誤! 所指定的樣式的文字不存在文件中。-11) can be entered by clicking on "E-invoice" under "Marketplace"; this page will show the third-party value-added service center that TapPay is currently cooperating with. It contains service introductions and instruction ② "API Connection" instructions. Also, the specification file and related qualification applications can be downloaded in ① "Open API Specification."



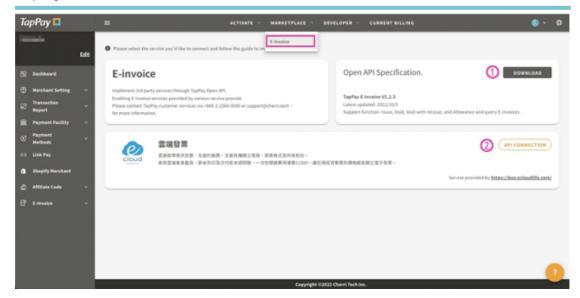


Figure 錯誤! 所指定的樣式的文字不存在文件中。-11E-invoice homepage

2.3.1.1. How to Open Services

After you click on "API Connection" from the "E-invoice Homepage," it will go to the "Activate Service" page; meanwhile, you can also enter the Open Service page from the menu to the left and then use the following steps to complete the qualification application and system connection verification with the value-added center:

Step One: Get shared Secret (Figure 錯誤! 所指定的樣式的文字不存在文件中。-12)

- Click on the ① "URL" registered by the operator of the value-added center, and
 it will be redirected to the corresponding third-party value-added service center
 in order to register the operator of the value-added center;
- After finished registering, please fill in the "Account ID" that you registered at the value-added center and the "Shared Secret" you obtained into the corresponding fields (2);
- After filling them out, please click on (3) "Next" to enter Step Two.



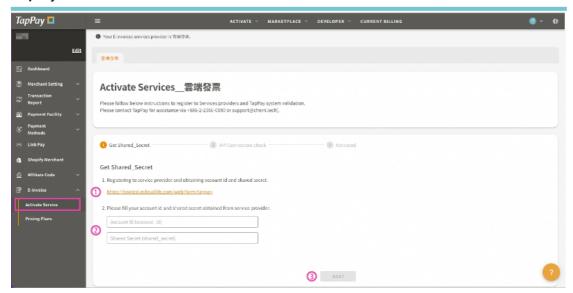


Figure 錯誤! 所指定的樣式的文字不存在文件中。-12 Activate service: Step One Step Two: API Connection Check (Figure 錯誤! 所指定的樣式的文字不存在文件中。-13)

- After your system is connected, you can conduct an "Issue Invoice" test in the sandbox environment, and fill in the Request_id of that test into ① and click on "Check Connection Status;" the system will verify the request and report whether or not connection was completed;
- After the system reports "Connection Completed", click on ② "Next" to enter Step Three.

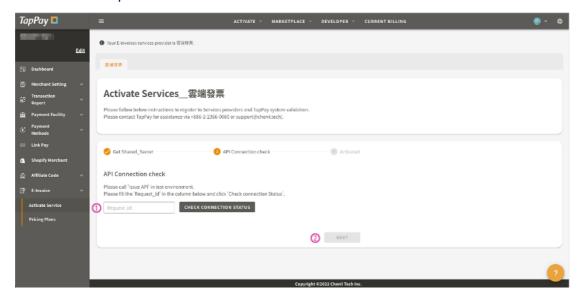


Figure 錯誤! 所指定的樣式的文字不存在文件中。-13 Activate service: Step Two

Step Three: Activated (Figure 錯誤! 所指定的樣式的文字不存在文件中。-14)

- Please confirm whether or not the "Account ID" and "Shared Secret" filled in ① are correct.
- After confirming there are no errors, please click on ② "Check Available Plans" and the system will redirect you to the "Pricing Plans" list of the value-added center.

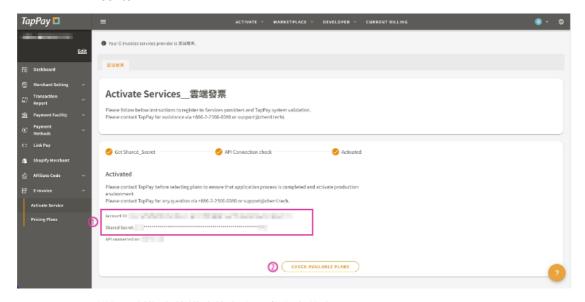


Figure 錯誤! 所指定的樣式的文字不存在文件中。-14 Activate service: Step Three

2.3.1.2. How to Purchase Plans

The "E-invoice" product plan (

Figure 錯誤! 所指定的樣式的文字不存在文件中。-15) provided by the value-added center will be displayed here; you can choose according to your needs. Currently, you need to call a TapPay operator and the operator will help you confirm and activate the plan.

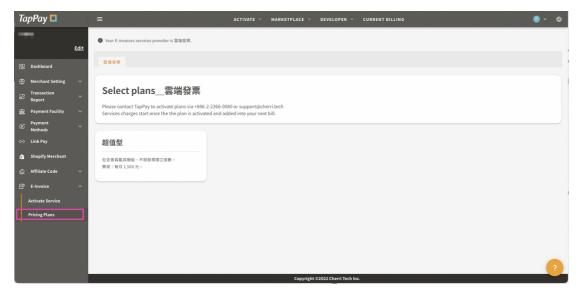


Figure 錯誤! 所指定的樣式的文字不存在文件中。-15 Purchase Plans

2.4. Developer Content

2.4.1. Application

When you are connecting the Frontend, you can obtain the App ID and App Key required for the Setup SDK on this page (Figure 錯誤! 所指定的樣式的文字不存在文件中。-17); you can also perform domain settings for different platforms.

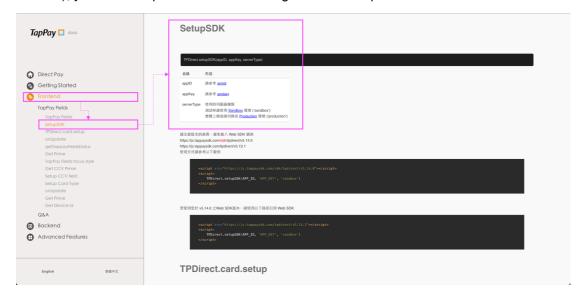


Figure 錯誤! 所指定的樣式的文字不存在文件中。-16 TapPay developer document: setup SDK

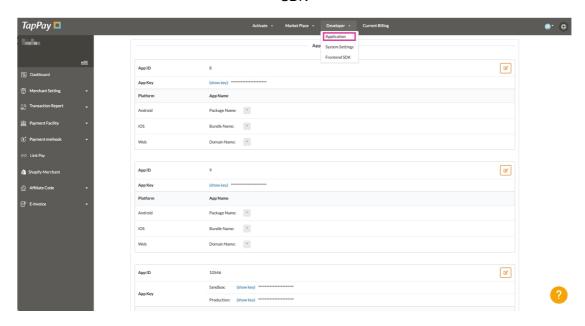


Figure 錯誤! 所指定的樣式的文字不存在文件中。-17 Application

2.4.1.1. How to Edit the Domain of Each Platform

Please select ① "Edit" at the top-right of the APP ID you want to set, and fill in the data according to your needs ②; click on ③ "Submit" to finish setting (Figure 錯誤! 所指定的樣式的文字不存在文件中。-18).

If you enabled the "Link Payment" (2.11.4.3) function, the APP ID will automatically add an account; you can see that the Domain Name is "link-pay.tappaysdk.com" (Figure 錯誤! 所指定的樣式的文字不存在文件中。-19) in Platform.Web. Please note that if you delete this domain, you will be unable to continue using Link Payment.

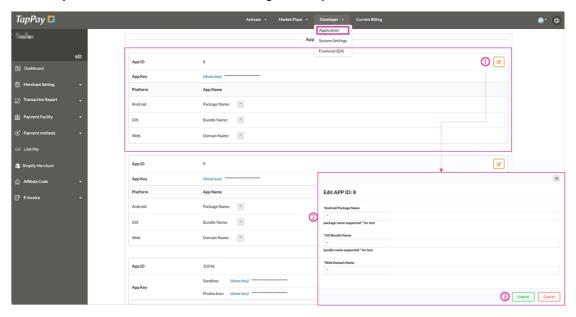


Figure 錯誤! 所指定的樣式的文字不存在文件中。-18 Setting the domain of each platform

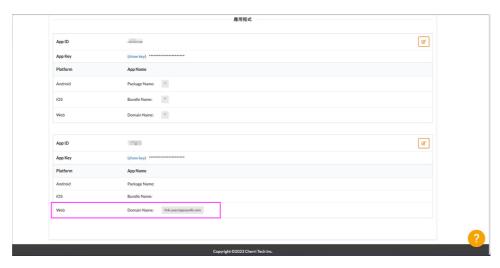


Figure 錯誤! 所指定的樣式的文字不存在文件中。-19 Application - linkpay setting

2.4.2. System Setting

Before you use the Sandbox and the Prouduction, please bind the server IP of your Sandbox/Prouduction and the redirect link settings in the backstage.

2.4.2.1. How to Set the Backstage IP

Please first confirm the environment you want to set, refer to the description of the IP setting rules and examples (Figure 錯誤! 所指定的樣式的文字不存在文件中。-20) in the TapPay developer document and perform settings by following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-21).

- 1. Confirm the environment you want to set, and click on the ① "Edit" icon behind the "Backstage IP Restriction" field;
- 2. After ② "Edit Field" is opened, please fill in the IP of your server;
- 3. Click on ③ "Save" to complete the settings.

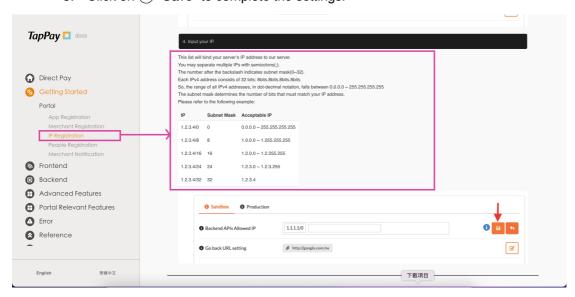


Figure 錯誤! 所指定的樣式的文字不存在文件中。-20 Setting rules for server IP.

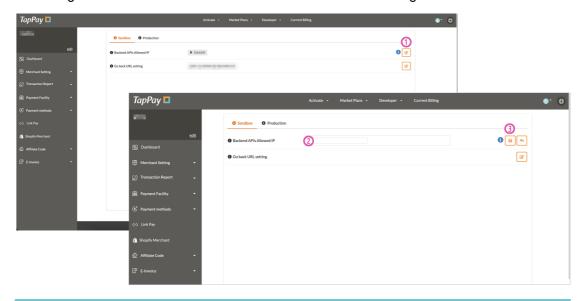


Figure 錯誤! 所指定的樣式的文字不存在文件中。-21 Server IP settings

2.4.2.2. How to set redirect links

When the consumer's 3D verification operation fails and is redirected to the TapPay transaction failure page, the URL that the "Go back" button on the page will redirect to is the URL that you set here. The setting method is the same as the backstage IP setting; please click on Edit behind the field, enter the URL and then save to complete the setting.

2.4.3. Frontend SDK

When initiating a transaction, the Frontend will call the Get Prime kit to convert sensitive information of the consumer into strings (Prime Token). This chapter will explain the setting method and mechanisms of the frontend kit; please refer to the description contents according to the platform and framework you use (Figure 錯誤! 所指定的樣式的文字不存在文件中。-22).

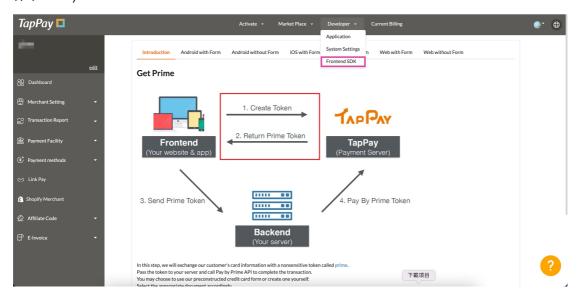


Figure 錯誤! 所指定的樣式的文字不存在文件中。-22 Frontend SDK

2.5. Current Billing

You can view the accounts for the month and the account records (billing history) on this page; the settlement time of the accounts is at 23:30 on the first of the next month and the settlement interval is from 00:00 on the 1st of the month to 24:00 at the end of the month. The following is the description (Figure 錯誤! 所指定的樣式的文字不存在文件中。-23):

- Accounts for the month ①: You can view the total transaction amount, quantity
 and other information; if you have discount codes, they can be entered here as
 well. Press "Confirm" to complete the discount amount for the month.
- Account record (2): Past payment amounts will be shown here.
- Payment information ③: If you want to use automatic payment, please bind your debit credit card here; there will be 5% discount each month after bound successfully.

