## Document Version Control:

<table>
<thead>
<tr>
<th>Date (YYYY.MM.DD)</th>
<th>Revision Description (Add/Modify)</th>
<th>Version No.</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020.03.05</td>
<td></td>
<td>v1.0.0</td>
<td>Phoebe</td>
</tr>
</tbody>
</table>
| 2020.07.21        | 1. Optimized two-factor authentication mechanism  
                     2. Adjusted the location to change the password | v1.0.1      | Phoebe |
| 2020.09.01        | 1. Added transaction history field  
                     2. Added export transaction history field | v1.0.2      | Phoebe |
| 2021.11.26        | 1. Instalment payment cannot be fully refunded  
                     2. Added the specification of acquirer account to Merchant | v1.0.3      | Phoebe |
| 2021.03.12        | 1. Updated Function List  
                     2. Added TapPay Account Activate  
                     3. Updated Apple Pay function description  
                     4. Updated Apple Pay operating instruction  
                     5. Added Apple Pay on the Web  
                     6. Added Merchant–KYC Verification Merchant Setting  
                     7. Added Capture and Refund Report  
                     8. Added Setting of Capture and Refund Report  
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| 2021.11.25        | 1. Added MGID description of Link Pay(3.12) | v.1.0.6     | Stacy |
| 2022.04.21        | 1. Adjust the description and pictures of Capture, Refund and Transaction Report | v.1.0.7     | Irene |
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1. Preface
Welcome to use TapPay Portal!
You can add merchants, view your transaction history, and check monthly billing from the website.
There are many more functions that are still under development!
If you have any questions or suggestions during the operation process, please do not hesitate to contact us at support@cherri.tech
Wish you a pleasant journey!
2. Function List

<table>
<thead>
<tr>
<th>Name</th>
<th>Description and Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login Account</td>
<td>◆ Two-factor authentication settings</td>
</tr>
<tr>
<td>(Login Email)</td>
<td>◆ Change password</td>
</tr>
<tr>
<td>Account Activate</td>
<td>◆ TayPay Account</td>
</tr>
<tr>
<td></td>
<td>◆ Apple Pay on the Web Merchant Application</td>
</tr>
<tr>
<td>Dashboard</td>
<td>◆ Show the enhancements and the updated list of TapPay SDK / Backend API / Portal</td>
</tr>
<tr>
<td>Account Information</td>
<td>◆ Edit company information</td>
</tr>
<tr>
<td>People</td>
<td>◆ Manage user accounts and configure backend permissions for each account.</td>
</tr>
<tr>
<td>Payment Method</td>
<td>◆ Support Apple Pay / Google Pay / Samsung Pay.</td>
</tr>
<tr>
<td></td>
<td>◆ Add new merchants for each payment and set the related information.</td>
</tr>
<tr>
<td>Link Pay</td>
<td>◆ Create orders and generate payment links</td>
</tr>
<tr>
<td>Merchant</td>
<td>◆ Merchant Settings: Add/ edit/ delete acquirer accounts</td>
</tr>
<tr>
<td></td>
<td>◆ MGID Settings: Manage MGID</td>
</tr>
<tr>
<td>Transaction</td>
<td>◆ Enquire transaction status and related information, and export transaction records for reconciliation purpose</td>
</tr>
<tr>
<td>Billing</td>
<td>◆ Show total monthly transactions and amount, and calculate the total amount of TapPay service fee for that month automatically.</td>
</tr>
<tr>
<td>Affiliate Code</td>
<td>◆ Set and manage Affiliate Code</td>
</tr>
<tr>
<td>Developer</td>
<td>◆ Application settings</td>
</tr>
<tr>
<td></td>
<td>◆ System environment (IP) settings</td>
</tr>
<tr>
<td></td>
<td>◆ Frontend kit demo</td>
</tr>
<tr>
<td>Issue Report</td>
<td>◆ Can send an email to TapPay's consumer service directly from here to report any issues you encountered.</td>
</tr>
<tr>
<td>Log Out Backend</td>
<td>◆ Log out of the backend</td>
</tr>
</tbody>
</table>
3. Function Introduction
The introduction and operation of the TapPay backend functions will help you operate the backend more efficiently and clearly. It will use scenarios to help you get started quickly.

3.1. Login Account > two-factor settings
3.1.1. Function Description
For the security of your account, we recommend that you enable the two-factor authentication function and send the verification code to your email address to verify before logging into the TapPay backend. Please add a backup mechanism (SMS verification). If the mailbox does not receive the verification code or the mail verification is incorrect five times, you can switch to SMS verification to log in.

*The account will be locked out immediately when the maximum number of failed attempts is reached. Please wait 24 hours and try again, or contact TapPay Customer Service during business hours to unlock the account.

3.1.2. UI Demo

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>two factor authentication</td>
<td>Click to turn on or off</td>
</tr>
<tr>
<td>B</td>
<td>backup verify by SMS</td>
<td>Click to turn on or off</td>
</tr>
<tr>
<td>C</td>
<td>change phone</td>
<td>Click to edit phone number</td>
</tr>
<tr>
<td>D</td>
<td>submit</td>
<td>Click to save the changes</td>
</tr>
</tbody>
</table>

3.1.3. Operating Instruction
3.1.3.1. How to turn on two-factor authentication?
- Click on your login account > Two-factor authentication settings
3.1.3.2. How to add backup authentication?
*The two-factor authentication mechanism must be on before the backup authentication can be turned on.

- Go to [Setting for Two Factor Login] > Click [ON] > Click [Submit] to complete the change
Select a country code and enter a phone number > Click [Send Verification Code].

Enter the verification code and click [Submit].

Once the setting is successful, you will be able to receive authentication code via SMS as a backup.
3.1.3.3. How to change the phone number for verification?

- Click [Change Phone]

- Enter the new phone number

- Enter the verification code
Once the verification is complete, the phone number is updated.

3.2. Login Account > Change Password

3.2.1. Function Description

If you need to change your password, you can do it on this page. When it is done, you can immediately log in with your new password.

3.2.2. UI Demo
3.2.3. Operating Instruction

3.2.3.1. How to change a user’s password?

- When you want to change the password, you can go to Login Account > Change Password to change

  ![Password Change Form]

  - Current Password
    - Enter your current password
  - New Password
    - Enter your new password
  - Re-enter New Password
    - Re-enter your new password

  - Submit

- When the new password is set, you can immediately log in with the new one.
3.3. Account Activate > TapPay Account

3.3.1. Function Description

If you want to activate TapPay account, please complete the 4 steps shown in the image. After the form is submitted, please contact our Support Team via email or phone. We will review your application in 1 day. If your TapPay account is activated, [Account Activate > TapPay Account] will be hidden in the menu.

3.3.2. UI Demo
### 3.3.3. Operating Instruction

- **Step 1**: Fill in account information below.

![Account Information Form](image1)

- **Step 2**: Go to [Merchant] and add an Acquirer Account in the production environment.

![Merchant Setup](image2)
- Step3: Conduct a transaction in the sandbox environment, and check it in the list below.

- Step4: Register your server’s IP in the production environment.

