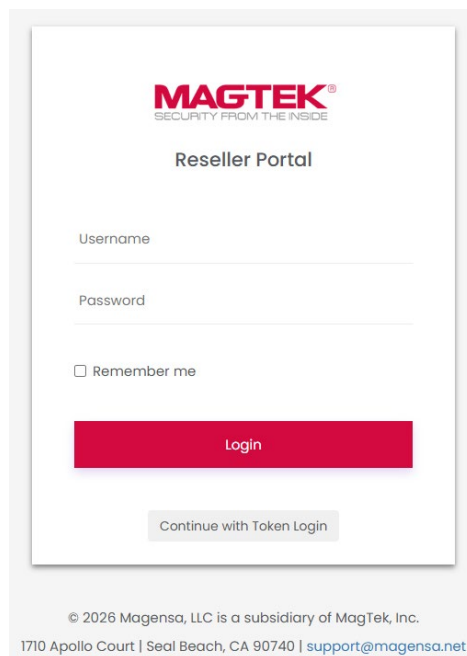


# Magensa Reseller Portal

## Magensa Web Services Operation Manual



The screenshot shows the login interface for the MagTek Reseller Portal. At the top, the MagTek logo is displayed with the tagline "SECURITY FROM THE INSIDE". Below the logo, the text "Reseller Portal" is centered. The login form includes a "Username" field, a "Password" field, and a checkbox labeled "Remember me". A prominent red "Login" button is positioned below the form fields. A secondary, lighter button labeled "Continue with Token Login" is located at the bottom of the form area. At the very bottom of the page, copyright information and contact details are provided: "© 2026 Magensa, LLC is a subsidiary of MagTek, Inc. 1710 Apollo Court | Seal Beach, CA 90740 | [support@magensa.net](mailto:support@magensa.net)".

February 4, 2026

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**Table 0.1 - Revisions**

<b>Rev Number</b>	<b>Date</b>	<b>Notes</b>
10	March 18, 2019	Initial Release
20	April 8, 2019	Updated screen images on pages 1,4, and 7, and added a note about the Reseller Portal does not work with MPPG v1
30	May 6, 2019	Updated screen image in section 3.3.1 and 3.3.2
40	March 10, 2021	Updated Reseller Portal Latest features – On Board Merchant, Screens updated
50	Sep 14, 2021	Updated Reseller Portal Latest features – Associate Merchant with TokenExchange Connect based on Reseller Information about TokenExchange
60	Oct 13, 2022	Updated to show transaction logs are using UTC time zone
70	April 16 2024	Updated Latest features Qwantum Login, Transactions Search, Users Search, Invite Portal user, User Management, Void\Refund
600	Oct 2, 2025	Updated MPOC, Token Expiration message, 3DS, VOID/REFUND capability to include AUTH/CAPTURE transactions, NET 8, DishOut, Unigate, the font size of Pie Graph, Login Page, OTC Resend feature, Images updated
610	Feb 4, 2026	MasterReseller, Image updated, Replaced “Merchant Code” with “Customer Code” for consistency

**Purpose of the document**

The purpose of this document is to provide instructions for use of the Magensa Reseller Portal.

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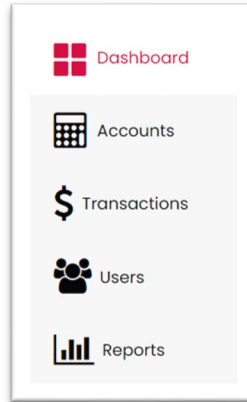
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## 1 Introduction

The Reseller Portal application is used to access existing merchant information, onboard merchants, update merchant details, view transaction details, and custom reporting.

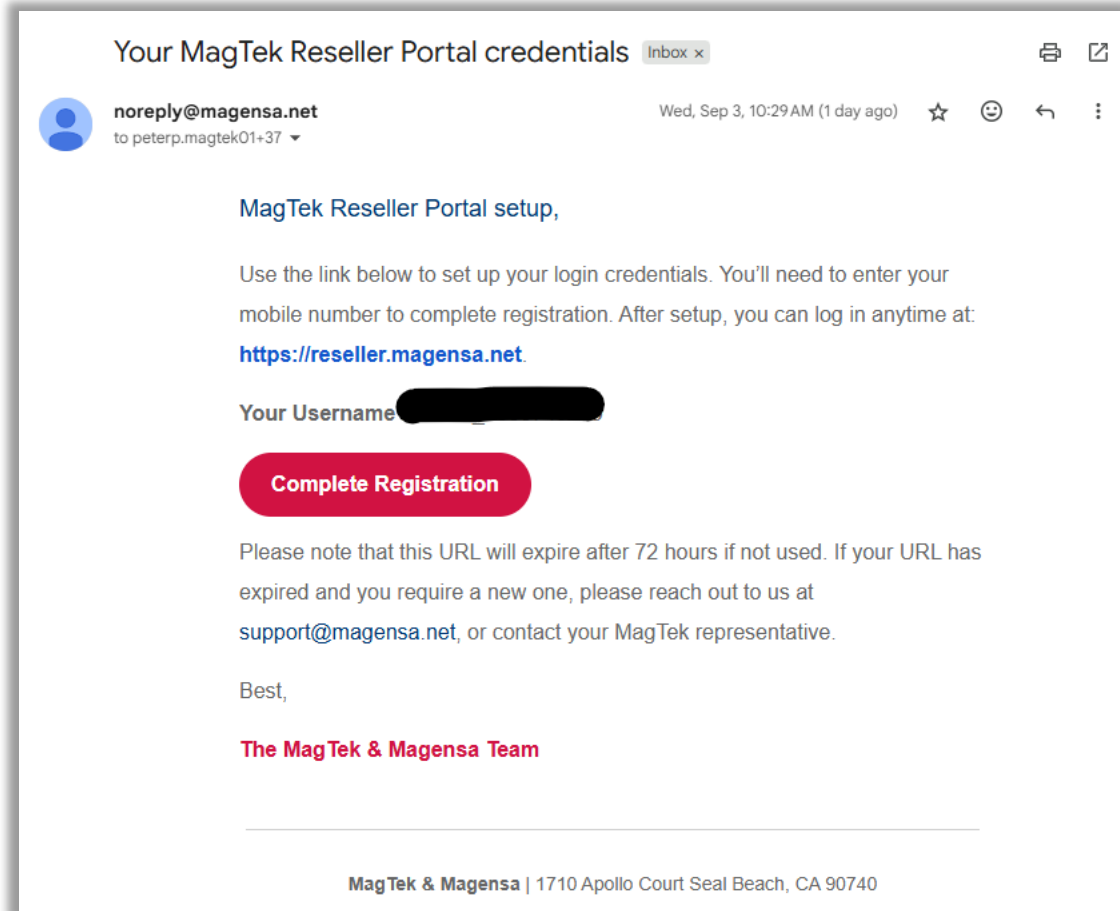
The Reseller Portal is organized as follows:



The Reseller Portal application features are explained in detail below. Only Resellers are authorized users of the Reseller Portal application. Each Reseller can manage their own Merchants. Resellers can view only their specific Merchant transactions and reports.

## 2 First-Time Reseller Set-up and Login

After the account is created by the MagTek Account Admin Team, Resellers will receive an email with a Username and a link to configure or create their login credentials. The screenshot below is a reference to such an email.



As the email describes, the Reseller needs to click on the link to complete their registration to create a Personal Access Token for subsequent login sessions to the Reseller Portal.

Once the Reseller clicks on the link, they will be redirected to the below page, which on input of a valid mobile number, will trigger an email or an SMS based on the configuration type in the Reseller set-up.

**MAGTEK**<sup>®</sup>  
SECURITY FROM THE INSIDE

**Reseller Portal**  
Create your account

**Enter your mobile number to create your account**  
Mobile Number

012-345-6789

By providing your mobile phone number you agree to receive messages from Magensa for the purpose of signing in to your portal account. Please see our [Privacy Policy](#) for more information

Create

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The confirmation URL and token are generated for login.

**MAGTEK**<sup>®</sup>  
SECURITY FROM THE INSIDE

**Reseller Portal**

A login URL & token has been sent to your email. Previously issued tokens have been expired.

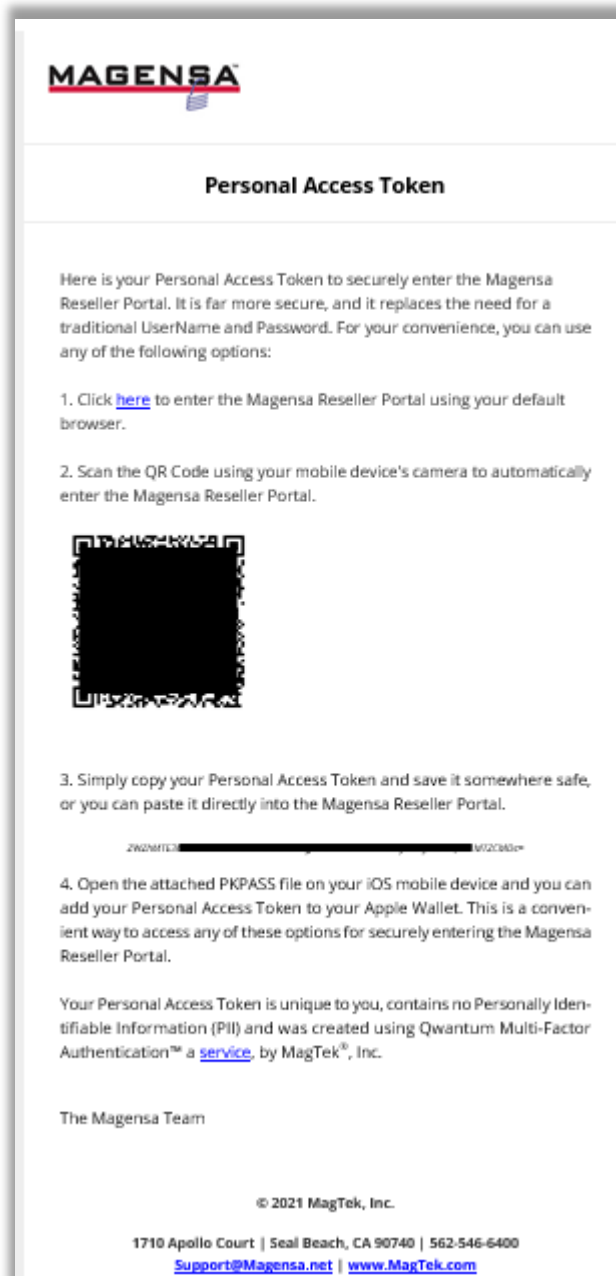
If you already have a token, please click here to login with token.