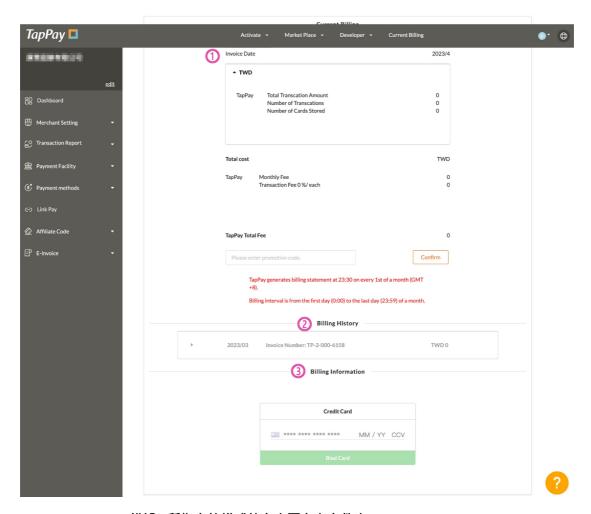


Figure 錯誤! 所指定的樣式的文字不存在文件中。-23 Accounting books

2.6. Account information

When you're logging into the backstage, clicking on "Your Account Name" on the top-left corner will enter the "Account Information" page (Figure 錯誤! 所指定的樣式的文字不存在文件中。-24).

- Here ①, you can find out whether or your account has been officially opened; it
 will show that your account is opened if your account is officially opened.
- Click on "Show Key" to obtain information on the ② Partner_Key required for technical connection.
- If you need to update account information, please click on ③ "Edit" to modify account related information; click on "Save" when modification is complete in order to update the data into the system.

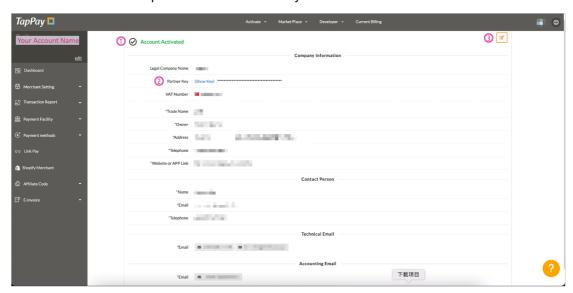


Figure 錯誤! 所指定的樣式的文字不存在文件中。-24 Account information settings

2.7. Dashboard

"Dashboard" is the default screen when you log into the TapPay backstage; TapPay will announce recent adjustments and optimizations made to the system functions. The announcements are categorized as SDK-JS, SDK-Android, SDK-iOS, Backend API and Portal; you can freely switch between them for viewing (Figure 錯誤! 所指定的樣式的文字不存在文件中。-25).

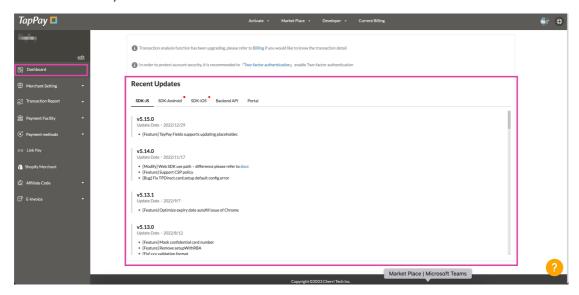


Figure 錯誤! 所指定的樣式的文字不存在文件中。-25 Dashboard

2.8. Merchant Setting

2.8.1. Create Merchant

Create Merchant is used to set the Merchant ID for when the TapPay payment service is used; the setting management page of the SandboxProduction and the "SMS Notification" for Merchant ID transaction failures are provided here. Their descriptions are as shown below:

● Sandbox: The TapPay system will generate the Merchant ID (Figure 錯誤! 所指定的 樣式的文字不存在文件中。-26) used for testing automatically to test the technical connections. You can obtain the list of card numbers (Figure 錯誤! 所指定的樣式的文字不存在文件中。-27) that can be used in the Sandbox from the developer document on the official website of TapPay; URL:

https://docs.tappaysdk.com/tutorial/zh/reference.html#test-card.

 Prouduction: when you are obtaining the official Merchant ID, please switch to the Prouduction to perform settings (refer to Chapter 0); if you did not apply for the Merchant ID through TapPay, please contact customer service first to confirm the contents before filling them in.

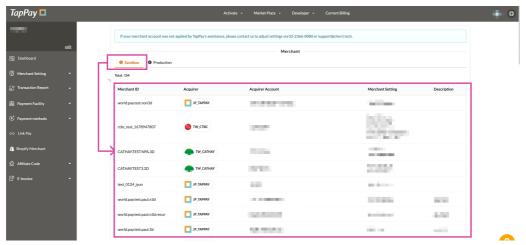


Figure 錯誤! 所指定的樣式的文字不存在文件中。-26 Create Merchant - Default data of the Sandbox

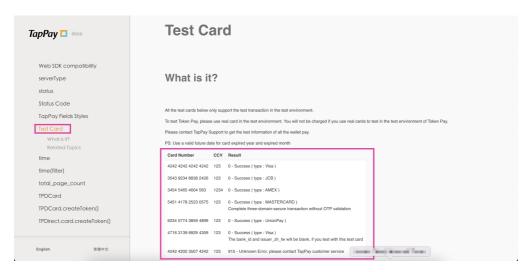


Figure 錯誤! 所指定的樣式的文字不存在文件中。-27 TapPay developer document - Information on test card numbers

2.8.1.1. New/Delete merchant

When you need to set the Merchant ID in the Prouduction, please perform settings with the following steps (Figure 錯誤! 所指定的樣式的文字不存在文件中。-28):

- 1. Please first confirm that your merchant setting environment has been switched to the ① "Production;"
- 2. Please click on ② "Create New Merchant" and the "Create New Merchant" setting window will appear;
- 3. Please fill in the ③ remarks (optional) and select your "Connected Acquirer;" the system will show the contents that need to be filled in according to the bank that you selected. Please fill them in according to your actual situation and submit;
- 4. In order to verify whether or not your Merchant ID exists, please enter a 4 real credit card number to perform a \$1 transaction for testing; it will be refunded automatically after testing has been passed;
- 5. After the verifications mentioned above are completed, it will return to the "Create Merchant" page and show (5) that you have successfully created the acquiring information;
- 6. When verification failed (Figure 錯誤! 所指定的樣式的文字不存在文件中。-29), your new Merchant ID will not be created; the system will show the result of your \$1 transaction test, and you can click on ⑥ "Enter Card Number Again" to return to ④ and perform the \$1 transaction test again;
- 7. If the test result is information related to Merchant ID error, please click on ⑦

 "Recreate" and the system will take you back to ③ for you to perform settings again.

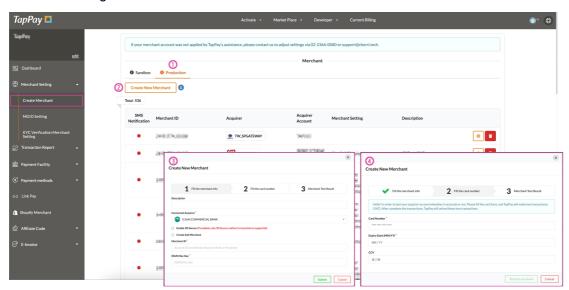


Figure 錯誤! 所指定的樣式的文字不存在文件中。-28 Merchant settings - New Merchant ID

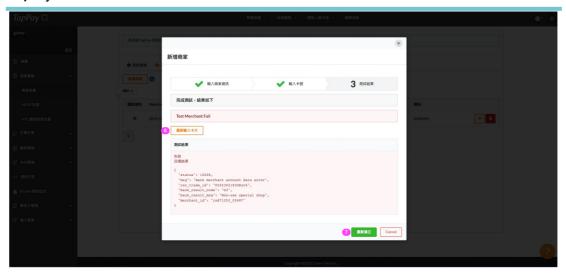


Figure 錯誤! 所指定的樣式的文字不存在文件中。-29 Merchant settings - New merchant \$1 verification failed

If you need to delete the Merchant ID previously set due to factors such as switching cooperating banks, please locate the Merchant ID you want to delete and then click the "Delete" icon to the far right; the system will show the warning information (Figure 錯誤! 所指定的樣式的文字不存在文件中。-30), please read it and then check "I have finished reading" and then click on "Delete" and the system will delete the Merchant ID officially.

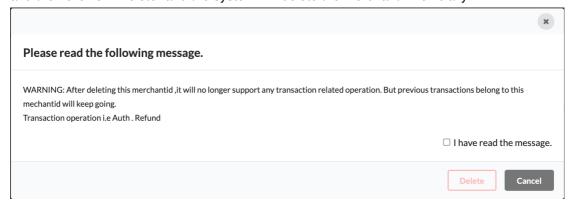


Figure 錯誤! 所指定的樣式的文字不存在文件中。-30 Create Merchant - Delete Merchant ID warning information

2.8.1.2. Enable/disable SMS notification

You can set whether or not to enable "SMS notification for failed transactions" for individual Merchant IDs. The notification for failed transactions has standard contents, and you can only set the "Merchant Name," "Merchant Phone Number" and "Merchant Email;" please perform settings with the following steps (Figure 錯誤! 所指定的樣式的文字不存在文件中。-31):

 Please locate the Merchant ID you want to set the "SMS Notification" for and click on the ① "Settings" icon to its far right.

- The system will open the ② "SMS Notification for Transaction Failure Setting" screen; please enter the name, phone number and Email in order and then click on "Submit."
- The system will take you back to "Creat Merchant" where you can see that the "SMS Notification" ③ light of that Merchant ID has turned green, meaning that setting has been completed.
- If you want to disable "SMS Notification," please go back to ②, switch off Enable and then click on ④ "Submit" to complete the settings.

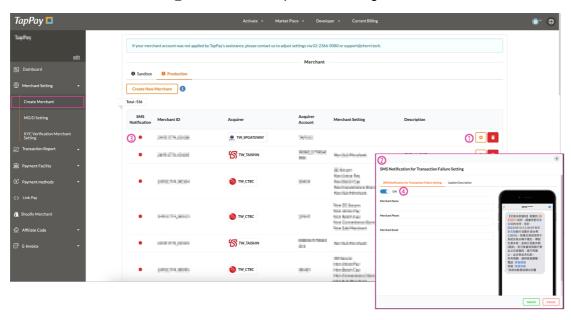


Figure 錯誤! 所指定的樣式的文字不存在文件中。-31 Create Merchant – SMS Notification for Transaction Failure Setting

2.8.2. MGID setting

To make it easier for you to manage multiple Merchant IDs and use the Merchant IDs set to distribute transactions, the MGID setting function can set multiple Merchant IDs into groups (Merchant Group ID); multiple payment types, own-card acquiring banks and backup mechanisms can be configured for each MGID. TapPay will perform subsequent processes according to each of your transaction type and the corresponding Merchant ID that you set for MGID to be sent to for each type; please refer to the following scenarios and setting descriptions:

2.8.2.1. MGID application scenario

Multiple payment configurations can be set for each MGID; if backup Merchant IDs were not set and consumers conducted transactions without using the Merchant ID's own card, the transaction will fail.