3.4. Account Activate > Apple Pay on the Web Merchant Application

3.4.1. Function Description
If you only need the web version of Apple Pay, you can spare the effort to register your account on Apple Pay Developer. Instead, you can directly activate your Apple Pay Account here on our portal (acquire Apple Pay Merchant Identifier). After we approve your application, you can enjoy the service in the production environment. Once it is activated, we will start charging from you, and you won’t see [Account Activate > Apple Pay on the Web Merchant Application] in the menu.
3.4.2. UI Demo

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Website</td>
<td>Fill in website url</td>
</tr>
<tr>
<td>B</td>
<td>Is your merchant a foundation?</td>
<td>If yes, please also enter the foundation no.</td>
</tr>
<tr>
<td>C</td>
<td>Agreement confirmation</td>
<td>Check to agree to the statement</td>
</tr>
<tr>
<td>D</td>
<td>Agree to be charged after receiving approval.</td>
<td>Check to agree that once your submission is approved, we will charge the fees.</td>
</tr>
</tbody>
</table>

3.4.3. Operating Instruction

3.4.3.1. How to register Apple Pay on the Web?

- Please activate your TapPay account first.
Please go to [Apple Pay on the Web Merchant Application] and fill in all required information and submit your application. After TapPay has approved, you can start to use the service.
3.5. DashBoard

3.5.1. Function Description

You can see clearly what new features and enhancements TapPay has implemented in DashBoard. It includes the following list:

- SDK (including JS, Android, iOS) updates and enhancements
- Backend API updates and enhancements
- Interface updates and enhancements

3.5.2. UI Demo
### No. | Function            | Description
--- | ------------------- | ---------------
A   | Recent Updates     | SDK/Backend/Portal updating records

### 3.5.3. Operating Instruction

#### 3.5.3.1. Where to see the latest updates for our system?

- Please go to [Dashboard] to see all the updated information.

### 3.6. Information

#### 3.6.1. Function Description

You can check if your account is activated, and you can edit the company and contact person information here.

*Important Note: The **Partner Key** required for technical integration can be found on this page.*
3.6.2. UI Demo

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Account Status</td>
<td>Show account status: Account active/inactive</td>
</tr>
<tr>
<td>B</td>
<td>Edit button</td>
<td>Click to edit the information on the screen.</td>
</tr>
<tr>
<td>C</td>
<td>Company information</td>
<td>Company name, partner key, VAT number</td>
</tr>
<tr>
<td>D</td>
<td>Other information</td>
<td>Trade name, owner, address, telephone, link</td>
</tr>
<tr>
<td>E</td>
<td>Contact person</td>
<td>Name, email, telephone</td>
</tr>
<tr>
<td>F</td>
<td>Technical email</td>
<td>email</td>
</tr>
<tr>
<td>G</td>
<td>Accounting email</td>
<td>email</td>
</tr>
</tbody>
</table>

3.6.3. Operating Instruction

3.6.3.1. How to know if the account is activated?
- Click [information], you can see your current account status
### 3.6.3.2. How to edit the company and contact person information?

- Click the [Edit] button at the top right corner to enter the editing page.

- After entering the editing page, you can edit all the information in the editing area (e.g. Company Name, Company Responsible Person, Company Address, etc.). After finishing the editing, click the [Save] button at the upper right corner to save, otherwise click the [Back] button to go back to the previous step.
After entering the editing page, if your technical contact person or financial contact person is the same as the main contact person, you can select the checkbox, and it will automatically fill in the information for you.
3.7. People

3.7.1. Function Description

- Add, delete, and edit backend user accounts
- Manage permissions in different functions for each account. (Write/Read/No Permissions)

3.7.2. UI Demo

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Create people</td>
<td>Click to create a new account</td>
</tr>
<tr>
<td>B</td>
<td>Account status</td>
<td>Show current account. Green: active, Red: inactive</td>
</tr>
<tr>
<td>C</td>
<td>User email</td>
<td>User email(account)</td>
</tr>
<tr>
<td>D</td>
<td>Delete button</td>
<td>Delete account</td>
</tr>
<tr>
<td>E</td>
<td>Resend button</td>
<td>Resend the verification letter to activate the account</td>
</tr>
</tbody>
</table>

3.7.3. Operating Instruction

3.7.3.1. How to add an account?

- People > Click [Create People] at upper left corner.

- Enter the user’s email and password and then set the account permissions. After editing, click [Submit].
3.7.3.2. How to quickly set the permissions?

- **Term Definition**

  **Role:** Each role has default page permissions. It can be applied by clicking on (Accountant/Developer/Administrator).

  **Select All:** When you want to set the same permissions for each page of the account, click (Write/Read/No Permissions) and then apply the settings.

- **Application Examples**

  For example, if you want to set this account as an accounting, select [Role] > Accounting and adjust the permissions from the default accounting permissions on this page. If you need to fine-tune the permissions again, you can re-adjust them yourself (as shown below).
未選擇角色

Information

Account permissions

Payment methods

Apple Pay

Google Pay

Samsung Pay

Link Pay (Sandbox)

Link Pay Manager

Link Pay Access

Capture & Refund Permission

Order Setting permission
3.7.3.3. How to view and change account permissions?

- Click on the user’s email address to change (e.g., change the permissions below).

<table>
<thead>
<tr>
<th>Role</th>
<th>Accounting</th>
<th>Developer</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information</td>
<td>Write</td>
<td>Read</td>
<td>No Permission</td>
</tr>
<tr>
<td>Account permissions</td>
<td>Write</td>
<td>Read</td>
<td>No Permission</td>
</tr>
<tr>
<td>Payment methods</td>
<td>Write</td>
<td>Read</td>
<td>No Permission</td>
</tr>
<tr>
<td>Apple Pay</td>
<td>Write</td>
<td>Read</td>
<td>No Permission</td>
</tr>
<tr>
<td>Google Pay</td>
<td>Write</td>
<td>Read</td>
<td>No Permission</td>
</tr>
<tr>
<td>Samsung Pay</td>
<td>Write</td>
<td>Read</td>
<td>No Permission</td>
</tr>
<tr>
<td>Link Pay (Sandbox)</td>
<td>Write</td>
<td>Read</td>
<td>No Permission</td>
</tr>
<tr>
<td>Link Pay Manager</td>
<td>Write</td>
<td>Read</td>
<td>No Permission</td>
</tr>
<tr>
<td>Link Pay Access</td>
<td>Write</td>
<td>Read</td>
<td>No Permission</td>
</tr>
<tr>
<td>Capture &amp; Refund Permission</td>
<td>Write</td>
<td>No Permission</td>
<td></td>
</tr>
<tr>
<td>Order Setting permission</td>
<td>Write</td>
<td>No Permission</td>
<td></td>
</tr>
</tbody>
</table>
After finishing editing, click [Submit] at the bottom to complete the changes. If you want to cancel, click the [Back] button.

3.7.3.4. How to delete an account?

- Click the [Delete] button on the right side of the mail address for the account you want to delete. After clicking on it, a window will pop up to confirm if you are sure to delete the account.