If you need assistance setting up your account, please contact our support center:

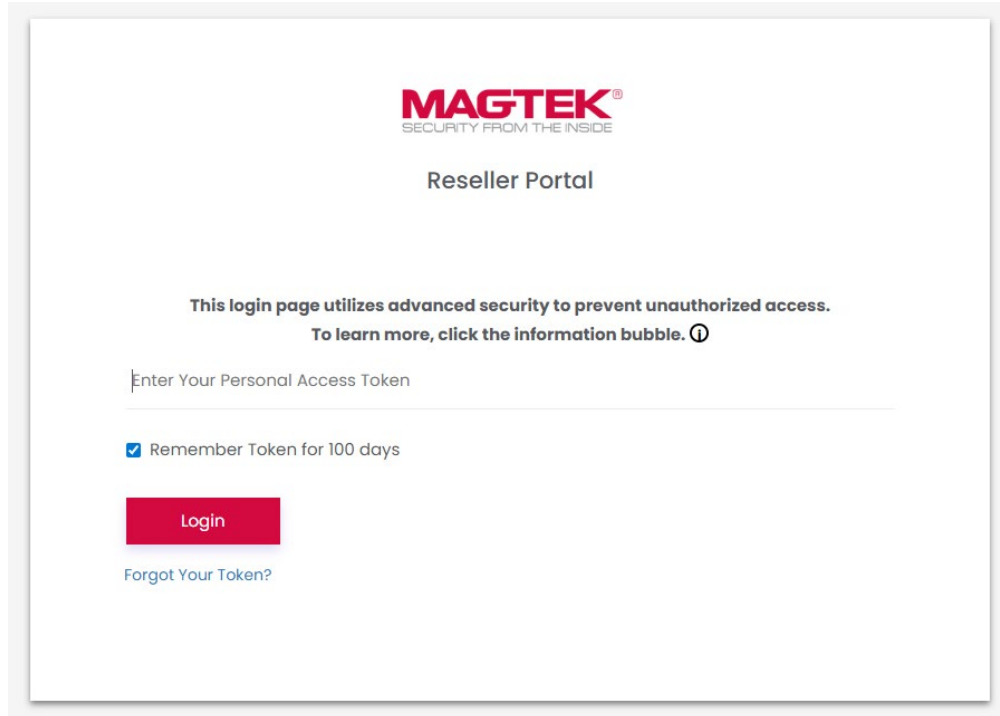
[E-mail us](#) | [Call us](#)

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The email triggered will have the Personal Access Token needed for the Reseller to log-in to the Reseller Portal application.



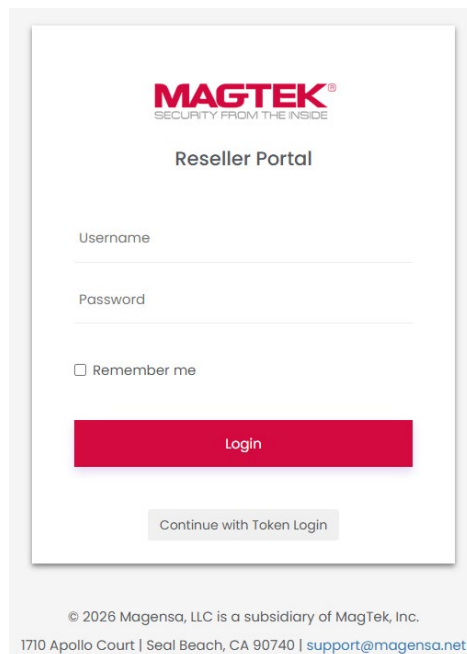
Quantum Token Login Page



On the login page, the web browser stores the Personal Access Token in its cache for a defined period.

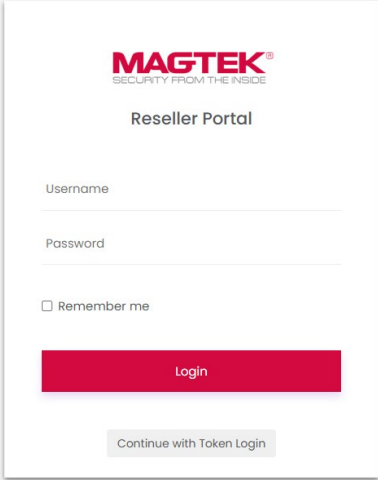
## 2.1 Step One - Login

Open the Reseller Portal, enter a valid Username and Password, and click the **[Login]** button to use the traditional login approach or the user can opt to use the Quantum Multi-Factor Authentication (QMFA) login approach. To proceed with the QMFA token login approach, the user should click on the **[Continue with Token Login]** button.