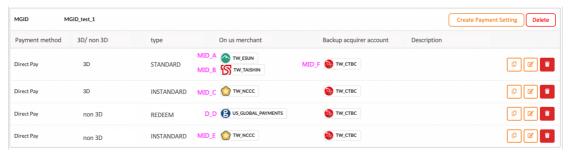


Figure 錯誤! 所指定的樣式的文字不存在文件中。-32 Application example MGID configuration contents

Scenario application description, please read the following description based on the configuration example in Figure 錯誤! 所指定的樣式的文字不存在文件中。-32:

	Scenario one: Setting multiple	Scenario two: Setting backup accounts
	payment transaction types	
Transaction	Execute a 3D installment transaction	Execute a 3D general Cathay United
instructions		Bank transaction
MGID not set	You must pair and carry over MID_C	Assuming that you did not set up
	(3D installment) by yourself; if the	backup account, therefore, this Cathay
	wrong MID was carried over, it may	United Bank transaction will fail.
	cause the transaction to fail.	
Configuring	You have set up a MGID that	When the MGID that you set contained
MGID	contained different payment	own card and backup account, when
	configurations. When you perform a	you perform a transaction not using
	3D installment transaction; you only	the own card of the acquiring bank,
	need to carry over this MGID.	only this MGID needs to be carried
		over.

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TapPay determined the transaction type to be "3D installment" and paired the corresponding Merchant ID based on the MGID you configured, therefore, TapPay will send this transaction as MID_C (3D installment) in this scenario.

TapPay determined that the card type was a Cathay United Bank card and according to the MGID that you configured, there was no corresponding own-card Merchant ID paired to it, therefore, TapPay will send this transaction as MID_F (backup: CTBC Bank).

2.8.2.2. How to set or delete MGID

When you already have the Merchant ID and want to set up MGID, please select MGID setting under Merchant Management in the menu to the left; the following are step descriptions:

- 1. Please first switch to the MGID (1) environment you want to set;
- 2. Click on ② "New MGID" and a fill in window will appear;
- 3. Please name the MGID name and then click on ③ "Next" (please note that the customized MGID name is the name that will be carried over when you submit the transaction; if you need to change the MGID name, please press "Previous" to change it. It can no longer be changed after created);
- Please set the 4 payment method (Direct Pay/wallet types), verification method (3D/non-3D) and payment method (Standard/Redeem/Instandard).
 (Please note that non-Direct Pay payment methods only support non-3D and Standard payment methods);
- 5. Please (5) set the "On us Merchant" and "Backup Acquirer Account;"
- 6. Please select and set the corresponding (6) acquiring bank according to (5); at least one has to be set, otherwise it cannot be created;
- 7. Please read the warning information, then check ⑦ "Please read the following Message;"
- 8. After all items described above are completed, you can click on (8) "Submit" to complete the creation of this MGID.

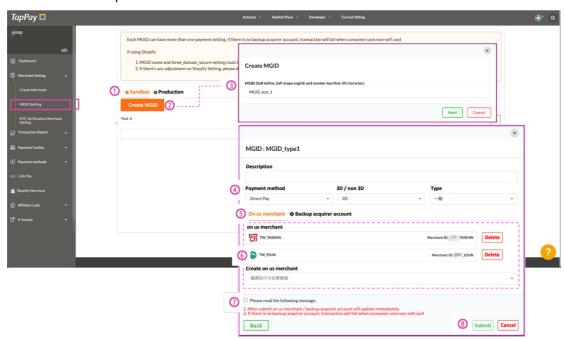


Figure 錯誤! 所指定的樣式的文字不存在文件中。-33 MGID settings

Based on your actual usage situation, you can adjust MGID configurations (Figure 錯誤! 所指定的樣式的文字不存在文件中。-34) at any time; click on ① to delete the entire MGID, click ② to edit a single payment configuration in MGID, and click on ③ to delete a single payment configuration in MGID. Please note that deleting/editing any configuration in MGID will become valid immediately after "Submit" is clicked.

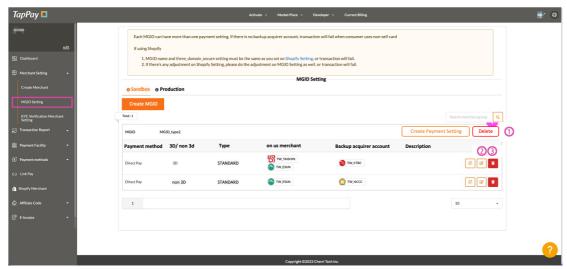


Figure 錯誤! 所指定的樣式的文字不存在文件中。-34 MGID deleting/editing

2.8.2.3. How to add or copy payment configurations

When you have already 2.8.2.2 set up a MGID (Figure 錯誤! 所指定的樣式的文字不存在文件中。-33) and are going to add payment configurations in MGID, please add them by following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-35):

- 1. First, locate the MGID that you want to add payment methods to, and click on ① "Create Payment Setting";
- 2. The system will pop up the window ② Please select and fill in the configuration content; please note that configuration methods that already exist in the MGID cannot be created repeatedly. Press "Submit" after filling in;
- 3. It will return to the MGID setting page ③, and the configuration you added will be display in that set of MGID, which means that the configuration was created successfully.

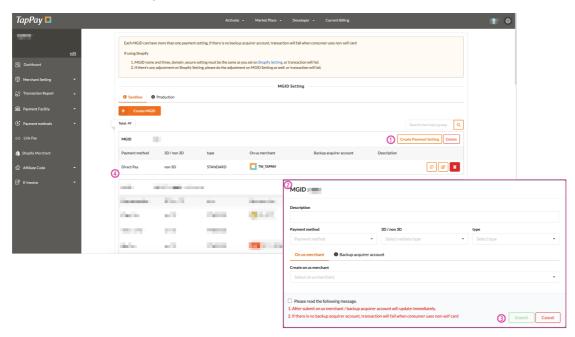


Figure 錯誤! 所指定的樣式的文字不存在文件中。-35 Adding payment configurations in MGID

If you want to copy a set of "Payment Setting" as the basis for the setting of a new payment configuration, please do so using the following steps (Figure 錯誤! 所指定的樣式的文字不存在文件中。-36):

- 1. First, confirm the MGID that you want to set: 1) The example is "MGID_type2;"
- 2. Select and confirm the configuration you want to use and click on ② "Copy": The example is "Direct Pay/Non-3D/STANDARD/on us merchant ESUN /Backup NCCC;"

- 3. The system will pop up the window ③ showing the configuration under MGID; you can make adjustments according to your needs and then click on "Submit": the payment method was adjusted to "Apple Pay" in the example;
- 4. After completed copying, the payment configuration: "Apply Pay/Non-3D/STANDARD /On us merchant ESUN/Backup NCCC" that you added will appear under MGID 4, which means that setting is completed.

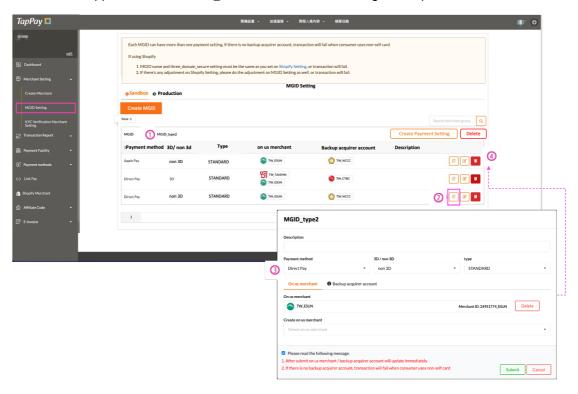


Figure 錯誤! 所指定的樣式的文字不存在文件中。-36 Copying payment configuration

2.8.3. KYC verified merchant settings

If your transaction type need to support KYC verification (only verification and not authentication), you must first go to KYC verification merchant settings in Merchant Management to create a ¹KYC verification account; if you choose to perform KYC verification and authentication with Taishin Bank/ESUN Bank, you just need to create a Taishin Bank/ESUN Bank Merchant ID in "Merchant Settings." Refer to 2.8.1.1 on how to create the account. The following are descriptions on the steps for KYC settings (Figure 錯誤! 所指定的 樣式的文字不存在文件中。-37):

- 1. Please first switch the setting environment ① to "Proudction" (The Sandbox was already generated by the TapPay system).
- 2. Please click ② "Create New Verification Account" and the system will pop up a filling window.
- 3. Please select ③ "Connected Acquirer" and fill in the "Acquirer Account Number," "Terminal ID" and Description (optional), then press "Submit."
- 4. The ④ KYC "KYC Verification Merchant ID" you added is displayed after returning to the page; please note the "KYC Verification Merchant ID" because this value needs to be carried over when you submit transactions that require the execution of KYC verification.
- 5. Clicking (5) "Settings" only allows editing of the "Remarks" information.

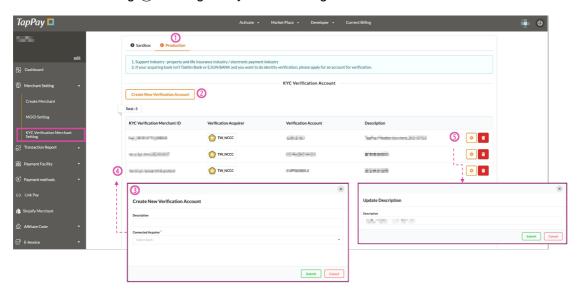


Figure 錯誤! 所指定的樣式的文字不存在文件中。-37 Setting the KYC verification account

If you have the need to delete the KYC verification Merchant ID, please click on the "Delete" button in the icon, read the deletion warning information and then press "Submit" to delete (Figure 錯誤! 所指定的樣式的文字不存在文件中。-38). Please note that delete is

¹ KYC verification account - Currently, only NCCC verification is supported; please apply for a Merchant ID from NCCC first before setting

effective immediately; the verification account can no longer be used to perform KYC verification after it is deleted.

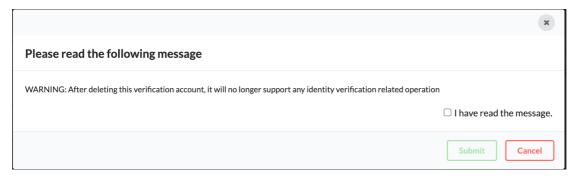


Figure 錯誤! 所指定的樣式的文字不存在文件中。-38 Warning information for deleting KYC verification

2.9. Transaction Report

2.9.1. All Transactions

2.9.1.1. How to use the search function

You can query the transaction data and export transaction record reports of the Sandbox/Production on this function page; to make it easier for you to query transaction records, basic conditions and advanced search functions are provided for you to query transaction records using specific conditions.

- You can switch between the Sandbox/Production here (1).
- This is 2 basic query setting, which includes "Start/End Date," "Time Interval,"
 "Merchant ID," "Bank Transaction ID" and "Currency."
- To search for information on specific transactions, ③ "Advanced Search" can be clicked on to set filter conditions including the "Transaction Type," "Transaction Information" and "Card-holder Information."
- After finished entering the conditions described above, click on (4) "Search."
- The system will display the filtered data in (5) this list according to the search conditions.

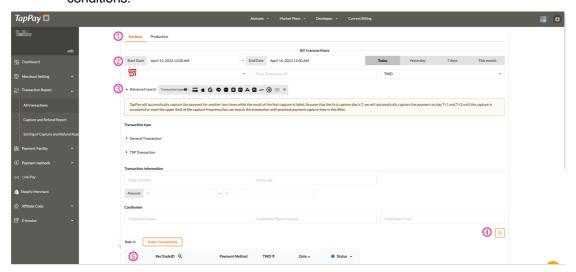


Figure 錯誤! 所指定的樣式的文字不存在文件中。-39 Description of the transaction record function

2.9.1.2. How to read transaction records

If you entered related conditions and a transaction was filtered out, you can find out related information of this transaction based on the following descriptions (Figure 錯誤! 所指定的樣式的文字不存在文件中。-40):

The current ① "Status" of the order will be displayed on the order list; the status includes: All, Error, Authorized, Captured, Partially Refunded, Refunded, Pending and Cancel.

- Click on a transaction on the order list and information related to the order will be displayed on the right; (2) shows the merchant information of the order, including the Merchant ID and merchant name.
- Contents of the ③ "Transaction Information" includes the bank's authorization information, transaction amount and refund information, bank/merchant order number and other records.
- (4) "Trade History" shows the change history of "Status"; if any of the status transformation was unsuccessful, the related error code will be displayed.
- ⑤ "User Information" is the consumer information; it is information that can be used to identify the consumer.
- These are the related operation ⑥ "Functions", there are execution conditions for different statuses: (1) If the order status is "Authorized" (Figure 錯誤! 所指定的樣式的文字不存在文件中。-41), you can perform "Request Payment On The Day" or "Full Refund" (this stage is the same as canceling authorization) operations here; (2) If the order status is "CapToday," you can perform the "Refund" operations or enter partial amounts to perform "Partial Refund" here.