3.8. Payment > Apple Pay > Apple Pay

3.8.1. Function Description
To add an Apple Pay Merchant, you need to go to Apple Developer and apply for Merchant ID first. And then click [Apple Pay] and upload the certificate to enable the service in the production environment. After everything is completed, you can view the added Apple Pay Merchants and if they support in APP or on the Web services in the list.

3.8.2. UI Demo

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Merchant Identifier</td>
<td>You can get it on Apple Developer</td>
</tr>
<tr>
<td>B</td>
<td>In App/On the Web support status</td>
<td>green: active, gray: inactive</td>
</tr>
<tr>
<td>C</td>
<td>Document</td>
<td>Click to view developer document</td>
</tr>
<tr>
<td>D</td>
<td>Create Apple Pay Merchant</td>
<td>Click to create an Apple Pay Merchant</td>
</tr>
<tr>
<td>E</td>
<td>details</td>
<td>Click to view more information of the merchant. You can also edit or delete the merchant.</td>
</tr>
</tbody>
</table>

3.8.3. Operating Instruction

3.8.3.1. How to know the support status of each Apple Pay Merchant?

- Please go to Payment Methods>Apple Pay>Apple Pay. You will see the support status of each Apple Pay Merchant in the list below. The green light refers to [activated] while the red one refers to [inactivated].
### 3.8.3.2. How to add an Apple Pay Merchant?

- Please click the [+] on the upper right corner.
- Download CSR and click [next].

- Please go to Apple Developer to register an account. After you got the certificate, please upload it here.
3.8.3.3. How to delete/edit an Apple Pay Merchant?

- Please click [ ] in the right side of the list.
- Please edit the domain names or upload the certificate and click [save].

<table>
<thead>
<tr>
<th>Merchant Identifier: merchant.JosephTest</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Apple Pay</strong></td>
</tr>
<tr>
<td>Payment Processing Certificate</td>
</tr>
<tr>
<td>Name: merchant.JosephTest</td>
</tr>
<tr>
<td>Type: Apple Pay Payment Processing Certificate</td>
</tr>
<tr>
<td>Expires: 2020-06-01T12:35:54+08:00</td>
</tr>
<tr>
<td>[Upload Certificate]</td>
</tr>
</tbody>
</table>

| **Apple Pay on the Web**                |
| Domain                                  |
| ds.clicklink.com.tw                     |
| Merchant Identity Certificate           |
| Name: merchant.JosephTest               |
| Type: Merchant Identity Certificate     |
| Expires: 2022-09-05T14:00:05+08:00      |
| [Upload Certificate]                    |
If you want to delete the merchant, please click [delete]. If you want to go back, please click [Back].

### Apple Pay on the Web

**Domain**

ds.clicklink.com.tw

**Merchant Identity Certificate**

- **Name**: merchant.JosephTest
- **Type**: Merchant Identity Certificate
- **Expires**: 2022-09-05T14:00:05+08:00

[Upload Certificate]

3.9. Payment Methods > Apple Pay > Apple Pay on the Web

#### Function Description

The settings of Apple Pay on the Web can be added and adjusted here.

#### UI Demo

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Create Apple Pay Setting</td>
<td>Click to create a setting</td>
</tr>
</tbody>
</table>
3.9.3. Operating Instruction

3.9.3.1. How to add an Apple Pay on the Web Setting?

- Click [Create Apple Pay Setting]

- Fill in domain names (can be multiple)

- Download the verification file
Put the verification file under the assigned server path below.

After everything is completed, check [Already host the domain verification file under the storage path] and click [submit].
3.9.3.2. How to delete Apple Pay on the Web Setting?

- Please click the [trash can] in the right side of the list to delete a setting.

3.10. Payment Method > Google Pay

3.10.1.1. Function Description

To start to use Google pay service, please add the relevant settings here.

*Noted: If you use Google Pay (Android SDK V2.1.5, Web SDK V4 version or above) after December 14th 2017, you don’t have to create Google Pay merchant.

3.10.2. UI Demo
### Function Description

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Create Google Pay Merchant</td>
<td>Click to create a new merchant</td>
</tr>
<tr>
<td>B</td>
<td>Google Pay Merchant Identifier</td>
<td>User can self-define</td>
</tr>
<tr>
<td>C</td>
<td>Domain</td>
<td>Domain can be configured</td>
</tr>
<tr>
<td>D</td>
<td>Copy public key</td>
<td>TapPay will produce</td>
</tr>
<tr>
<td>E</td>
<td>Edit</td>
<td>Edit the domain</td>
</tr>
<tr>
<td>F</td>
<td>Delete</td>
<td>Delete the merchant setting</td>
</tr>
</tbody>
</table>

#### 3.10.3. Operating Instruction

#### 3.10.3.1. How to add a Google Pay Merchant?

- Click [Create a Google Pay Merchant]

- Self-define Google Pay Merchant Identifier
Set up domain names (can be multiple)

After all is completed, click [submit]. The information will be updated immediately.

3.10.3.2. How to edit Google Pay Merchants?

Click [edit]
Domain names can be edited. Click [submit] to save your update.

3.10.3.3. How to delete a Google Pay Merchant?

- Click [delete]
3.11. Payment Methods > Samsung Pay

3.11.1. Function Description

For Samsung Pay App integration, you can add Samsung Pay merchants.

3.11.2. UI Demo

- Click [OK] to execute delete.
3.11.3. Operating Instruction

3.11.3.1. How to view the Samsung Pay Merchant Identifier and download its CSR?

- Go to Payment Methods > Samsung Pay, you can view Samsung Pay Merchant Identifier in the list. You can download CSR as follow.
3.11.3.2. How to add a Samsung Pay Merchant?

- Click [Add Samsung Pay merchant]

Enter the Samsung Pay Merchant identification code and click [Submit] (for example: add a Samsung Pay merchant: 123.tappay.samsung.pay)

- If it is created successfully, it will immediately show on the screen and automatically generate the corresponding CSR file.
3.11.3.3. How to delete a Samsung Pay Merchant?

- Click the [delete] button on the right side to delete 123.tappay.samsung.pay (total of 5 records).

- A confirmation window pops up. Once it is deleted, it cannot be recovered. Click [OK] to confirm the deletion, otherwise click [NO] to cancel.
3.12. Link Pay

3.12.1. Function Description

You can create links (orders) and fill in order information here. Once you have created the link, the link can be sent to your designated consumer account and paid.