### 2.1.1 Traditional Login

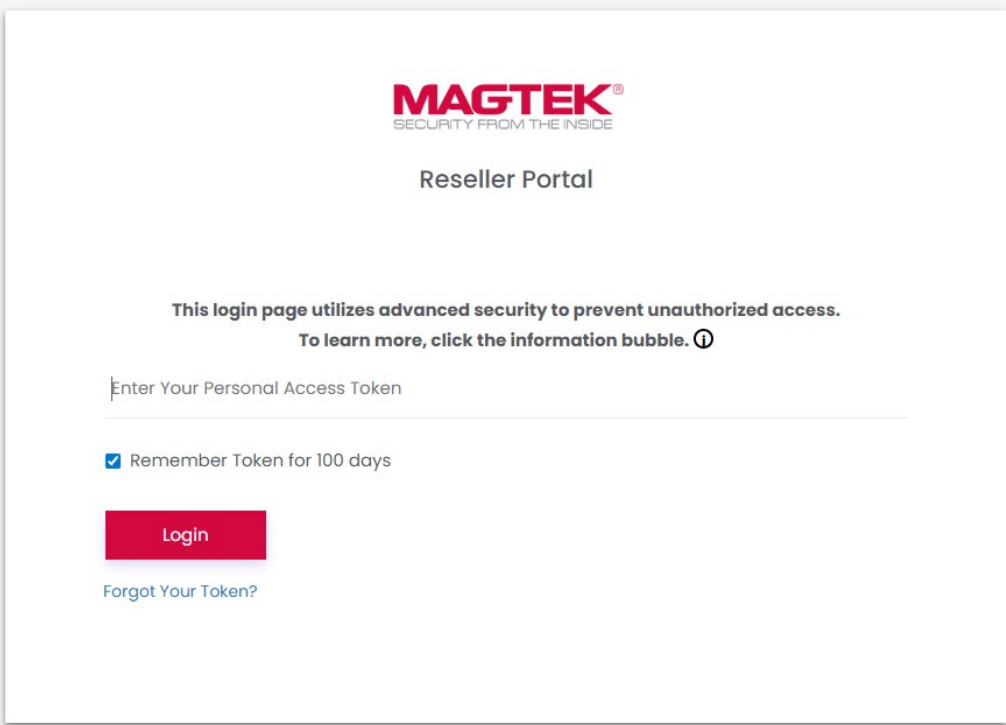
Traditional login uses [Username] and [Password].



The screenshot shows the traditional login interface for the MagTek Reseller Portal. At the top, the MagTek logo is displayed with the tagline "SECURITY FROM THE INSIDE". Below the logo, the text "Reseller Portal" is centered. The login form includes a "Username" field, a "Password" field, and a checkbox labeled "Remember me". A prominent red "Login" button is positioned below the form, and a smaller, light gray button labeled "Continue with Token Login" is located at the bottom of the form. At the very bottom of the page, there is a copyright notice: "© 2026 Magensa, LLC is a subsidiary of MagTek, Inc. 1710 Apollo Court | Seal Beach, CA 90740 | support@magensa.net".

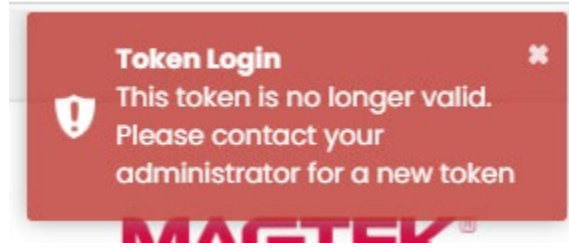
### 2.1.2 Quantum Token Login

Quantum Token login uses [Access Tokens].



The screenshot displays the Quantum Token login interface for the MagTek Reseller Portal. The MagTek logo and tagline "SECURITY FROM THE INSIDE" are at the top, followed by "Reseller Portal". A security notice states: "This login page utilizes advanced security to prevent unauthorized access. To learn more, click the information bubble." Below this, there is a text input field labeled "Enter Your Personal Access Token". A checkbox labeled "Remember Token for 100 days" is checked. A red "Login" button is centered below the input field, and a blue link "Forgot Your Token?" is located at the bottom left of the form area.

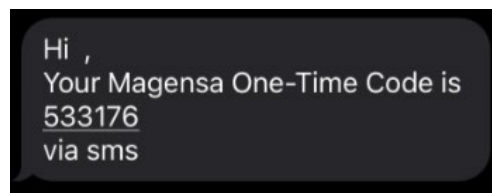
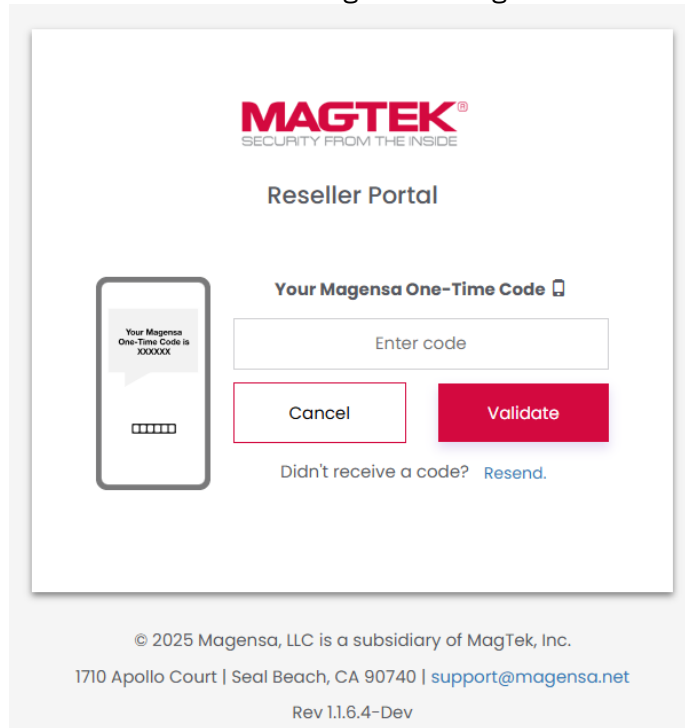
On the login page, the web browser temporarily stores the personal access token in its cache for a defined period. If the token has expired or been revoked, the following error message will be displayed.