If your request payment condition is an "Automatic Payment Request", you will not have to operate the "CapToday" function one by one on the backstage; in addition, after "CapToday" is pressed, the request payment operation will be performed in the evening of the same day.

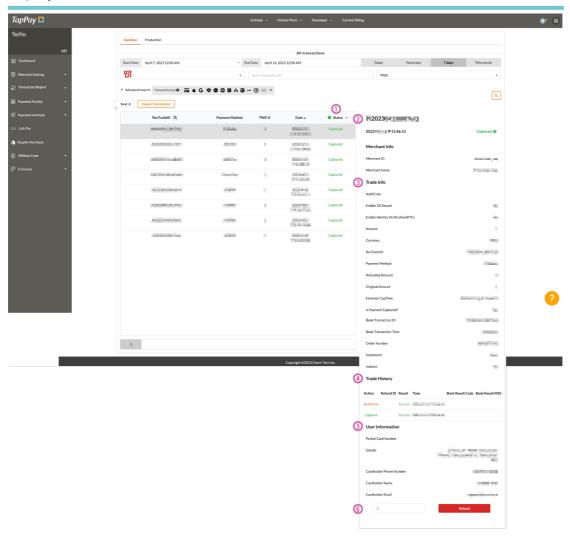


Figure 錯誤! 所指定的樣式的文字不存在文件中。-40 Instructions for displaying order details

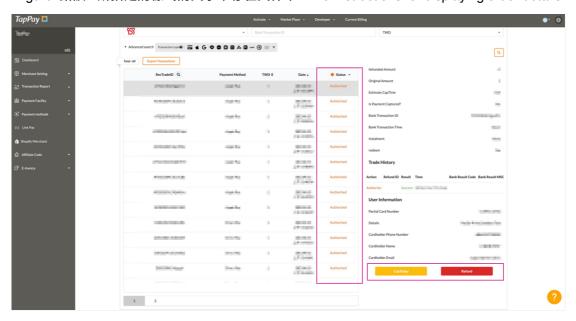


Figure 錯誤! 所指定的樣式的文字不存在文件中。-41 Order Details - Request Payment On
The Day function

2.9.1.3. How to export transaction records

When you filtered data using the conditions described above and need to export the data, please do so using the following steps:

- Filter the data range to download through conditions ①.
- Click on ② "Export Transaction" and click "Download transaction record by pressing this button within 15 seconds".
- Your file ③ will be downloaded; you can go to the space that you set to save the downloaded file to open the file for browsing (Figure 錯誤! 所指定的樣式的文字不存在文件中。-43), the file name is "Tappay_records.csv."

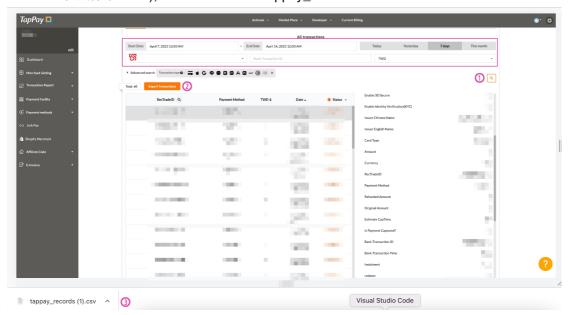


Figure 錯誤! 所指定的樣式的文字不存在文件中。-42 Exporting the transaction record file



Figure 錯誤! 所指定的樣式的文字不存在文件中。-43 Transaction record csv file

2.9.2. Invoice and refund records

You can query the invoice and refund transaction data on specific time intervals on this page, and export them into an excel report and send it to specific Emails. Please do so by following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-44):

- 1. Customize the ① "Time Interval" of the report to download, or select the "Default Time Options."
- 2. Select the ② status types to download: Capture/Refund/All.
- 3. Select the ③ "Merchant ID;" if the Merchant ID is not selected, the invoice and refund records for all of your Merchant IDs will be downloaded.
- 4. Click on ④ "Send Report" and the options "Send to Default Email" and "Edit Default Emails" will appear.
- 5. Selecting ⑤ "Send to Default Email" will send the file to the Email you used to apply for the TapPay account (Figure 錯誤! 所指定的樣式的文字不存在文件中。-45).
- 6. Selecting (6) "Edit Default Emails" and the system will open a window for you to add other recipient addresses.
- 7. After moving the cursor to 7 "Email to send," enter the recipient's address directly.
- 8. After clicking on (a) "Add the Email set," the system will check whether or not the Email you set is valid.
- 9. Click on 9 "Save" to finish adding.

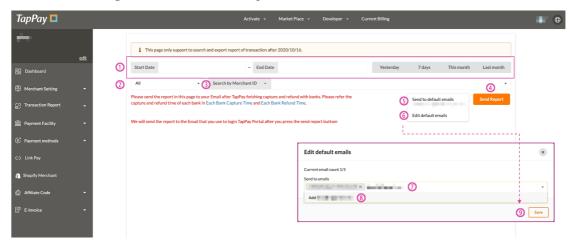


Figure 錯誤! 所指定的樣式的文字不存在文件中。-44 Capture and refund records

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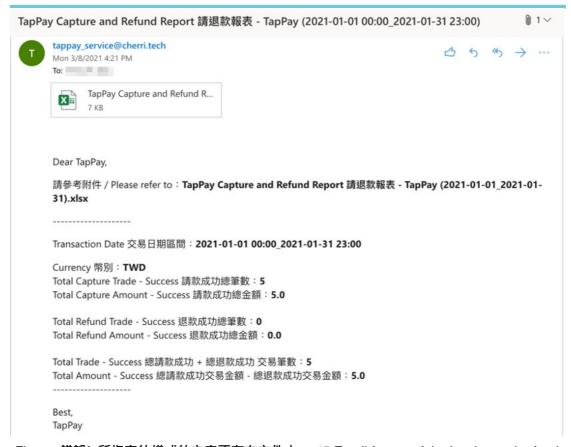


Figure 錯誤! 所指定的樣式的文字不存在文件中。-45 Email format of the invoice and refund record file

2.9.3. Delivery settings for invoice and refund record reports

In order to allow you to easily receive the report data automatically after you have completed the invoice and refund operations of the bank, you can perform related settings in the "Delivery settings for invoice and refund record reports" in "Order Transaction". Currently, there are several rules according to the different acquiring banks; please open the related delivery settings based on your usage needs. TapPay will send an invoice and refund reports on the date and time; please perform settings by following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-46):

- 1. Open one of the ① "Delivery Rules" based on your needs;
- 2. Click on ② "Edit" to the far right of the rule and the system will open an "Edit Default Emails" window;
- 3. Fill in the Email to receive the file under this setting and click on (3) "Save;"
- 4. Return to the page and you can confirm that the Email you set is displayed in the "Delivery Email Setting" field; this means that setting is completed.

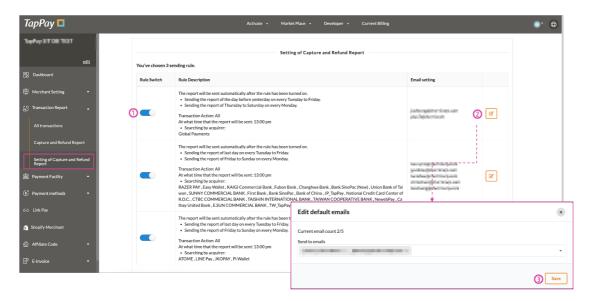


Figure 錯誤! 所指定的樣式的文字不存在文件中。-46 Automatic delivery settings of invoice and refund reports

2.10. Payment Facility

If the cash flow service that you use is the TapPay cash flow service, you can browse the account records for collection and payment in "Payment Facility"; this includes recent accounts, Recent withdrawasl, stop transaction payments (DIspute), account application record and other information. Your deposit information and business conditions with TapPay will also be displayed here. The following are descriptions on the sub-functions of this service:

2.10.1. Account overview

When you applied and obtained a collection and payment Merchant ID, TapPay will help create your data in the system; you can check the current account statuses and the conditions agreed with TapPay for payment collection here. The following are descriptions of the information that each block represents (Figure 錯誤! 所指定的樣式的文字不存在文件中。-47):

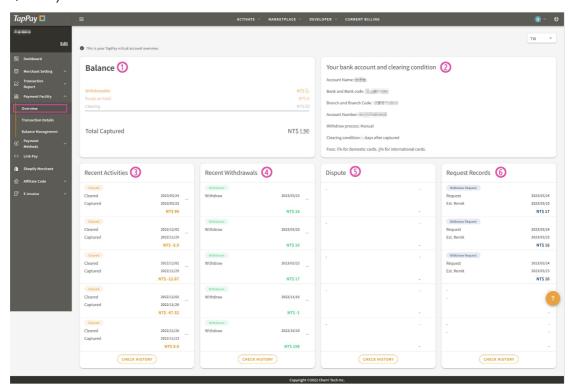


Figure 錯誤! 所指定的樣式的文字不存在文件中。-47 Configuration of the account overview function

1 Descriptions of "Account Overview" are as follows:

Field	Description
Withdrawable	Actual withdrawable amount of the account. The amount in the account
	after deducting the amount with the status "On Hold" according to the
	agreed to deposit date after payment request is completed.
	[Calculation method] Withdrawable = deposited - recently stopped
	payments

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Field	Description			
Funds on hold	 Amount blocked by TapPay to stop payment; block types include: Disputed payments: Disputed transaction amount that awaits clarification. Risk control reserved: Pledged amount retain by TapPay temporarily according to the contract. 			
Clearing	Transaction amounts that have payment requested, but have not yet reached the agreed upon deposit date.			
Total Captured	All amounts currently in the TapPay cash flow service account. [Calculation method] Total = withdrawable amount + on hold + pendin deposit			

② Contents of automatic transfer bank accounts:

Field	Description			
Account	The bank account name you provided when opening the TapPay cash flow			
Name	service			
Bank and	The bank code you use for money transfer when using the TapPay cash			
Bank code	flow service			
Account	The bank account you use for money transfer when using the TapPay cash			
Number	flow service			
	Withdrawal method of deposited money stipulated in the contract between			
	you and TapPay			
	Automatic withdrawal: After money is deposited, TapPay will			
Withdrawal	automatically transfer the withdrawable amount into the bank account			
process	mentioned above			
	Manual withdrawal: After money is deposited, you can apply for			
	withdrawal with TapPay, and TapPay will transfer the withdrawable			
	amount into the bank account mentioned above			
Clearing	The number of days to deposit money stipulated in the contract between			
condition	you and TapPay			
	Based on the handling fee for each transaction stipulated in the contract			
Fees	between you and TapPay, handling fee will be deducted after payment			
	request is completed for each transaction			

(3) Recent Activities

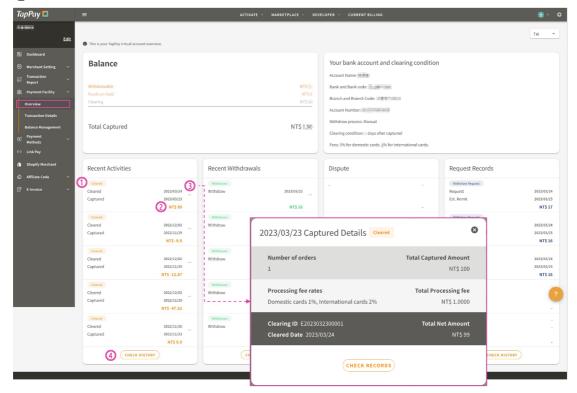


Figure 錯誤! 所指定的樣式的文字不存在文件中。-48 Recent Activities - single checkout content

TapPay 📮

Field		Description	
		•	
Checkout date	The date that the payment request is completed with the bank.		
Estimated deposit	The date to transfer money into the TapPay cash flow service		
date	accou	nt according to the agreed upon daily account date.	
	1	Statuses of the account:	
		"Pending Deposit:" Transaction amounts that have	
		payment requested, but have not yet reached the	
		agreed upon deposit date.	
		"Deposited:" Transaction amounts that have payment	
		requested and passed the agreed upon deposits date.	
		"Fee Deduction:" The agreed fee for using the TapPay	
O46 - 11 5 - 1 - 1 -		cash flow service.	
Other fields	2	The total amount of the account.	
	3	Click to view the details of the account. This includes	
		information such as the number of transactions, the total	
		amount of orders, the total handling fee deducted and the	
		total amount deposited (Figure 錯誤! 所指定的樣式的文字	
		不存在文件中。 -48).	
	4	Click to enter the "Batch Checkout" page to view more	
		account details.	