3.12.2. UI Demo—Link Pay

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Sandbox/production</td>
<td>Switch between sandbox and production</td>
</tr>
<tr>
<td>B</td>
<td>Create link</td>
<td>Create a new link</td>
</tr>
<tr>
<td>C</td>
<td>Start/end time</td>
<td>Search for orders in a certain period</td>
</tr>
<tr>
<td>D</td>
<td>Quick search</td>
<td>Searching criteria: Today, yesterday, 7 days, this month</td>
</tr>
<tr>
<td>E</td>
<td>Merchant ID</td>
<td>Search for Merchant ID</td>
</tr>
<tr>
<td>F</td>
<td>OrderID</td>
<td>Search for OrderID</td>
</tr>
<tr>
<td>G</td>
<td>Advanced search</td>
<td>Advanced criteria</td>
</tr>
<tr>
<td>H</td>
<td>Search button</td>
<td>Click to conduct search</td>
</tr>
<tr>
<td>I</td>
<td>Edit email template</td>
<td>Click to edit email templates</td>
</tr>
<tr>
<td>J</td>
<td>Edit setting</td>
<td>Edit link pay settings</td>
</tr>
<tr>
<td>K</td>
<td>Show order information</td>
<td>Show searching results</td>
</tr>
</tbody>
</table>
3.12.3. UI Demo—Create a Link

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
</table>
| A   | Single/batch mode                    | Single mode: produce one link  
Batch mode: produce multiple links                                                  |
| B   | Merchant ID                           | Acquirer account  
*Now we only support Direct Pay, Google Pay and Apple Pay.                                  |
| C   | Order ID                              | Single mode: auto generate if empty  
Batch mode: auto generate                                                 |
| D   | Title                                 | The title of the item                                                                                                                       |
| E   | Amount                                | Item amount                                                                                                                                |
| F   | Time until expiration                 | Number of days before expiration                                                                                                           |
| G   | Link pay settings                     |  
- auto capture: if selected the payments will be captured that day, otherwise the payment will not be captured automatically after customer has paid.  
- 3D secure: select whether you need 3D secure when customers attempt to pay. |
- ask personal info
- instalment: select if the Merchant ID supports instalments. Now we only support on-us cards of CTBC, E.SUN, Cathay and for other acquirers such as NCCC, NewebPay, GP, the merchant should sign the contract to accept other cards.

H | Item description
---|---
*If you choose NCCC, GP, NewebPay as your acquirer, we advise you to list your cooperated banks here to let the consumers know which card they could use to pay.

3.12.4. UI Demo—Edit Email template

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Subject</td>
<td>Email subject</td>
</tr>
<tr>
<td>B</td>
<td>Content</td>
<td>Email content</td>
</tr>
<tr>
<td>C</td>
<td>Signature</td>
<td>Email signature</td>
</tr>
</tbody>
</table>

3.12.5. UI Demo—Link Pay Setting
3.12.6. UI Demo—Link Pay Setting

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Store name</td>
<td>Store name shown above the link</td>
</tr>
<tr>
<td>B</td>
<td>Logo</td>
<td>Logo shown above the link</td>
</tr>
<tr>
<td>C</td>
<td>Auto capture default setting</td>
<td>Capture the payment today if selected. It will be selected as default when you create an order.</td>
</tr>
<tr>
<td>D</td>
<td>Instalment default setting</td>
<td>Activate instalment if selected. It will be selected as default when you create an order.</td>
</tr>
<tr>
<td>E</td>
<td>3D secure default setting</td>
<td>Activate 3D secure if selected. It will be selected as default when you create an order.</td>
</tr>
<tr>
<td>F</td>
<td>Order notification</td>
<td>Activate backend notification if selected and filled. When the order is successfully paid, you will receive backend notification.</td>
</tr>
</tbody>
</table>
### Link Pay Setting

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Store Name</td>
<td>Store Name shown on Checkout page</td>
</tr>
<tr>
<td>B</td>
<td>Logo</td>
<td>Logo shown on Checkout page</td>
</tr>
<tr>
<td>C</td>
<td>Auto Capture Default Setting</td>
<td>The Auto Capture will be “on” when you create an order.</td>
</tr>
</tbody>
</table>
| D   | Instalment Default Setting        | (1) For Merchant ID’s Order: The Instalment will be “on” when you create an order.  
   |                                   | (2) Instalment Setting: Your acquirers’ default of instalment periods can be saved here. Please be sure to click [submit] on the Setting Page to save the periods. |
| E   | 3-D Secure Default Setting        | For Merchant ID’s Order: 3-D Secure will be “on” when you create an order.  |
| F   | Notification url                  | You can turn it on and provide your notification url, which we will POST notify to you when the order is paid. |

#### 3.12.7. Operating Instruction

##### 3.12.7.1. How to change a merchant’s name/logo or payment method in Link Pay?
If you want to change the merchant’s name/logo or payment method in Link Pay, Click [Settings] at the top right corner.

You can change the settings here, please click [Submit] when it is done. Otherwise, click [Cancel] to cancel all the changes.

*Once the settings are changed, they will be applied to all Link Pay that is created later.*
If the select 3-D Secure is selected, consumers will see the following screen when they are making payments.

3D Secure

This payment needs 3D Secure authentication from your issuing bank. Click the button below will redirect to the issuing bank’s 3D Secure page.

Start 3D Secure authentication

If the installment is selected, consumers will see the following screen when they are making payments. (consumers can choose between One-time payment or installment).

Amount: NT$ 10

Buyer Information

☐ Add comment

Choose payment method

Credit card  Buy with Google Pay

Credit card

One-time payment  instalment

Card number

Expiration date  Card security code

MM / YY  Card security code

Pay

3.12.7.2. How to set up the number of instalments?

You can set the number of installment options by MerchantID for consumers.

*For example, choose the MerchantID that supports installment. And then by selecting Instalment setting, you will see a pop-up window where you can select 3, 6, 9 instalments, and click [Submit].
Consumers can select how many installments they want on the transaction page, shown in the picture below.

3.12.7.3. How to generate a single payment link or multiple links for an order?

- Click [Create Link]
You can select between the single mode (generate a single link) or batch mode (generate multiple links at once). Fill in all the information below and [submit].
### Single Mode

#### Create Link

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Mode</td>
<td>Batch Mode</td>
</tr>
<tr>
<td>Merchant ID</td>
<td>24951774_00489</td>
</tr>
<tr>
<td>Order ID</td>
<td>Auto generate if empty</td>
</tr>
<tr>
<td>Title</td>
<td>Title for this link</td>
</tr>
<tr>
<td>Amount</td>
<td>$ Amount</td>
</tr>
<tr>
<td>Time until Expiration (Days)</td>
<td>?</td>
</tr>
<tr>
<td>Customer service message</td>
<td>This is Credit card authorization letter. If you have any question, please contact <a href="mailto:stacyhuang@cherricorp.com">stacyhuang@cherricorp.com</a></td>
</tr>
</tbody>
</table>

- Auto capture: On
- 3-D Secure: On
- Ask personal Info: On
- Installment: On

[Submit] [Cancel]
TapPay automatically generate a link and please fill in the consumer’s email.

Click [Edit] and you will be redirected to the email preview, where you can customize the email address of this link (as shown below).

Click [Send] and the system will automatically send an email for you.

Click [Copy] to copy the payment link.

Click [Delete Link] to delete the information of this order.

Click [Export Links] to export the links to a CSV file.

Select [CC to Yourself], it will send the email to the sender at the same time when the link is sent to the consumer.
If you want to edit the email content for a certain order, please click one of the orders and click [edit].
- You can edit email content here.
Email Preview

⚠️ You're using testing environment.