*"Token Login. This token is no longer valid. Please contact your administrator for a new token"*

By clicking the **[Continue with Token Login]** button from the landing login page, the user will navigate to the page below. From here, the user must be validated through the Magensa [Validate OTC] screen. After the OTC is received via SMS, the user should enter the OTC in the Magensa [Validate OTC] screen to land on the [Home] page. At the [Home] page, the logged in user should click on **[MPPG Service]** to land on the [Dashboard] page.

A **[Resend]** feature is available to resend the OTC via SMS if the original message fails to deliver.

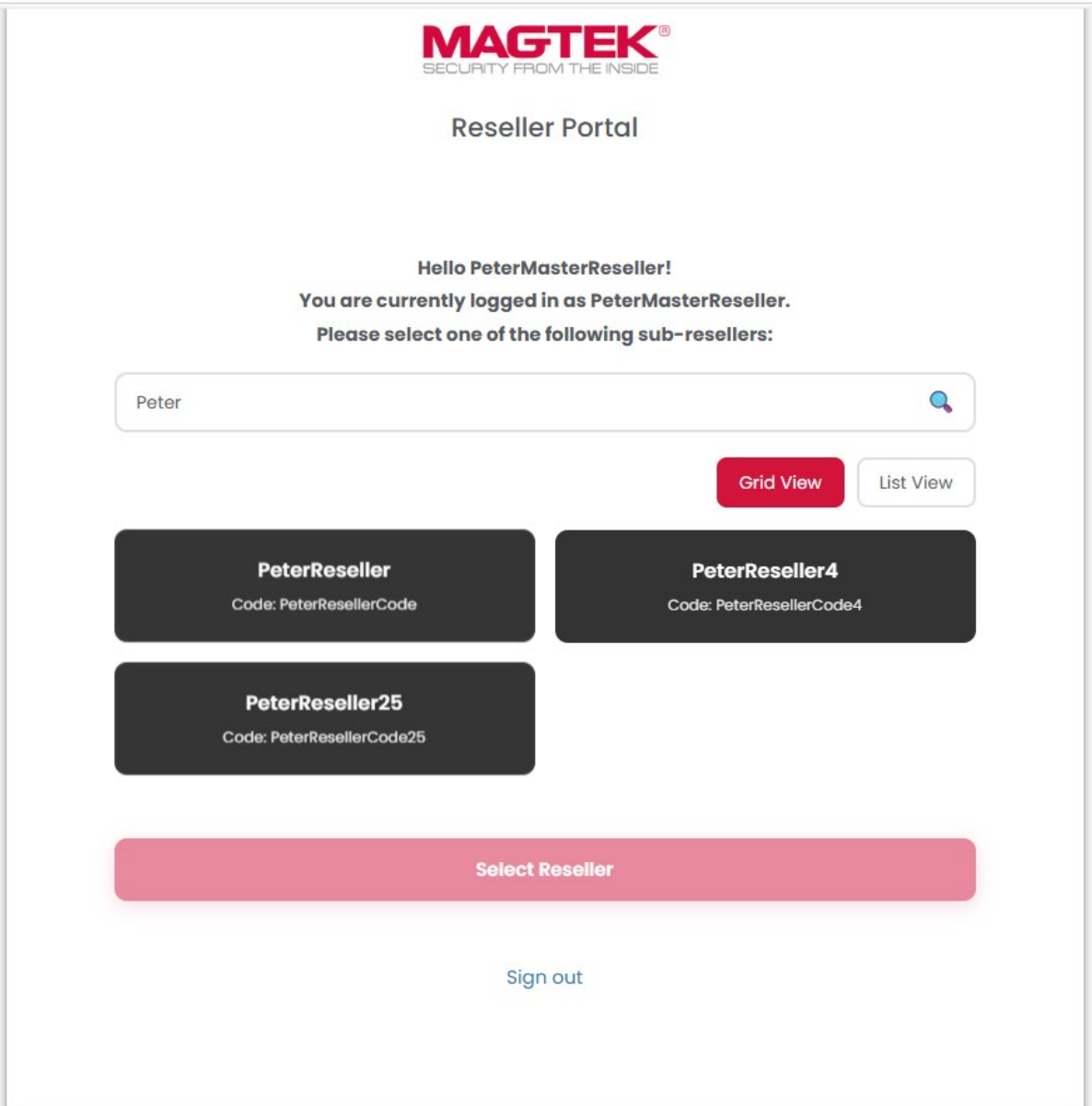


### 2.1.3 Master Reseller Login

Master Reseller is a high-level entity designed to manage a hierarchy of multiple resellers. It allows a centralized reseller user to oversee and access multiple normal (sub) resellers under a single organizational umbrella. The login process remains identical to the previous version, apart from a final step: Master reseller users will now be prompted with a reseller selection screen to proceed.