(4) Recent withdrawals

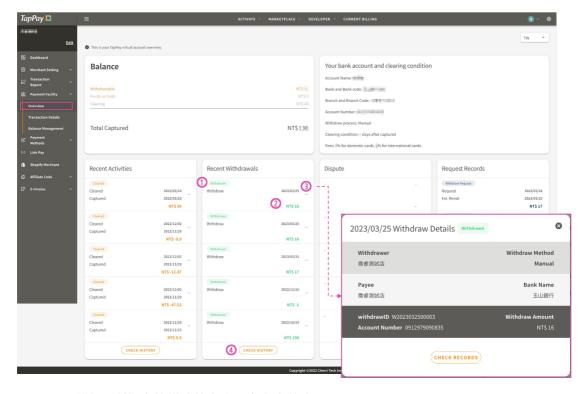


Figure 錯誤! 所指定的樣式的文字不存在文件中。-49 Recent withdrawals - Contents of a single withdrawal

Field	Description			
Withdrawal date	The date that TapPay transferred this amount into the agreed upon			
williurawai dale	bank account.			
		Withdrawal status of the account.		
	1	Under review: The merchant has applied for the amount to		
		withdraw from TapPay. Only applicable to merchants		
Other fields		withdrawing manually.		
		Withdrawn: The date TapPay transferred money into the		
		agreed upon bank account.		
	2	The withdrawal amount.		
	3	Click to view the details of this withdrawal (Figure 錯誤! 所		
		指定的樣式的文字不存在文件中。 -49).		
	4	Click to enter the "Withdrawal Record" page to view more		
		withdrawal details.		

5 Dispute

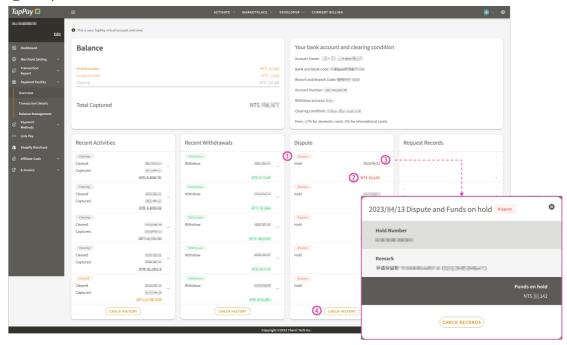


Figure 錯誤! 所指定的樣式的文字不存在文件中。-50 Dispute - Contents of a single retention

Field	Description		
Retention date	The date the retention item occurred.		
	1	The amount blocked by TapPay to stop payment; block	
		types include:	
		Disputed payments: Disputed transaction amount that	
		awaits clarification.	
		Risk control reserved: Pledged amount retain by	
Other fields		TapPay temporarily according to the contract.	
	2	The retention amount	
	3	Click to view detailed information of the retention (Figure 錯	
		誤! 所指定的樣式的文字不存在文件中。-50).	
	4	Click to go to the "Stop Payment" page to view more	
		retention details.	

6 Request Records

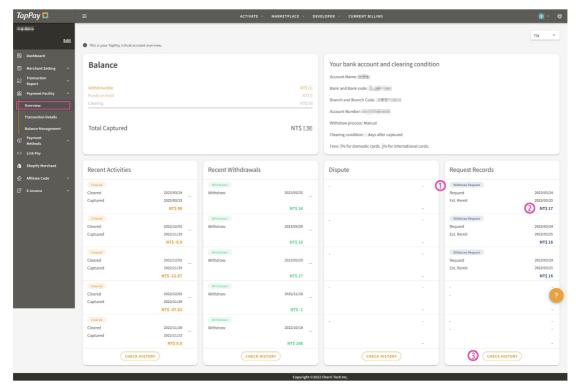


Figure 錯誤! 所指定的樣式的文字不存在文件中。-51 Request records

Field	Description		
Application date	Date applied for automatic withdrawal		
Estimated	Estimated date when you will actually receive the payment for this		
appropriation date	application		
	1	Types of applications for this account.	
		Withdrawal application: there are only record	
Other fields		application records if manual withdrawal is applied	
Other lieids	2	Application amount for this type.	
	3	Click to enter the "Account Application Record" page to view	
		more application records.	

2.10.2. Transaction Details

You can view batch checkout (recent accounts), account details (transaction details within the deposit number), withdrawal records, stopped payment and account application records on the "Account Statement" page; you can click on the corresponding page of the item to view. The following are descriptions of each query subject:

2.10.2.1. How to view the account details of a single batch checkout

When you want to confirm the account details of a single "Batch Checkout," you can query from the different portals of "Account Overview" or "Account Statement;" the following are the query steps of the "Account Statement" (Figure 錯誤! 所指定的樣式的文字不存在文件中。-52):

- 1. Go to ① "Transaction Details" and locate the "Recent Account Activities" record that you want to view.
- 2. Click on ② "Details" on the record and the system will open the "YYYY/MM/DD content of this checkout" window (same as Figure 錯誤! 所指定的樣式的文字不存在文件中。-48 number C).
- 3. Please click on ③ "Check Records" and the system will take you to the "Recent Account Activities" page.
- 4. The system will filter and display the 4 "Batch Checkout" details; you can browse all transaction details about this checkout.

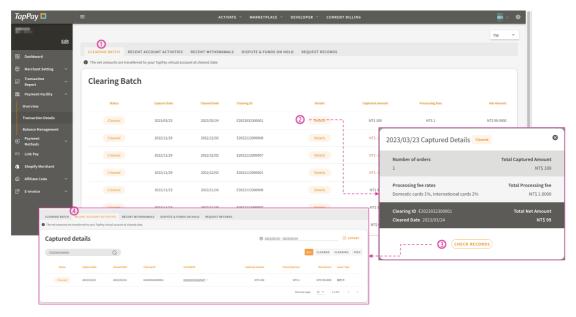


Figure 錯誤! 所指定的樣式的文字不存在文件中。-52 Batch checkout - Querying account details

2.10.2.2. How to view withdrawal records

When you want to confirm recent automatic/manual withdrawal records from the TapPay account, you can go to "Transaction Details" and query withdrawal records according to date intervals (Figure 錯誤! 所指定的樣式的文字不存在文件中。-53) or enter this page from "Recent Withdrawal" in "Overview."

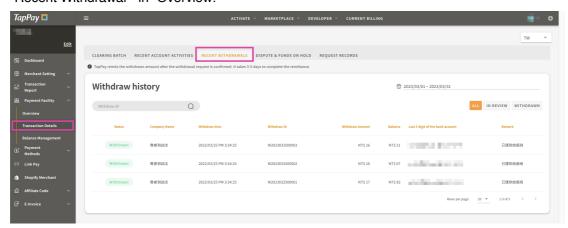


Figure 錯誤! 所指定的樣式的文字不存在文件中。-53 Recent Withdrawal record details

2.10.2.3. How to view Dispute

Stopped payments are divided into "Disputed Payments" and "Risk Control Reserves," which are both blocked payments of TapPay in the "Withdrawable" of merchants and are defined according to the situation: (1) if TapPay received retrieval requests/deduction notifications from the bank, it means that the consumption the consumer made in your store has transaction disputes and there are concerns; therefore, TapPay will block the amount (disputed amount) of that transaction in your account, and relative actions will be conducted according to the subsequent ruling notice of the bank; (2) temporary retention of funds (risk control reserves) by TapPay based on the risk assessment management of merchants; subsequent actions will be performed according to the risk control standard of TapPay. You can query details on "Stopped Payments" in the "Transaction Details" function and you can search by date (Figure 錯誤! 所指定的樣式的文字不存在文件中。-54).

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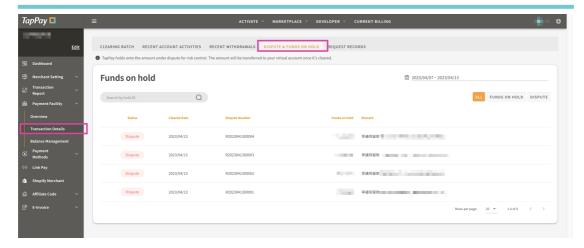


Figure 錯誤! 所指定的樣式的文字不存在文件中。-54 Details on stopped payments

2.11. Payment Methods

TapPay currently supports Apple Pay, Apple Pay on the Web, Google Pay and Samsung Pay; please perform related enabling settings according to the following chapters.

2.11.1. Apple Pay

Before you start setting the Apply Pay function, please go to Apple Developer and apply for a Merchant ID first, and then upload the obtained CER credentials to TapPay. Once execution is complete, the enabling status of Apple Pay and Apply Pay on the Web can be viewed on this list. Please perform the adding, updating and deleting operating steps according to the following chapters.

2.11.1.1. How to create Apple Pay Merchant

When you go to Apple Developer to apply for Apple Pay Merchant, please first go to TapPay and download the CSR file (file name: Payment_Processing_certificate.csr) and then perform subsequent operations. Please refer to the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-55):

- Click on ① "+" and the system will show a "New Apple Pay Merchant" window.
 6)
- 2. Please download the file ② "Payment_Processing_certificate.csr" and then click on "Next."
- 3. Please go to Apple Developer and apply according to the instruction steps of TapPay 3 and upload the CSR file downloaded from the TapPay backstage (please refer to the document on the official website of TapPay https://reurl.cc/V85aO5 for the steps of this stage).
- 4. ⑤ "Upload" the Payment Processing Certificate file you obtained from Apple Developer using ④ Select file (the file name is apple_pay.cer).
- 5. After uploading, go back to the list page and check the Apple Pay merchant you created; if the "In App" light is "Green," it means it was created successfully and you can perform Apple Pay connection operations.

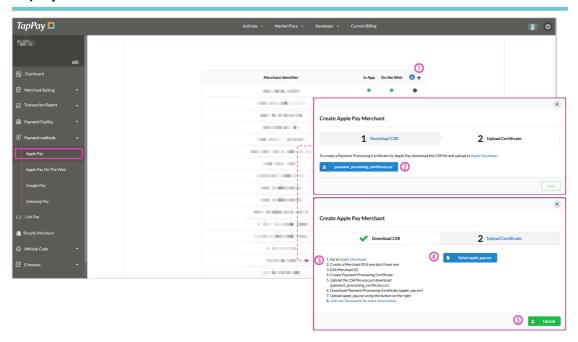


Figure 錯誤! 所指定的樣式的文字不存在文件中。-55 Apple Pay merchant creation

2.11.1.2. How to modify/delete created Apple Pay Merchant

If you need to update the CER file (Payment Processing Certificate) or the domain name, please do so by following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-56):

- 1. Locate the Apple Pay Merchant you want to update and then click the ① "i" button to the far right; Apple Pay and Apple Pay on the Web related settings will appear (please refer to 2.11.2 for details on Apple Pay on the Web).
- 2. If you want to update the CER file, please click on ② "Update Certificate"; the Update steps are similar to the Add steps, please refer to 2.11.1.1.
- 3. If you want to update the "Domain," please click on ③ Text fields and then enter the domain name you want to update.
- 4. After completing the operations above, please click on ④ "Save" to complete the update.

If you need to delete the Apple Pay Merchant, please click "Delete;" if you do not need to perform "Update" or "Delete," please click on "Back" to return to the page.