Edit

Subject: 付款通知

親愛的顧客您好，
感謝您的支持，請您點擊以下連結完成付款：

Signature

Cancel  Save
3.12.7.4. How to edit email templates for all orders?

- Click [Edit Email Template] at the top right corner.

- You can edit the email content.

  *When editing content, if you want to change back to the default content after editing, you can click [Reset] to cancel all the changes you just edited and reset it back to the default content. After finishing editing, click [Save], otherwise click [Cancel].
3.12.7.5. How to search for the order?

- You can quickly find the order you're looking for by time / Merchant ID / Order Number, or by advanced search criteria. After selecting the search criteria, click [search].
3.12.7.6. How to check the status of orders?
- You can see in the last field "Status" in the order list to know the current Pending/ Paid/ Refunded status.

3.12.7.7. How to delete an order?
* Note: You can only delete an order when the status is still Pending.
- Click the rightmost button [ Delete Link ].
- Click [Delete Link]
When a consumer receives the email and clicks on the link, an Order Not Found message will pop up. (The item does not exist, and cannot be ordered. As shown in the picture below)

3.12.7.8. How to Create a MGID’s Order with on-us Merchant Setting
Go to Merchant > MGID Setting, and create a MGID as below:

<table>
<thead>
<tr>
<th>MGID</th>
<th>tappaydemo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment method</td>
<td>3D / non 3D</td>
</tr>
<tr>
<td>Direct Pay</td>
<td>non 3D</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Go to Link Pay, click [Create Link] and choose the MGID you just created. According to the MGID Setting, if the consumer pay by CATHAY, TAISHIN, ESUN, CTBC, UBOT, or FUBON card, the payment will go to the on-us acquirer. Otherwise, it will go to TAISHIN Bank (Backup Acquirer).

3.12.7.9. How to Create a MGID’s Order with 3D and Installment Settings

- Click [Create Link] and choose a MGID. If the MGID contains 3D-Secure or Installment Payment Setting, the checkbox of these two settings can be turned on.
- If this is a 3D order, please turn on 3-D Secure. If this order can be paid by installment, please turn on Installment.
- At the last step, please click [submit]. If we cannot find the payment setting according to your 3D and installment settings, the alert will be shown as below:

*No matching 3D Secure and Installment Setting in your MGID*

3.12.7.10. How to Create a MGID’s Order, and Show Supported Banks of Installment on Checkout Page

- Click [Create Link] and select MID. Choose NCCC as your acquirer.
  ![image](image3)
- Select [Installment] and choose your contracted issuers with NCCC and supported periods.
  ![image](image4)
- When the order is created, you can click the link and view in the installment section where issuers and supported periods are shown according to your setting.
  ![image](image5)

3.12.7.11. How to Create a MGID’s Order, Which Supports Installment for Multiple Banks

- Click [Create Link], select MGID and choose a MGID that contains an installment payment setting with multiple acquirers.
  ![image](image6)
Please turn on [Instalment] and set up periods for each acquirer. If you choose NCCC, GP or NewebPay, please make sure to select your contracted issuers with periods (mandatory).

When the order is created, you can click the link and view in the instalment section where issuers and supported periods are shown according to your setting.

You should notice that in a MGID, if your selected on-us acquirer is the same as your supported issuer, in this case only the period setting of the on-us acquirer will be shown on the checkout page.

3.13. Merchant Management—Merchant Settings

3.13.1. Function Description

This function has both a testing environment and a production environment, where you can create acquirer accounts for the acquiring banks.

- **Testing Environment**: There will be a default test account for integration testing, and the test transactions will not be sent to the banks.
- **Production Environment**: You can create real acquirer accounts for acquiring banks.

3.13.2. UI Demo—Testing Environment

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Sandbox/Production</td>
<td>Switch between sandbox/production</td>
</tr>
<tr>
<td>B</td>
<td>Testing acquirer account</td>
<td>TapPay provides the accounts for testing</td>
</tr>
</tbody>
</table>

3.13.3. UI Demo—Production Environment
### 3.13.4. Operating Instruction

#### 3.13.4.1. How to create a new merchant?

- Click [Create Merchant]
Select your acquirer and fill in the acquirer account information.

After entering and confirming the merchant information, click [Submit] to proceed to the second step. Input the card information and click [Test].

*To make sure the acquirer account information you just entered is correct, we will do a one-dollar transaction test and refund immediately after the test is completed.
If the test fails, an error message will be displayed on the screen (as shown below) and you can click [Re-create] to enter the information again. If the test is successful, it will be created immediately and you will see the newly added merchants on the screen.
3.13.4.2. How to turn on SMS notification?

- For acquirer accounts, if you want to automatically notify a consumer of a failed transaction, you can click the setting button on the right.

  Take the following acquirer account “6600800020” as an example, the status of SMS notification is currently OFF.

- Click "Setup SMS Notification for Failed Transaction" to turn on. Fill in Merchant Name, Phone, and Email, and then click [Submit] to immediately update.
You will see that the acquirer account “6600800020” has turned on the SMS notification.

3.13.4.3. How to edit the description?
- If you want to modify the description for an acquirer account, you can click the [Setting] button on the right. Take Acquirer Account “6600800020” for example, the column of the description is now empty.
Click [Edit Description] to edit the description as follows, and click [Submit] to update immediately.

The description is updated as below.

3.13.4.4. How to delete a merchant?

If you want to delete a merchant (e.g., acquirer account “6600800020”), click the [Delete] button on the rightmost side.
A confirmation window will pop up. After confirming the deletion, select "I have read the information" to be able to click [Delete], otherwise click [Cancel] to cancel the deletion.

3.14.1. Function Description

- You can set up MGID (Merchant group id) containing multiple payment settings. TapPay will automatically send these transactions to different acquirer accounts according to payment settings for further processing (see Scenario 1).

- When you set up on-us merchants, TapPay will automatically send your purchases to the card acquirers according to the cards in current use (see Scenario 2).

- When you set up a backup acquirer account, any transactions made with a card other than the cards that already in on-us merchants will be directly transferred to the backup acquirer for the transaction processing (see Scenario 2).

<table>
<thead>
<tr>
<th>Scenario 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are multiple merchant IDs:</td>
</tr>
<tr>
<td>3D Installment (merchantID : A),</td>
</tr>
<tr>
<td>Non-3D Bonus (merchantID : B),</td>
</tr>
<tr>
<td>3D Standard (merchantID : C),</td>
</tr>
<tr>
<td>Non-3D Installment (merchantID :D)</td>
</tr>
<tr>
<td>When making a 3D installment transaction</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Before using MGID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have to match (merchantID: A) by yourself. If there is a mistake, the transaction will be failed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After using MGID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>You just need to set up an MGID containing multiple payment settings, fill in the information of each payment settings, and select the corresponding merchant ID.</td>
</tr>
<tr>
<td>When you make a transaction, you just need to use this MGID and TapPay will automatically match the merchant ID for you according to the different payment methods, so you don’t need to worry about matching the wrong merchant ID.</td>
</tr>
<tr>
<td>=&gt; TapPay will automatically send the transaction to “merchantID: A” for you.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scenario 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a set of payment settings. Taishin bank and E.Sun bank are the on-us merchants.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No backup acquirer account</th>
</tr>
</thead>
<tbody>
<tr>
<td>When a consumer uses Taishin card, TapPay will automatically send the translation to Taishin acquirer.</td>
</tr>
</tbody>
</table>
When a consumer uses E.Sun card, TapPay will automatically send the translation to E.Sun acquirer.