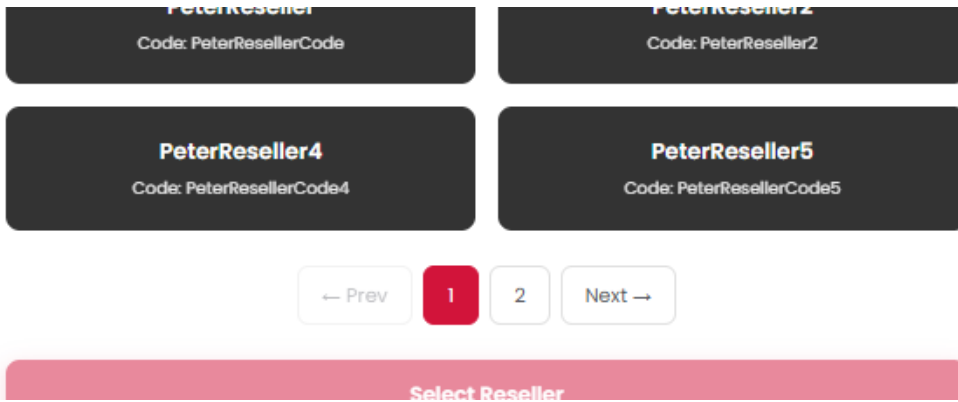
#### 2.1.3.1 Access Management

Upon logging into the Reseller Portal, a Master Reseller is presented with a list of their associated child resellers. Once a child reseller is selected, the portal acts on behalf of that specific reseller.



After selecting your desired reseller, please ensure you click the “Select Reseller” button to proceed.

If a Master Reseller has many normal(sub) resellers, you can quickly narrow down the list using the search box. For your convenience, pagination is also available to help you manage and navigate through multiple pages of results.



### 2.1.3.2 Navigation

Master Resellers can switch between child(normal) resellers at any time. To do this, click your username in the top right corner and select the 'On Behalf of {ResellerName}' submenu. This will return you to the selection screen to choose a different reseller.

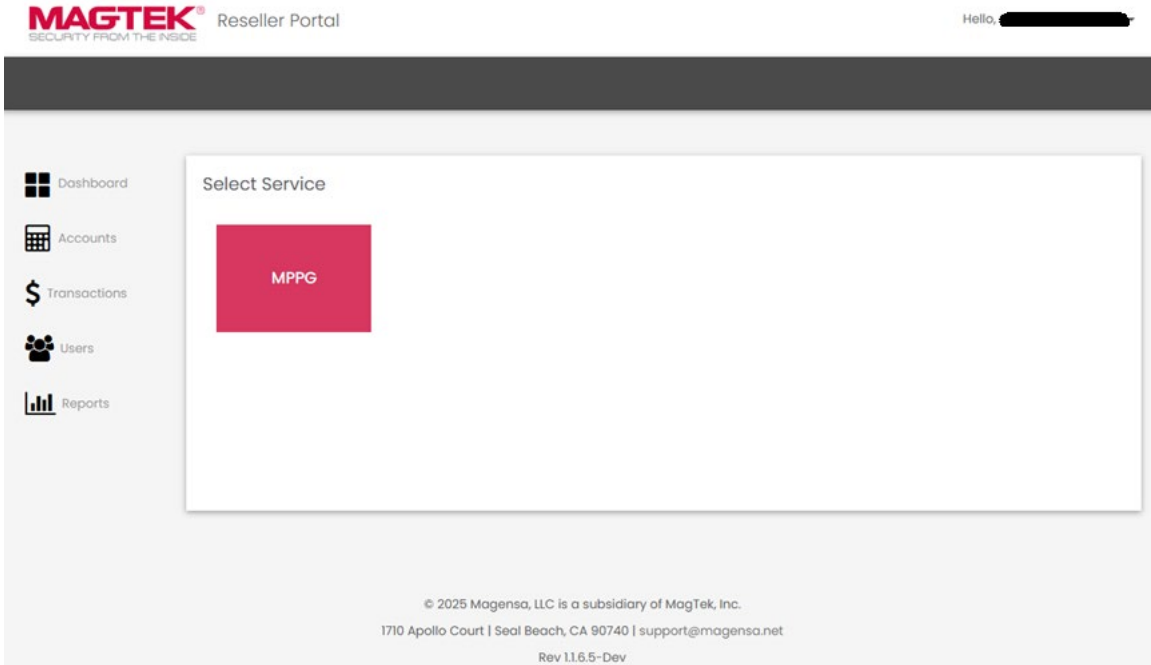


### 2.1.3.3 Limitation

Master Resellers currently cannot host its own merchants directly. All merchants must be created and managed under a separate normal reseller under this Master Reseller. Data across multiple normal resellers is not aggregated.

## 2.2 Step Two - Select Service

The menu options on the left-hand side of the page will be enabled only after selecting a service. After selecting a service, [MPPG] in this case, the Reseller will see the [Dashboard] page of the selected service. The Reseller Portal works with MPPG v2 and above.