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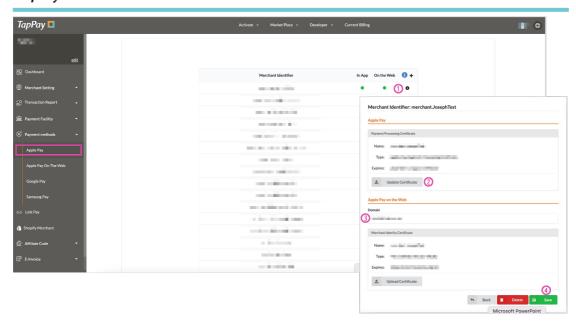


Figure 錯誤! 所指定的樣式的文字不存在文件中。-56 Modifying Apple Pay Merchant

2.11.2. Apple Pay on the Web

Based on your business needs, if you only need the web version of Apple Pay, you can apply for an Apple Pay on the Web Merchant ID through TapPay (refer to 2.2.2 for the application process); there is no need to go to Apple Developer. You can complete Apply Pay related settings on this function; please follow the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-57):

- 1. Click on ① "Create Apple Pay Settings."
- 2. Please enter (2) your "Domain Name.".
- 3. Please ③ "Download" this file (file name: apple-developer-merchantid-domain-association).
- 4. Please place the downloaded file (4) in the path of your server.
- 5. Please (5) "Check" and confirm whether or not (4) is completed.
- 6. Click on (a) "Submit" to return to this function and you will see the information of the domain you set.

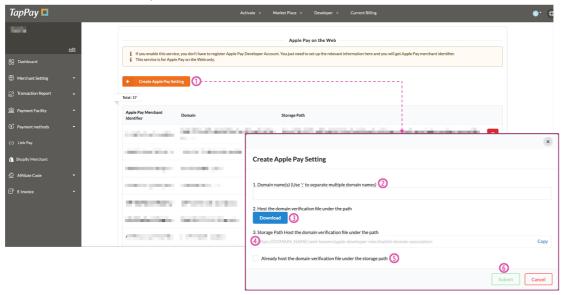


Figure 錯誤! 所指定的樣式的文字不存在文件中。-57 Apple Pay on the Web domain settings

If you need to delete the domain that is set, please locate and click on the "Recycle Bin" button to the far right of the domain name to delete; this will delete the domain (Figure 錯誤! 所指定的樣式的文字不存在文件中。-58).



Figure 錯誤! 所指定的樣式的文字不存在文件中。-58 Deleting Apple Pay on the Web domain

2.11.3. **Google Pay**

If you applied to use this after 2017.12.14 (Android SDK V2.1.5 or Web SDK V4 or above), you don't need to perform this setting; please refer to the official website of TapPay (https://reurl.cc/plxxxq) for details on the technical connection.

2.11.3.1. How to create Google Pay merchant

If you applied to use Google Pay before 2017.12.14, please perform Google Pay merchant related settings on this page; please perform settings using the steps below:

- 1. Please click on (1) "Create Google Pay Merchant"
- 2. In the ② "Create Google Pay Merchant" window, enter your Google Pay Merchant ID (you can customize it) and the domain name.
- 3. When you have finished filling in the information, click on (3) "Submit." (4)
- 4. Return to the list page and you will see Google Pay Merchant that you added will be displayed on the list.

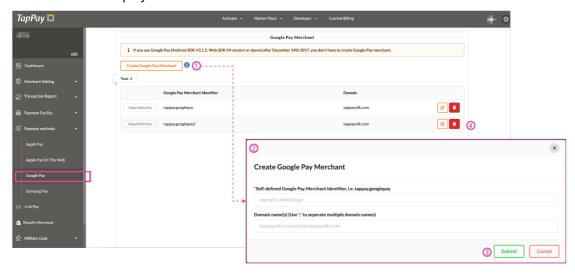


Figure 錯誤! 所指定的樣式的文字不存在文件中。-59 Google Pay merchant domain settings

2.11.3.2. How to modify/delete created Google Pay merchant

If you want to modify the domain of the Google Pay merchant, please locate the Google Pay merchant you want to change and click on the "Edit" icon; the system will open "Update Google Pay Merchant"

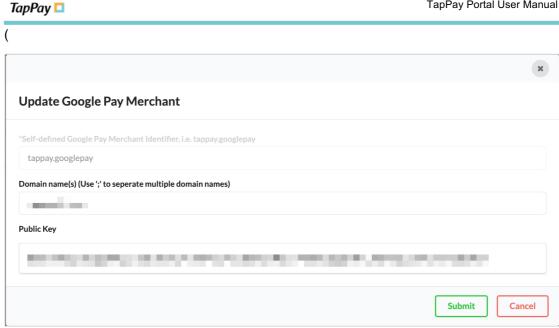


Figure 錯誤! 所指定的樣式的文字不存在文件中。-60), and you can update the data in the "Domain Name" text field then press "Submit" to finish updating. If you want to delete the Google Pay merchant, please press the "Delete" icon; the system will open the confirmation window (Figure 錯誤! 所指定的樣式的文字不存在文件中。-61). If you are sure you want to delete it, please click on "OK" to finish deleting; it cannot be recovered once deleted, so please operate carefully.

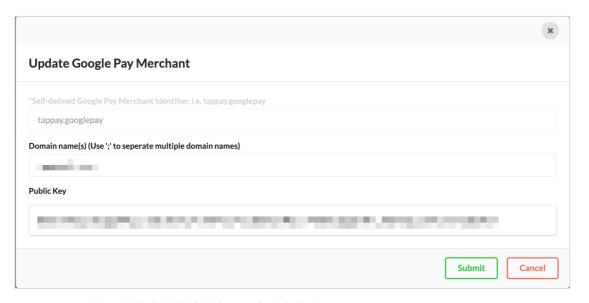


Figure 錯誤! 所指定的樣式的文字不存在文件中。-60 Updating Google Pay Merchant

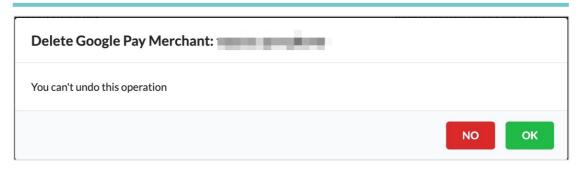


Figure 錯誤! 所指定的樣式的文字不存在文件中。-61 Deleting Google Pay Merchant

2.11.4. Samsung Pay

If you have the need to use Samsung Pay in APP, before applying an account at Samsung Pay Developer, please make the preparations of setting the Samsung Pay Merchant ID in this function and obtaining the CSR file.

2.11.4.1. How to add new Samsung Pay merchant

When you go to Samsung Developer to apply for a Merchant ID, you need to upload the CSR file downloaded from TapPay, add Samsung Pay merchants to be following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-62):

- 1. Click on ① "Create Samsung Pay Merchant" to open the "New Samsung Pay Merchant" window.
- 2. Please (2) enter your custom "Merchant ID" and click on "Submit."
- 3. Return to the page and you will see ③ "New Samsung Pay merchant added successfully!" on the top. The Merchant ID you added is displayed on the list.
- 4. Please click on ④ "Download CSR" on the top or from the list and then go to Samsung Developer to apply; please refer to the official website of TapPay (https://reurl.cc/klLv2L) for details on the steps

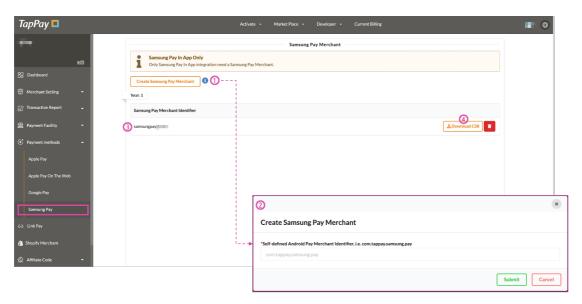


Figure 錯誤! 所指定的樣式的文字不存在文件中。-62 New Samsung Pay Merchant

2.11.4.2. How to delete created Samsung Pay merchant

If you want to delete the Samsung Pay merchant, please click on the "Delete" icon; the system will open the confirmation window (Figure 錯誤! 所指定的樣式的文字不存在文件中。-63). If you are sure you want to delete, please press "OK" to finish deleting; it cannot be recovered once deleted, so please operate carefully.

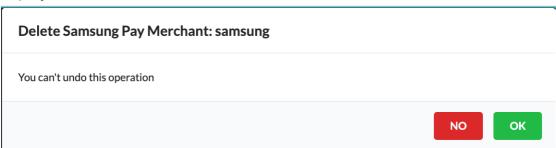


Figure 錯誤! 所指定的樣式的文字不存在文件中。-63 Deleting Samsung Pay Merchant

2.11.4.3. **Link payment**

You can create order links and send orders to the Emails of consumers here; after the consumers open the order link, they can complete payments with credit card, Apple Pay, Google Pay or other payment methods according to the contents and payments of the product. You can view the order information of the link payment when the order payment is completed, and you can also set a payment successful notification to the Email of the creator in the background. For the currently supported payment methods, please refer to information on the banks that support link payment (Figure 錯誤! 所指定的樣式的文字不存在文件中。-65).

3D Verification Transaction:
CTBC BANK, E.SUN BANK, Taishin Bank, National Credit Card Center of R.O.C., NewebPay, Bank SinoPac, Taipei Fubon Bank, Cathay United Bank, CHANG HWA Bank, RAZER PAY
#Instalment Transaction:
CTBC BANK, E.SUN BANK, Cathay United Bank, National Credit Card Center of R.O.C., NewebPay, globalpayments
Apple Pay/Google Pay:
CTBC BANK, E.SUN BANK, Taishin Bank, Taipei Fubon Bank, Cathay United Bank, National Credit Card Center of R.O.C., NewebPay, UNION BANK OF TAIWAN, Bank SinoPac, BANK OF CHINA#Wallet Pay:
LINE Pay, JKOPAY, Easy Wallet

Figure 錯誤! 所指定的樣式的文字不存在文件中。-64 Information on the banks that support link payment

2.11.5. Pre-setting

2.11.5.1. Setting link and payment information

If you want to modify the merchant name, logo, payment and related settings of link payment orders, please do so by following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-65); this setting will be activated immediately once changed:

- 1. Please first confirm the ① environment you want to set and click on the ② "Setting" button to the right
- 2. The system will open the ③ "Link Pay Setting" window; please perform settings according to your business needs.
- 3. "Installment Payment" and "3D" verification settings are only applicable if you created link payment with Merchant ID:
 - Check ④ order "Installment Payment," please click on "Settings" to open the ⑤ "Installment Settings" window and select the installment information based on the bank you are cooperating with. When you have finished setting, click on ⑤ "Submit" to complete the installment payment settings.
 - If you checked "3D verification", consumers will need to receive the OTP code for verification when paying.
- 4. Return to the "Link Payment Settings" window and click on ⑥ "Submit" to complete related settings of link information.

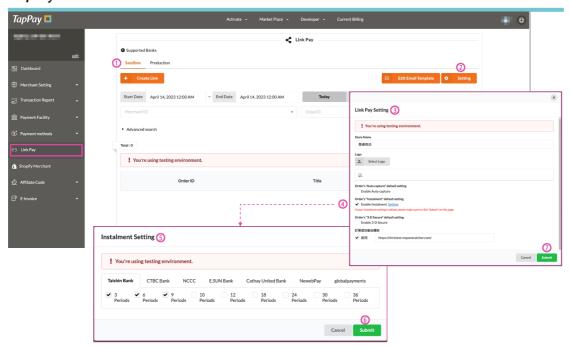


Figure 錯誤! 所指定的樣式的文字不存在文件中。-65 Link information and payment settings Description of "Installment Payment:"

- When the acquiring behavior is not installment acquiring with own-card, please select the issuing banks that you have signed contract with first and then perform settings for the number of installments supported by each bank. JP_TAPPAY currently does not support the installment payment function.
- Once the order is created, you can see the bank and number of installments that you set on the payment page (Figure 錯誤! 所指定的樣式的文字不存在文件中。-66); the information here is for consumer reference only, TapPay will not perform verification. This verification will be executed by the acquiring bank.

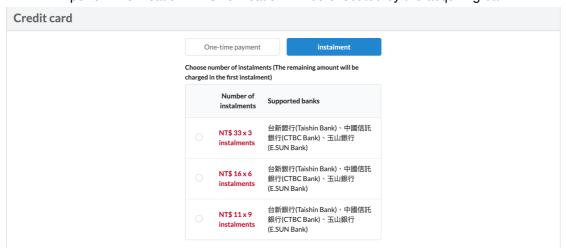


Figure 錯誤! 所指定的樣式的文字不存在文件中。-66 Payment page - Installment payment information

2.11.5.2. Editing Email templates

You can set the standard content of Emails here; please perform settings by following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-67):

- 1. Please confirm the environment you want to set and click on the ① "Edit Email Template" button.
- 2. The system will open the "Email Preview" setting window; you can adjust the standard text of the Email in ② "Edit".
- 3. And confirm the style of the letter received by the consumer in ③ "Browse;" if you want to change back to the default content after editing, click on ④ "Reset" and the system will restore the default contents of TapPay.
- 4. After finished editing, click on (5) "Save" to complete the settings.