When the consumer uses the Cathay card, the transaction fails.

Add a backup acquirer account

Backup acquirer account: CTBC

When a consumer uses Taishin card, TapPay will automatically send the transaction to Taishin acquirer.

When a consumer uses E.Sun card, TapPay will automatically send the transaction to E.Sun acquirer.

When consumers use Cathay card, TapPay will automatically send the transaction to the backup acquirer (CTBC).

3.14.2. UI Demo

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Sandbox/production</td>
<td>Switch between sandbox and production</td>
</tr>
<tr>
<td>B</td>
<td>Create MGID</td>
<td>Click to create a MGID</td>
</tr>
<tr>
<td>C</td>
<td>Search for MGID</td>
<td>Search for MGID under certain criteria</td>
</tr>
<tr>
<td>D</td>
<td>MGID information</td>
<td>Show the MGID created</td>
</tr>
<tr>
<td>E</td>
<td>Create Payment Setting</td>
<td>Add a payment setting to the MGID</td>
</tr>
<tr>
<td>F</td>
<td>Delete MGID</td>
<td>Delete a MGID</td>
</tr>
<tr>
<td>G</td>
<td>Other operations</td>
<td>Copy/edit/delete payment setting</td>
</tr>
</tbody>
</table>
3.14.3. Operating Instruction

3.14.3.1. How to create MGID?

- Click [Create MGID]

<table>
<thead>
<tr>
<th>MGID Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandbox</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MGID</th>
<th>Payment method</th>
<th>3D / non 3D</th>
<th>type</th>
<th>On us merchant</th>
<th>Backup acquirer account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ew.test.202003</td>
<td>Easy Wallet</td>
<td>non 3D</td>
<td>STANDARD</td>
<td>TW.EASY.WALET</td>
<td>ew.standard</td>
<td></td>
</tr>
<tr>
<td>shawn.test</td>
<td>Direct Pay</td>
<td>non 3D</td>
<td>STANDARD</td>
<td></td>
<td>TW.CTBC</td>
<td></td>
</tr>
</tbody>
</table>

- Enter the name of the MGID and click [Next].

- Set up a set of payment settings. After finishing, click “Please read the following information first” to be able to click [Submit].

  * If you need to change the MGID name, please click [Back] to change, otherwise, the MGID name will not be able to be changed again once it is created.
  * Payment Method: The payment method that TapPay support 3D / non-3D, Standard, Bonus, Installment
  * Non-Direct Pay only supports the non-3D + Standard payment method.
  * There must be at least one on-us merchant or backup acquirer, otherwise, the payment setting cannot be created.
Once created, you will see the newly created MGID in the first record of the first page.

3.14.3.2. How to create a payment setting?

- If you want to create a payment setting for your MGID, please click [Create Payment Setting] in the MGID. (Take the newly created MGID_Stacy as an example)

Create a payment setting and fill in the information. Click [Submit] when it’s done.
*The payment settings cannot be duplicated under the same MGID. (e.g., If you have already set up a Direct Pay + 3D + Installment, you cannot add another Direct Pay + 3D + Installment payment setting.)

**MGID: MGID_Stacy**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment method</strong></td>
</tr>
<tr>
<td>Apple Pay</td>
</tr>
</tbody>
</table>

**On us merchant**

- Backup acquirer account

**On us merchant**

- TW_CTBC

**Create on us merchant**

- Merchant ID: 24951774_CTBC_Union_Pay

- Delete

- Submit

- Cancel

- Please read the following message:
  1. After submit on us merchant / backup acquirer account will update immediately.
  2. If there is no backup acquirer account, transaction will fail when consumer uses non-self card

- You can immediately see the newly added payment setting (Apple Pay + Non-3D + Standard) under MGID_101010

---

**3.14.3.3. How to edit payment settings?**

- If you want to edit the payment settings, click [Edit] on the right side of the payment setting record. (Take the MGID_Stacy payment setting (Apple Pay + Non-3D + Standard) as an example.)

---

**MGID: MGID_Stacy**

<table>
<thead>
<tr>
<th>Payment method</th>
<th>3D / non3D</th>
<th>type</th>
<th>On us merchant</th>
<th>Backup acquirer account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Pay</td>
<td>3D</td>
<td>INSTALMENT</td>
<td>TW_ESUN</td>
<td>stacytest</td>
<td></td>
</tr>
<tr>
<td>Apple Pay</td>
<td>non 3D</td>
<td>STANDARD</td>
<td>TW_CTBC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Create Payment Setting**

**Delete**
You can change the description, on-us merchant, and backup acquirer account. Click [Submit] when the editing is done. For example: Add a description, change the on-us merchant to E.Sun Bank and add a backup acquiring account.

The information is updated immediately as below.

3.14.3.4. How to quickly copy an existing payment setting?

*If you want to create a new payment setting and the information of the on-us merchant/backup acquirer account is the same as another payment setting. How to quickly set it up?

- If you want to create a Google Pay + non-3D + standard with the same on-us merchant/backup acquirer account as Apple Pay + non-3D + Standard setting record under MGID_Stacy. Click the right-side button [Copy] of the Apple Pay + non-3D + Standard setting record (as shown in the below picture)
Viewing the payment setting you just copied, you can see that the on-us merchant and the backup acquirer account are pre-set (same as Apple Pay + non-3D + normal), as shown in the below picture.

Now you only need to set up the payment method and the type. If you need to change the on-us merchant or the backup acquirer account, you can change it again. After the setting is done, click [Submit].
3.14.3.5. How to delete a payment setting?

- If you want to delete a payment setting, click [Delete] on the right side (e.g. Delete MGID_101010 > Google Pay).

- A confirmation window will pop up to confirm if you want to delete it. Yes: Delete / No: Cancel
Click [Yes], the setting is deleted immediately.

3.14.3.6. How to delete MGID?
- If you want to delete the whole group of the MGID, click [Delete] on the right side (e.g., Delete MGID_101010).

A window will pop up to confirm if you want to delete it (Confirm to delete: Yes: OK / No: NO). Click [Yes].

After the MGID is deleted, it cannot be found in the list.
3.14.3.7. How to search for MGID?

- When there are many records and you want to find a specific MGID, just enter the name of the MGID in the search box. For example, I just want to see the setting of MGID:plus7_test.

Enter the name of MGID in the search box and click [Search]. Only the MGID you are looking for will appear on the screen.
3.15. Merchant Management—KYC Verification Merchant Setting

3.15.1. Function Description

If you require KYC verification (authorization not included), you will need to set up your KYC verification account here. Currently KYC verification account only supports NCCC verification.

*The settings of sandbox and production environment are basically the same. The only different part is that you can only edit notes and delete KYC verification account in the production environment.