*Service Selection and Dashboard Screen*

## 2.3 Step Three – Select Dashboard

The [Dashboard] has three sections:

1. Transaction Type Summary
2. Active/Inactive Merchants
3. Active/inactive Users
4. Top 5 Merchants

Reseller Portal

Hello, QTRS\_1116527

MPPG

MPPG > Dashboard

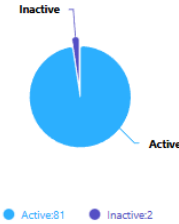
- Dashboard
- 📅 Accounts
- 💰 Transactions
- 👤 Users
- 📊 Reports

### Transaction Types Summary

Yesterday
Past 7 days
Past 30 days


Transaction Type	Amount	Transaction Count
Sale	\$6.00	1
Auth	\$0.00	0
Capture	\$0.00	0
Force	\$0.00	0
Void	\$0.00	0
Refund	\$0.00	0
EMVReject	\$0.00	0
Token	\$0.00	0

#### Active/Inactive Merchants



● Active:81 ● Inactive:2

#### Active/Inactive Users

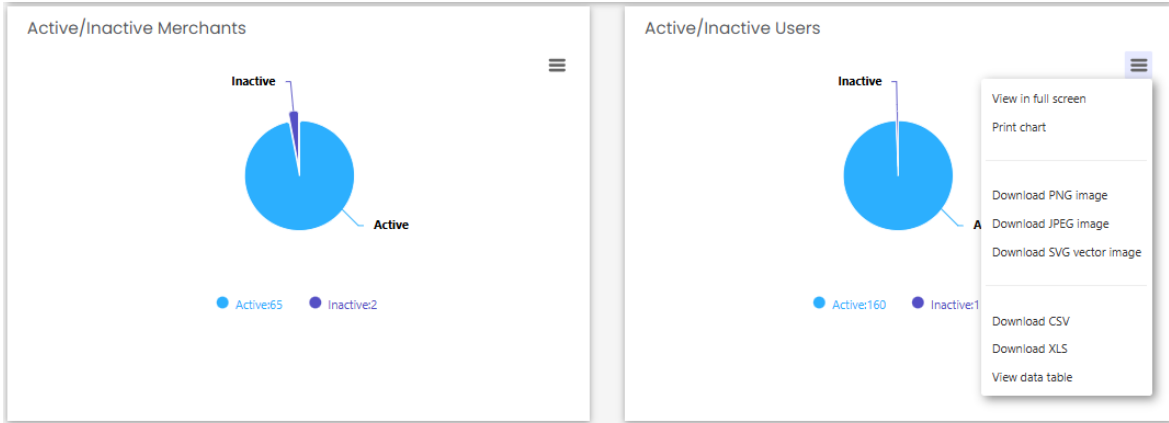


● Active:181 ● Inactive:1

#### Top Merchants (Max 5)

Yesterday
Past 7 days
Past 30 days

Merchant ID/Name	Sale	Auth	Capture	Void	Refund	Force	EMVReject	Token
2019577	\$6.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



### 3 Accounts Details

By clicking the **[Accounts]** option on the left menu, the Reseller is presented with the account search page to search for accounts and view details or transaction details from search results, view /customize reports of a specific Merchant, and onboard a new Merchant.

MPPG

MPPG > Account Search

**Account Search**

Merchant Name:  Q

Customer Code:  Q

+Add Merchant

Merchant Name	Merchant ID	Customer Code
Magensa	2019	PPMPCust4

Showing 1 to 1 of 1 entries
Previous 1 Next

### 3.1 Onboard Merchant

To onboard a Merchant, navigate to the [Account Search] page where an [Add Merchant] button will be available in the upper-right corner. Clicking on the button will navigate to a new Merchant onboard page.

Before entering the details of a new Merchant, the Reseller will have options for selecting the Username and must select the target processor. The radio button below the Username input field toggles between [Generate Username], where a name is autogenerated, and [Input Username], where the reseller can create a username.

#### 3.1.1 Username of choice

Reseller can opt for a Username of their choice (up to 37 characters – any combination of numbers and letters (not case sensitive) and no special characters) by clicking [Input Username] and entering a value in the textbox. “MAG” will automatically be appended on the front-end of the custom character string to create the complete Username.

**Username\***

  
 Generate Username  Input Username

#### 3.1.2 Reseller can opt for a Username to auto-generate.

Simply click the [Generate Username] radio button to toggle to that option. The Username will be automatically generated, and the Reseller can move to the processor selection.

**Username\***

  
 Generate Username  Input Username

### 3.1.3 Associate Onboarding Merchant with TokenExchange Connect Public Credential

If a Reseller has integrated Magensa TokenExchange Connect (client-side JavaScript for integrated manual entry or e-Commerce), they can enable it during the Merchant onboarding process, The radio button will default to [Yes] when a logged in Reseller has TokenExchange Connect already setup. The radio button will be defaulted to [No] and will be disabled when a Reseller does not have TokenExchange Connect set-up.

A message will display, as ***"You are not currently setup for TokenExchange Connect"***, when the Reseller logged in has no TokenExchange Connect.

When adding or editing Merchants, TokenExchange Connect boarding will be based on the following conditions:

- Merchants will be enabled with TokenExchange Connect when [Yes] is selected during Adding or Editing a Merchant.
- Merchant will not be enabled with TokenExchange Connect when [No] is selected.

The screenshot shows a form with the following elements:

- Username\***: A text input field containing "MAG#####".
- Radio buttons:  Generate Username and  Input Username.
- TokenExchange Connect Production**: A section with two radio buttons:  Yes and  No. This section is highlighted with a red border.
- Processors\***: A dropdown menu showing "--Select--".