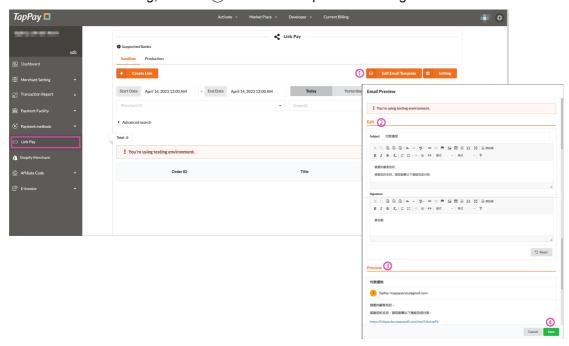


Figure 錯誤! 所指定的樣式的文字不存在文件中。-67 Setting the link payment Email template

2.11.6. How to create payment links

2.11.6.1. Creating MID link payments

Please perform settings by following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-68): When you want to create a "Link Payment" in the ① Sandbox/Prouduction, please click ② "New Link"; the system will open the ③ link order setting window. If you want to create a payment link using C "Merchant ID", you need to fill in

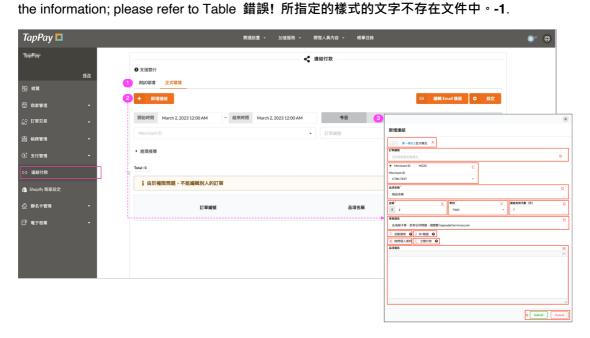


Figure 錯誤! 所指定的樣式的文字不存在文件中。-68 Creating MID "Link Payment" order

Table 錯誤! 所指定的樣式的文字不存在文件中。-1Description of the Link Payment (Merchant ID) setting field

Number	Function name	Function description
Α	Single / batch mode	Single mode: this order generates only one link
		Batch mode: this order can generate multiple links
В	Order number	Single mode: the number can be customized or
		generated automatically by the system
		Batch mode: generated automatically by the system
С	Merchant ID / MGID	Please select whether or not to create this order with
		Merchant ID or MGID
		Merchant ID: a single acquiring code. If your order
		acquiring code supports 3D / Installment, then the
		corresponding switches can be checked for this order.
		Currently, JP_TAPPAY does not support the 3D and
		installment functions.

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MGID: a MGID can contain multiple Merchant IDs; please create them on the MGID page in advance. The party creating the order can select the MGID and the payment configurations included in the MGID will be displayed below. D Title Item name, the main product name displayed on the order page E Amount Item amount, displayed in the amount field on the order page F Currency Required field; please select the order currency. Currently, JP_TAPPAY only supports the JPY currency. G Time until Expiration (Days) Once the valid days is exceeded, this link will become invalid; the default is 7 days. H Customer service The contents of this field will be displayed at the top of the payment page as a reminder; it is recommended to place the contact information of customer service or important announcements. I Auto Capture Payment will be requested on the same day if checked; payment needs to be requested manually if not selected. J 3-D Secure Whether or not 3D verification needs to be performed
party creating the order can select the MGID and the payment configurations included in the MGID will be displayed below. D Title Item name, the main product name displayed on the order page E Amount Item amount, displayed in the amount field on the order page F Currency Required field; please select the order currency. Currently, JP_TAPPAY only supports the JPY currency. G Time until Expiration (Days) Once the valid days is exceeded, this link will become invalid; the default is 7 days. H Customer service The contents of this field will be displayed at the top of the payment page as a reminder; it is recommended to place the contact information of customer service or important announcements. I Auto Capture Payment will be requested on the same day if checked; payment needs to be requested manually if not selected.
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D Title Item name, the main product name displayed on the order page E Amount Item amount, displayed in the amount field on the order page F Currency Required field; please select the order currency. Currently, JP_TAPPAY only supports the JPY currency. G Time until Expiration (Days) Once the valid days is exceeded, this link will become invalid; the default is 7 days. H Customer service The contents of this field will be displayed at the top of the payment page as a reminder; it is recommended to place the contact information of customer service or important announcements. I Auto Capture Payment will be requested on the same day if checked; payment needs to be requested manually if not selected.
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Auto Capture Payment will be requested on the same day if checked; payment needs to be requested manually if not selected.
payment needs to be requested manually if not selected.
selected.
J 3-D Secure Whether or not 3D verification needs to be performed
during transactions; if the acquiring code does not
support 3D verification, checking it will cause the
transaction to fail.
Currently, JP_TAPPAY does not support the 3D
verification function.
K Ask Personal info When you check it, related information of the buyer will
be displayed in the order for consumers to fill in;
information that needs to be filled in include: Name
(required), ID number, mobile phone number
(required), home phone number, Email address
(required), information related to issuing receipts and
remarks.
If the order currency = JPY, this field will be checked
by default.
L Installment Whether or not to support the installment payment
function for the transaction; if the acquiring code does

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		not support installments, checking it will cause the
		transaction to fail.
		Currently, JP_TAPPAY does not support the
		installment function.
М	Item Description	Any detailed description of this product can be filled in
		here; the contents will be displayed at product
		information. This is optional.
N	Submit/Cancel button	Submit is used to create the order and Cancel is used
		to cancel the creation action.

2.11.6.2. Creating MGID link payment orders

If you created a distributed order with MGID, please refer to the following process (Figure 錯誤! 所指定的樣式的文字不存在文件中。-69): When you want to create a "Link Payment" in the ① Sandbox/Prouduction, please click on ② "Create Link" and the system will open the setting window for ③ link order. If you want to create payment link with A "MGID," you need to fill in the information. Please refer to Table 錯誤! 所指定的樣式的文字不存在文件中。-2.

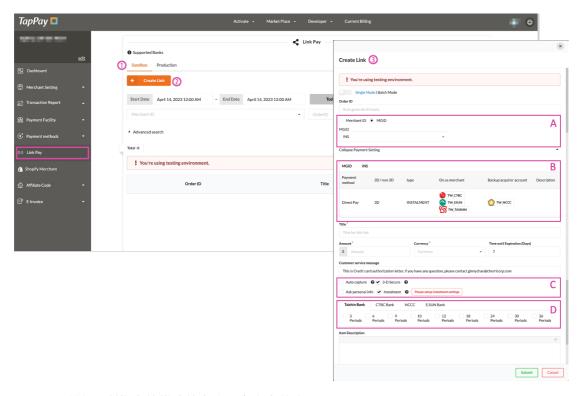


Figure 錯誤! 所指定的樣式的文字不存在文件中。-69 Creating MGID "Link Payment" order

Table 錯誤! 所指定的樣式的文字不存在文件中。-2 Descriptions of link payment (MGID) setting fields

Number	Function name	Function description
Α	Merchant ID / MGID	Please select whether or not to create this order with
		Merchant ID or MGID
		Merchant ID: a single acquiring code; if your acquiring
		code supports 3D / installment, then the corresponding
		switches can be checked for this order. Currently,
		JP_TAPPAY does not support 3D and installments.
		MGID: a MGID can contain multiple Merchant IDs;
		please create them on the MGID page in advance. The
		party creating the order can select the MGID and the

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		payment configurations included in the MGID will be
		displayed below.
В	Expand / collapse	If MGID is selected, you can view the payment
	payment	configurations here; the displayed content are the
	configurations	payment configurations included in the MGID you
		created.
С	Link payment settings	The setting items here are the same as in section A.
		Currently, since JP_TAPPAY does not support
		3D/installments, therefore, it is disabled by default.
D	Installment acquiring	The installment acquiring banks that you set in MGID
	bank settings	will be listed here; please check the corresponding
		supported number of installments. Currently, since
		JP_TAPPAY does not support the installment function.

2.11.6.3. How to query order information of link payments

You can set filtering conditions according to the ① "Search Conditions/Advanced Search" settings to quickly query the order you want to find. After setting the search conditions, click on the ② "Search" icon and results of your search will be displayed on the list. You can view ③ "Status" to check the current order status (Figure 錯誤! 所指定的樣式的文字不存在文件中。-70); the order statuses include: pending payment, paid and refunded.

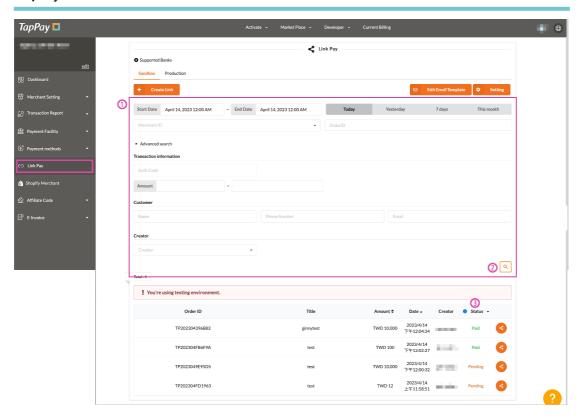


Figure 錯誤! 所指定的樣式的文字不存在文件中。-70 Querying link payment order information

2.11.6.4. How to delete link payment

If you have the need to delete link orders, please confirm that the order status is "Pending" in order for it to be deleted. Please locate the order you want and click on the ① "Link" button; the system will open the "Generated Link" window, click on ② "Delete Link" and the system will confirm with you again whether to delete the link. Click on "OK" if you are sure to complete the deletion of the order (Figure 錯誤! 所指定的樣式的文字不存在文件中。-71).

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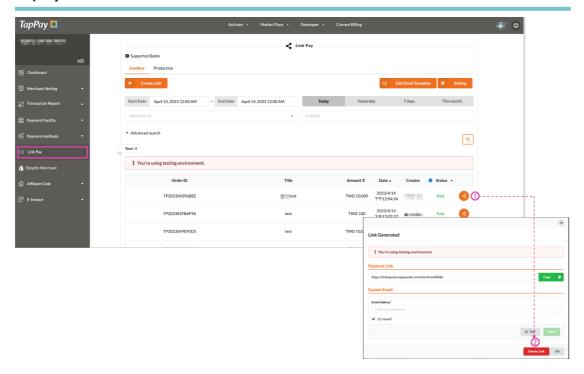


Figure 錯誤! 所指定的樣式的文字不存在文件中。-71 Deleting link payment orders

2.11.6.5. Shopify merchant settings

Before you officially start using Shopify, please go to the official website of TapPay and download the "Shopify Manual" (URL: https://reurl.cc/o0A633). Please follow the instructions in the manual (

Figure 錯誤! 所指定的樣式的文字不存在文件中。-72) to complete the application of Shopify account and the related settings of TapPay for Shopify.



Figure 錯誤! 所指定的樣式的文字不存在文件中。-72 Download location of the Shopify instruction manual

2.11.6.6. Affiliate Code

Based on your business needs, Affiliate Code can be added and Affiliate Code groups can be set here. For example: When you want to hold a promotion activity with a specific credit card of a certain bank, consumers that consumed on your online platform using non-specified credit cards can receive a general reward of 1%, but if consumers consumed using the specified credit card, they can get an additional 2% reward. When TapPay determines that the transaction card number matches the information of the Affiliate Code that you set, related information will be returned in the API response and this co-branded credit card promotion will be applicable to this transaction. Please perform settings by referring to the following chapter.

2.11.7. Code Management

You can add new Affiliate Code here, and set the physical and virtual card numbers (first 6~13 digits) for that set of Affiliate Code; please perform settings by following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-73):

- 1. Please switch to (1) the environment you want to set first.
- 2. Please click on (2) "Create Affiliate Code;" the system will expand the setting fields (3).
- 3. Please fill in the "Affiliate Code Name," the "FPAN Bincode" and the "Token Bincode" and then click on ④ "Save" or click on ⑤ "Back" to cancel adding (if you want to add more than one set of card number in this co-branded card, you can click on "Enter" to continue adding).
- 4. The system will pop up a window 6 to confirm whether to add; click on "OK" and the information of the co-branded card you just added will be displayed on the first row of the list.