*If you choose Taishin bank and Esun bank to process KYC verification and authorization together, you can create a merchant on [Merchant Setting]. In this case you don’t need to create KYC account.

3.15.2. UI Demo—Production Environment

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Sandbox/production</td>
<td>Switch between sandbox and production</td>
</tr>
<tr>
<td>B</td>
<td>Create New Verification Account</td>
<td>Click to create an account</td>
</tr>
<tr>
<td>C</td>
<td>KYC Verification Merchant ID</td>
<td>Generated by TapPay</td>
</tr>
<tr>
<td>D</td>
<td>Verification Acquirer</td>
<td>Now only NCCC supports KYC verification(separate from authorization)</td>
</tr>
</tbody>
</table>
3.15.3. Operating Instruction

3.15.3.1. How to create a KYC verification account?

- Click [Create KYC Account]

  - Fill in the note. The only bank option provided here is NCCC. You can apply for Account ID and Terminal ID from NCCC. Click [submit] when it is done.

- Please select [edit note] for the KYC account.
You can see the note is updated successfully as below.

3.15.3.3. How to delete a KYC account?

- Click [delete] button below.
A confirmation window pops up. Please check [I have read it] and [submit]. The KYC Account will be deleted immediately.


3.16.1. Function Description
It has a testing environment and a production environment. Here you can see the transaction history. It allows you to view the details of a single transaction, search for a specific transaction, and export the transactions for reconciliation purposes.

3.16.2. UI Demo—Transaction
<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>功能說明</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Sandbox/production</td>
<td>Switch between sandbox and production. Fields are identical.</td>
</tr>
<tr>
<td>B</td>
<td>Start date~End date</td>
<td>Set a period of time</td>
</tr>
<tr>
<td>C</td>
<td>Quick search</td>
<td>Today/yesterday/7 days/this month</td>
</tr>
<tr>
<td>D</td>
<td>Merchant ID</td>
<td>Search for Merchant ID</td>
</tr>
<tr>
<td>E</td>
<td>Bank transaction ID</td>
<td>Provided by banks</td>
</tr>
<tr>
<td>F</td>
<td>Currency</td>
<td>TWD/HKD/MYR/USD</td>
</tr>
<tr>
<td>G</td>
<td>Advanced search</td>
<td>Capture date/transaction type/transaction information/cardholder</td>
</tr>
<tr>
<td>H</td>
<td>Search button</td>
<td>Search transaction records</td>
</tr>
<tr>
<td>I</td>
<td>Transactions</td>
<td>Show transaction information</td>
</tr>
<tr>
<td>J</td>
<td>Export transactions</td>
<td>Export csv files</td>
</tr>
<tr>
<td>K</td>
<td>Transaction details</td>
<td>Click the transaction to view details and trade history</td>
</tr>
</tbody>
</table>

3.16.3. UI Demo—Details of the transaction
### Table of Functions and Descriptions

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Bank Transaction ID</td>
<td>Generated by banks</td>
</tr>
<tr>
<td>-</td>
<td>order_number</td>
<td>Created by Merchants</td>
</tr>
<tr>
<td>-</td>
<td>recTradeId</td>
<td>Generated by TapPay</td>
</tr>
<tr>
<td>-</td>
<td>Payment method</td>
<td>e.g., TSP transaction, Apple Pay, Direct Pay...</td>
</tr>
<tr>
<td>-</td>
<td>Currency</td>
<td>Transaction currency</td>
</tr>
<tr>
<td>-</td>
<td>Authorization time</td>
<td>The time when the transaction is authorized</td>
</tr>
<tr>
<td>-</td>
<td>Status</td>
<td>Current status of the transaction</td>
</tr>
<tr>
<td>-</td>
<td>Merchant Info</td>
<td>Merchant ID, Merchant Name</td>
</tr>
<tr>
<td>-</td>
<td>Trade Info</td>
<td>e.g., AuthCode, Enable 3D Secure, Card Type...</td>
</tr>
<tr>
<td>-</td>
<td>Trade History</td>
<td>Records of every status and the results of actions.</td>
</tr>
<tr>
<td>-</td>
<td>User Information</td>
<td>e.g., Partial Card number, Card identifier, Cardholder name...</td>
</tr>
</tbody>
</table>

### Operating Instruction

#### 3.16.4.1. How to capture a payment manually?
- If you disabled auto capture, you need to capture the payment manually. You can see as below after a payment is authorized.
D20210318Bqz8sq

2021/3/18 下午4:25:42

Authorized

Merchant Info

Merchant ID 24951774_00489

Merchant Name

Trade Info

AuthCode 132662

Enable 3D Secure Yes

Enable Identity Verification(KYC) No

- Click [CapToday] to capture the payment at the day you click it.
3.16.4.2. How to cancel authorization of a payment?

- Go to [Capture, Refund and Transaction Report > Transaction] to see the status is [authorized].

![Transaction Details]

- Click [Refund] to cancel authorization.
3.16.4.3. How to search for a specific transaction?

- Select the production environment

- Set up the searching criteria.

- Click [Advanced Search] shows more searching criteria. Click [search] when everything is set up.
3.16.4.4. How to filter the transaction status?

- Click [Status] to select a certain status you would like to view.

- Click [Captured], it will show all the transaction whose payment is captured in the chosen period.
3.16.4.5. How to view the details of a certain transaction?

- Select the transaction, the details will appear on its right side.

3.16.4.6. How to export transaction data?

- Click "Export Transactions" to export the transactions to Excel for the selected dates.
  If it is not downloaded, please click "Click this button to download the transaction records within X seconds" again.
The exported transaction records are as below

3.17.1. Function Description

You can search for Refund and Transaction records in a certain period and export it as a report to be sent to the assigned email addresses. The report is mainly used by the accountant for reconciliation purpose.

3.17.2. UI Demo

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Start Date ~ End Date</td>
<td>Search by a period of time</td>
</tr>
<tr>
<td>B</td>
<td>Quick search</td>
<td>Yesterday, 7 days, this month, last month</td>
</tr>
<tr>
<td>C</td>
<td>Types</td>
<td>All/capture/refund</td>
</tr>
<tr>
<td>D</td>
<td>Merchant ID</td>
<td>Search by Merchant ID</td>
</tr>
<tr>
<td>E</td>
<td>Send report</td>
<td>Send report/edit default emails</td>
</tr>
</tbody>
</table>

3.17.3. Operating Instruction

- Set the searching criteria.

- Edit default Emails. You can configure up to 5 emails.
Send the report to the default emails and check.

**TapPay Capture and Refund Report – TapPay (2021-01-01 00:00-2021-01-31 23:00)**

Dear TapPay,

請參考附件 / Please refer to:[TapPay Capture and Refund Report 請退款報表 - TapPay (2021-01-01-2021-01-31).xlsx](#)

---------------------

Transaction Date 交易日期範圍：2021-01-01 00:00-2021-01-31 23:00

Currency 币別：TWD

Total Capture Trade - Success 請款成功總筆數：5
Total Capture Amount - Success 請款成功總金額：5.0

Total Refund Trade - Success 退款成功總筆數：0
Total Refund Amount - Success 退款成功總金額：0.0

Total Trade - Success 總請款成功 + 退款成功交易總數：5
Total Amount - Success 總請款成功交易金額 - 退款成功交易金額：5.0

---------------------

Best,
TapPay

---

3.18.1. Function Description
To automatically receive the report after banks have processed captures and refunds, you can turn on the settings here. We have 2 different settings according to banks rules. After you have turned on the settings, the report will be automatically delivered to your default emails at the time stated.

3.18.2. UI Demo

- There are different rules, according to the banks and capture, refund rules.

3.18.3. Operating Instruction
3.18.3.1. For example: turn on [Rule 1]
- Please click the button below to turn on the setting
Click the [edit] button on the right side to edit emails. After it is saved, the reports will be sent according to the rule.


3.19.1. Function Description

You can check the current month’s sales status and the TapPay system service fee for that month here. You can see the records of the past months in the below billing history.

3.19.2. UI Demo
3.19.3. Operating Instruction

3.19.3.1. How to link a credit card and pay automatically?
- You can link a credit card at the bottom of the page and set to pay automatically with a 5% discount on the monthly fee (depending on if your company decides to pay by a credit card).
- Only the merchants that have gone online can use the “Link Credit Card to Pay Monthly Fee” function.
- Select "Billing" and go to "Payment Information" at the bottom of the page.
- Enter the credit card number and click [Link Credit Card] to complete the process.

3.20. Affiliate Code

3.20.1. Function Description
When a bank and a merchant are promoting a co-branded credit card, you can create an Affiliate Code and set up a matching card number.
For example, a merchant and Taishin GOGO Card are going to have a limited-time promotion, consumers will be rewarded for spending on a certain platform (e.g. 1%). If they use their Taishin GOGO Card, they will be rewarded 2% more. Then, the merchant can set an Affiliate Code and a matching card number to use this function.

3.20.2. UI Demo

<table>
<thead>
<tr>
<th>No.</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Sandbox/production</td>
<td>Switch between sandbox and production</td>
</tr>
<tr>
<td>B</td>
<td>Create Affiliate Code</td>
<td>Click to create Affiliate Code</td>
</tr>
<tr>
<td>C</td>
<td>Affiliate Code information</td>
<td>Show Affiliate Code information</td>
</tr>
<tr>
<td>D</td>
<td>Edit Affiliate Code</td>
<td>Edit Affiliate Code name</td>
</tr>
<tr>
<td>E</td>
<td>Delete Affiliate Code</td>
<td>Delete Affiliate Code</td>
</tr>
<tr>
<td>F</td>
<td>Edit FRAN Bincode</td>
<td>Click to edit FRAN Bincode</td>
</tr>
<tr>
<td>G</td>
<td>Token Bincode</td>
<td>Click to edit Token Bincode</td>
</tr>
</tbody>
</table>

3.20.3. Operating Instruction

3.20.3.1. How to create an Affiliate Code?

- Click [Create Affiliate Code].
● It shows a blank Affiliate Code for you to set up the information (Affiliate Code name and card number). Click [Save] when you are done, otherwise, click [Back] to cancel the action.

*After you enter a card number and want to add another one, just click [Enter] and it will show a new card number field for you to input.

● A confirmation window pops up: Are you sure to create the Affiliate Code? Confirm to create: Yes: OK, No: NO

● Once created successfully, the newly added Affiliate Code will immediately appear on the top.
3.20.3.2. How to edit the name of Affiliate Code?

- When you want to change the name of an existing Affiliate Code, click [Edit] (e.g. change Affiliate Code: test123456 to test).

- Affiliate Code name becomes editable as below.

- After editing, click [Save].
A confirmation window pops up. Click [OK] to confirm the change.

**Edit Affiliate Code**

Are you sure edit Affiliate Code?

- The change is updated immediately.

---

3.20.3.3. How to change the card number?

For example, Change physical card number from 324234324 to 1234566

Add a new international mobile payment Token Card Number: 134134431556

- Physical card number. Click the rightmost button [Edit].
● Click on [X] to delete the physical card number 324234324, and then add a new card number: 1234566. And click [Save].

● A confirmation window pops up. Click [OK].

3.20.3.4. How to delete an Affiliate Code?
● To delete Affiliate Code: test, click the rightmost button [Delete]
A confirmation window pops up. Click [OK] to delete.

It is deleted immediately. The Affiliate Code: Stacytest123 has disappeared.

3.21. Developer > Application
3.21.1. Function Description

The AppID and AppKey that are used in Frontend integration can be found here. You can configure domain settings according to different platforms at the same time.

3.21.2. UI Demo

3.21.3. Operating Instruction

3.21.3.1. Where will AppID, AppKey be used?

Frontend integration
3.21.3.2. How to edit the domain for each platform?

- Click the [Edit] button on the top right corner, and then click [Submit] to update. If no changes are needed, just click [Cancel] to cancel.
3.21.3.3. AppID for Link Pay

- When you turn on Link Pay, an additional account will be added automatically and you can see the Domain Name as link-pay.tappaysdk.com in Platform > Web.

*Important: If you accidentally delete the domain link-pay.tappaysdk.com, the transaction will fail when you use Link Pay.

<table>
<thead>
<tr>
<th>App ID</th>
<th>13786</th>
</tr>
</thead>
<tbody>
<tr>
<td>App Key</td>
<td>***********</td>
</tr>
<tr>
<td>Platform</td>
<td>App Name</td>
</tr>
<tr>
<td>Android</td>
<td>Package Name:</td>
</tr>
<tr>
<td>iOS</td>
<td>Bundle Name:</td>
</tr>
<tr>
<td>Web</td>
<td>Domain Name: link-pay.tappaysdk.com</td>
</tr>
</tbody>
</table>

3.22. Developer > System Settings

3.22.1. Function Description

Backend IP settings for sandbox and production environment have to be set up here before you conduct any transaction.

3.22.2. UI Demo
3.22.3. Operating Instruction

3.22.3.1. How to change the system settings?

- TapPay system has a testing environment as well as a production environment, you can go to Developer > System Settings > System Environment Settings to configure the IP settings.
Click [Edit] at the top left corner to start editing. When it is done, click [Save] to save, otherwise, click [Back] to cancel the changes.

3.23. Developer > Frontend Kit
A description of the TapPay Frontend Kit can be found here. For more detailed integration documents, please go to https://docs.tappaysdk.com/tutorial/zh

3.24. Issue Report

3.24.1. Function Description
If you have any question about Portal, please feel free to send us an issue report. We will reply to you in a few days.

3.24.2. UI Demo
3.24.3. Operating Instruction

3.24.3.1. How to submit an issue report to TapPay?

- Please go to Menu > Issue Report, fill in the required information below and click [submit]

![Issue Report Form]

3.25. Logout

3.25.1. Function Description

Click to log out of TapPay Portal.

3.25.2. UI Demo
3.25.3. Operating Instruction

3.25.3.1. How to log out of Portal?

- Please go to Menu > Logout, a confirmation window will pop up.
Click [OK], you will log out and be redirected to the login page.