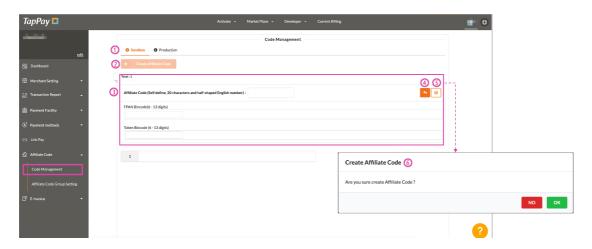


Figure 錯誤! 所指定的樣式的文字不存在文件中。-73 Settings for adding Affiliate Code

When you want to modify the "Name" or "Card Number" of a certain Affiliate Code, please locate the ① information (Figure 錯誤! 所指定的樣式的文字不存在文件中。-74) of the

Affiliate Code first, click on ② to edit the "Affiliate Code Name" and click on ③ to edit the card number; If you want to delete the information of a specific Affiliate Code, please click ④ to delete the settings of that Affiliate Code. The system will show the confirmation window for all of these; click on "ok" if you are sure you want to execute them.

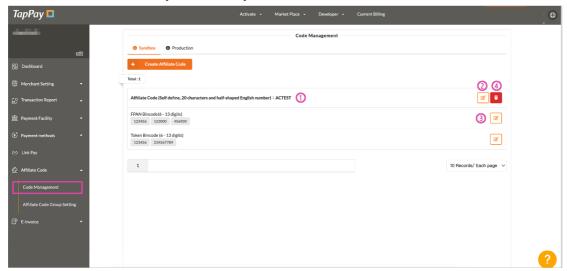


Figure 錯誤! 所指定的樣式的文字不存在文件中。-74 Modifying/deleting co-branded card information

2.12. Affiliate Code group settings

card number of the transaction belongs to the settings of a certain co-branded card through the Check Affiliate Code API, you can query using the "Affiliate Code Name" and "Affiliate Code Group Name;" the setting steps are as follows (Figure 錯誤! 所指定的樣式的文字不存在文件中。-75):

- Before you set the Affiliate Code group, please first confirm that settings of all of your Affiliate Code information have been completed.
- 2. Please confirm the ① environment you want to set and click on ② "Create Affiliate Code Group"
- 3. Please ③ fill in the "Affiliate Code Group Name" in the setting window and select "Affiliate Code" in the drop-down menu, then click on "OK".
- 4. When you completed the settings, the new Affiliate Code group that you just set will be displayed on the top of the list.

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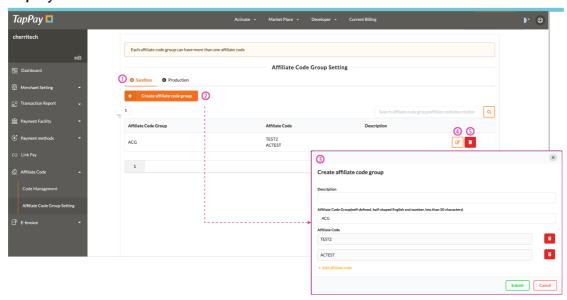


Figure 錯誤! 所指定的樣式的文字不存在文件中。-75 Co-branded card group setting

2.13. Tap to Pay on iPhone

With the "Tap to Pay on iPhone" and "TapPay Tap to Pay on iPhone" APP, even if you don't have a card reader or other hardware devices, you can quickly collect payments directly on your iPhone. Or you also can integrate POS with your iPhone to import into large businesses. If an individual wants to apply for "Tap to Pay on iPhone", he or she can download and install the "TapPay Tap to Pay on iPhone" App from App store. For a company, please contact TapPay directly.

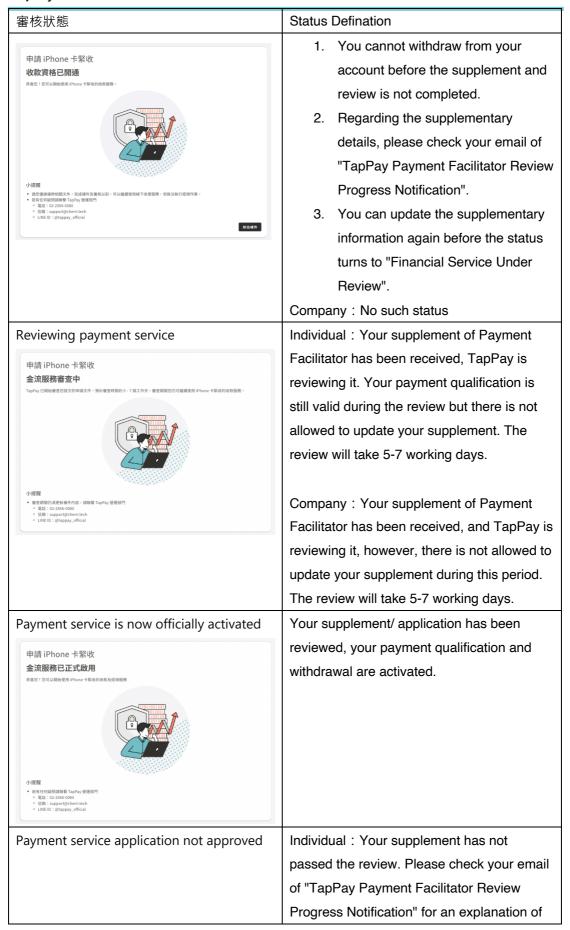
If you have applied for "Tap to Pay on iPhone" through the "TapPay Tap to Pay on iPhone" APP and received the 「TapPay "Tap to Pay on iPhone" activation notification」 email, please log in to the Portal and check an application status of Payment Facilitator, if need, make supplement through "Application Progress" of the left menu "Tap to Pay on iPhone". The following 2.15.1.1 claim each status definition and how correspondingly react to it.

2.13.1.1. 申請進度狀態說明

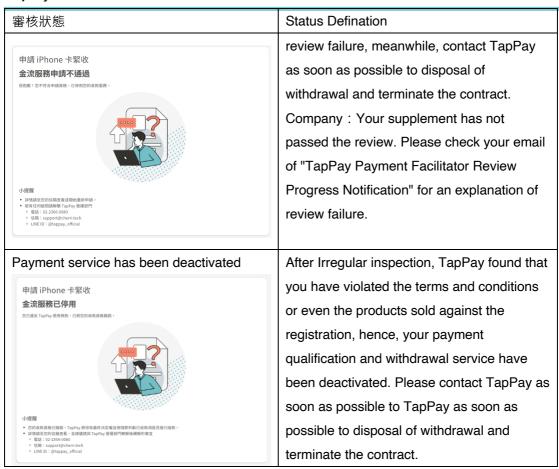
審核狀態	Status Defination
已收到您的申請 申請iPhone卡緊收 已收到您的申請 150Pay 已晚回应贷为申请商村·旗等并督权范围!	Indiviual: Your Payment Facilitator application information has been received. If the format is correct, your payment qualification will be activated right after 30
小垣間	minutes, but withdrawal will be restricted after application review completed.
・ 新年初期別から・7 住工庁犬・普査別院議官連合 TapPay 的電話先信件・ ・ 新年初別規則施算 TapPay 的理話で ・ 電話 12-2236-0380 ・ 信義 1-20pcの対応Persizeh ・ Like 10:(例はppay, official	Company: TapPay have received your Payment Facilitator application information; your payment qualification and withdrawal are activated right after an application passing the review. The review will take 5-7 working days.
收款資格已開通	Indiviual: Your payment qualification has been activated, you can bind your device and start using Tap to Pay on iPhone. Attention:

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2.13.2. How to make supplementary

When you receive the supplementary notification, please upload your supplement through the Tap to Pay on iPhone - Application Progress on the Portal (Figure 279):

- Please click "Go to Supplement" of the application progress and update the photos of the physical store (you can select multiple photos at the same time when holding down shift/û on the keyboard) and payment information, then click "Next"
- Please confirm whether the filled in information is correct. If you need to make corrections, click "Re-Edit"
- After confirmation, click "Save and Send" to complete the supplement. You can update the information before TapPay is reviewing.
- If you would like to update the information but there is no "Re-Edit" button, please send the information to support@cherrcorp.com

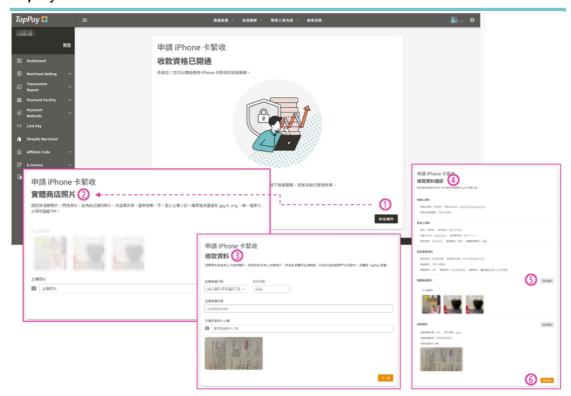


Figure 錯誤! 所指定的樣式的文字不存在文件中。-76 Application Progress on the Portal

2.13.3.Binding List

If you receive the 「TapPay "Tap to Pay on iPhone" activation notification」 through an email or an App push notification, you can bind the device and start to use the payment service. To facilitate your binding, TapPay serves two binding methods. Please follow the instructions below:

2.13.3.1.Binding with QR Code

Please log in to TapPay Portal and click "Tap to Pay on iPhone - Binding List" on the left menu. The binding list will list relevant payment accounts (Figure 280).

- Select the acquiring account you would like to bind and click "Bind Device"
- Popping out the setting window for generating QR Code. And, you could
 - Check "Set Password" (optional). When scanning the QR Code, you need to enter a password to bind it.
 - Check "Set Expiration" (optional) to set the expiration of the QR Code. The default expiration is 5 minutes.
- After completing the settings, click "QR Code Generating" and the system will generate a QR code
- Please return to the APP and click "QR Code Binding", and the binding will be completed after scanning.

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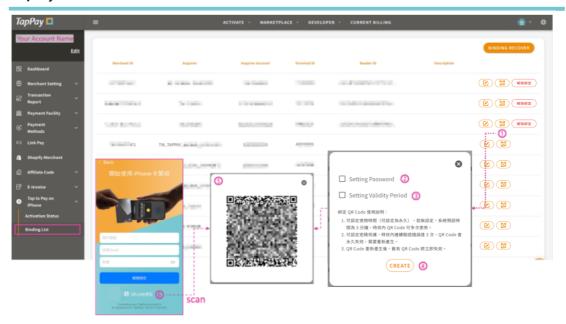


Figure 錯誤! 所指定的樣式的文字不存在文件中。-77 Binding with QR Code

2.14. Question Mark

The Question Mark is located at the bottom-right corner of the TapPay backstage and it is an orange ②; click on ② and you can select "User Manual" or "Report Issue" (Figure 錯誤! 所指定的樣式的文字不存在文件中。-). The "User Manual" file provided by the TapPay backstage will be updated according to system optimizations or new set functions; please confirm whether the version number is the latest version when you refer to this manual to avoid the problem of not being able to find the function. If you have any questions concerning TapPay services, you can contact TapPay operators directly. If it is not during working hours, you can fill in your suggestions in "Report Issue" and TapPay operators will reply to you during working hours.

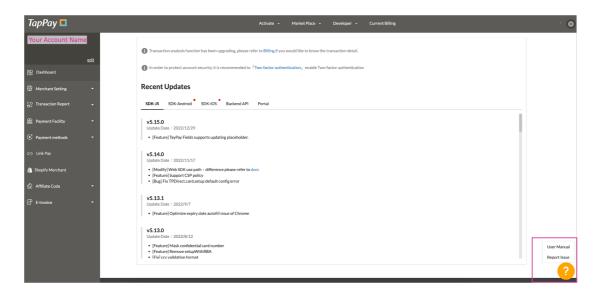


Figure 錯誤! 所指定的樣式的文字不存在文件中。-78 Question Mark