The screenshot shows the same form as above, but with the following changes:

- The **TokenExchange Connect Production** section is highlighted with a red border. The radio buttons are disabled (greyed out).
- A message is displayed below the radio buttons: "You are not currently setup for TokenExchange Connect".
- A blue arrow points from the message to the disabled radio buttons, with a text box containing: "Radio buttons disabled and a message will display when Reseller logged in has no TokenExchange Connect".
- The **Processors\*** dropdown menu remains the same, showing "--Select--".

### 3.1.4 Processor Selection

The [Processors\*] selection drop down allows the Reseller to select a processor and enter the processor details.

Based on the selected Processor, a specific set of input fields will be displayed. The reseller will enter the data for the input fields based on corresponding information obtained from a Merchant VAR sheet supplied by the Processor.

Profile Component Details

IndustryInfoType*	Password	TerminalID*
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 3.1.5 Merchant Information Capture

The Reseller enters the required basic account details for the merchant profile.

Merchant Account Information

Company Name*	Address1*
<input type="text"/>	<input type="text"/>
Address2	City*
<input type="text"/>	<input type="text"/>
State*	ZipCode*
Alabama <input type="text"/>	<input type="text"/>
Primary Contact*	Phone*
<input type="text"/>	<input type="text"/>
Email*	
<input type="text"/>	

### 3.1.6 Email Notifications

[Email address(es)] and [Subject] are required fields for sending the [Merchant Credentials] and [Set Password] link to the Merchant to complete their account set-up. If the Reseller wants to send this notification to multiple emails, they can by separating email addresses with commas.

When all required information is successfully entered, the Reseller selects **[Add Merchant]** in the lower-left corner of the page below. A new Merchant Account Creation Email will be triggered and sent to the email(s) entered in the Notification Email section to complete account activation.

If for some reason an error occurs when adding a new Merchant account, the Reseller can edit the Merchant account and/or update Processor details as described in **Section 3.3**. In addition, the Reseller can send a password reset link to the Merchant Email.

MPPG

MPPG > Accounts > Add Merchant

- Dashboard
- Accounts
- Transactions
- Users
- Reports

### Add Merchant Account

#### Processor Information

**Username\***  
  
 Generate Username  Input Username

**TokenExchange Connect Production**  
 Yes  No

**Processors\***

#### Notification Emails

**Notification Email Address\***

**Notification Email Subject\***

---

#### Apple Tap To Pay

Enable Apple Tap to Pay on iPhone?

---

#### DishOut Onboarding

Onboard DishOut?

---

#### TEC/3DS Onboarding

3DS Status You have not yet initialized your Paay Reseller Profile with Magensa. Please set it up here

Onboard TEC/3DS?

---

#### MerchantPortal Info

EnableMerchantPortal

---

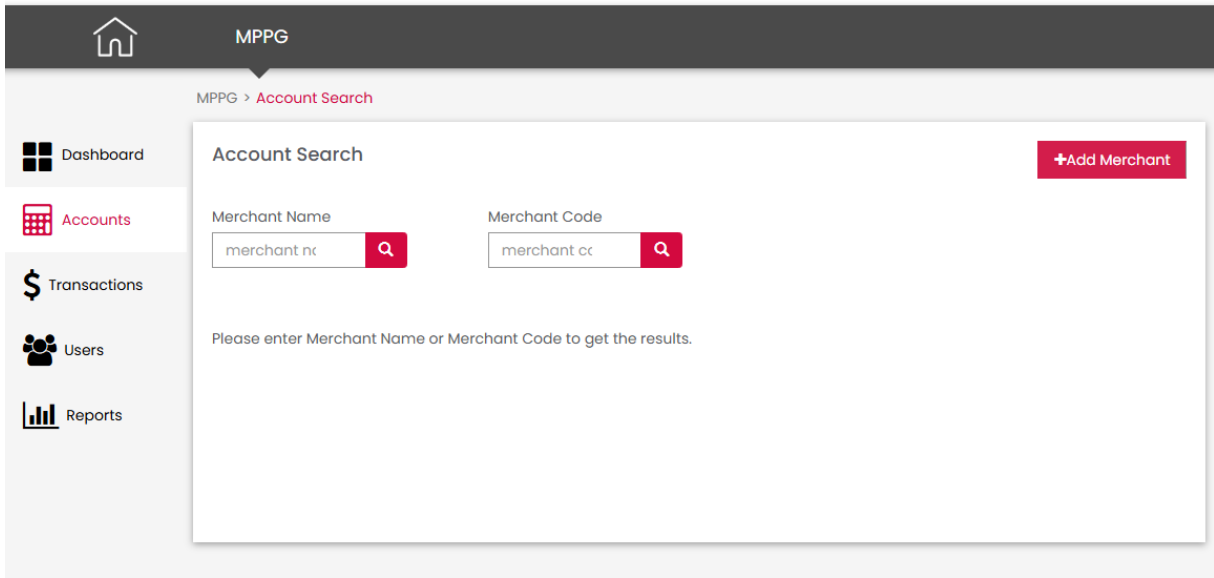
#### Merchant Account information

<b>Company Name*</b> <input type="text"/>	<b>Address1*</b> <input type="text"/>
<b>Address2</b> <input type="text"/>	<b>City*</b> <input type="text"/>
<b>State*</b> <input type="text" value="Alabama"/>	<b>ZipCode*</b> <input type="text"/>
<b>Primary Contact*</b> <input type="text"/>	<b>Phone*</b> <input type="text"/>
<b>Email*</b> <input type="text"/>	

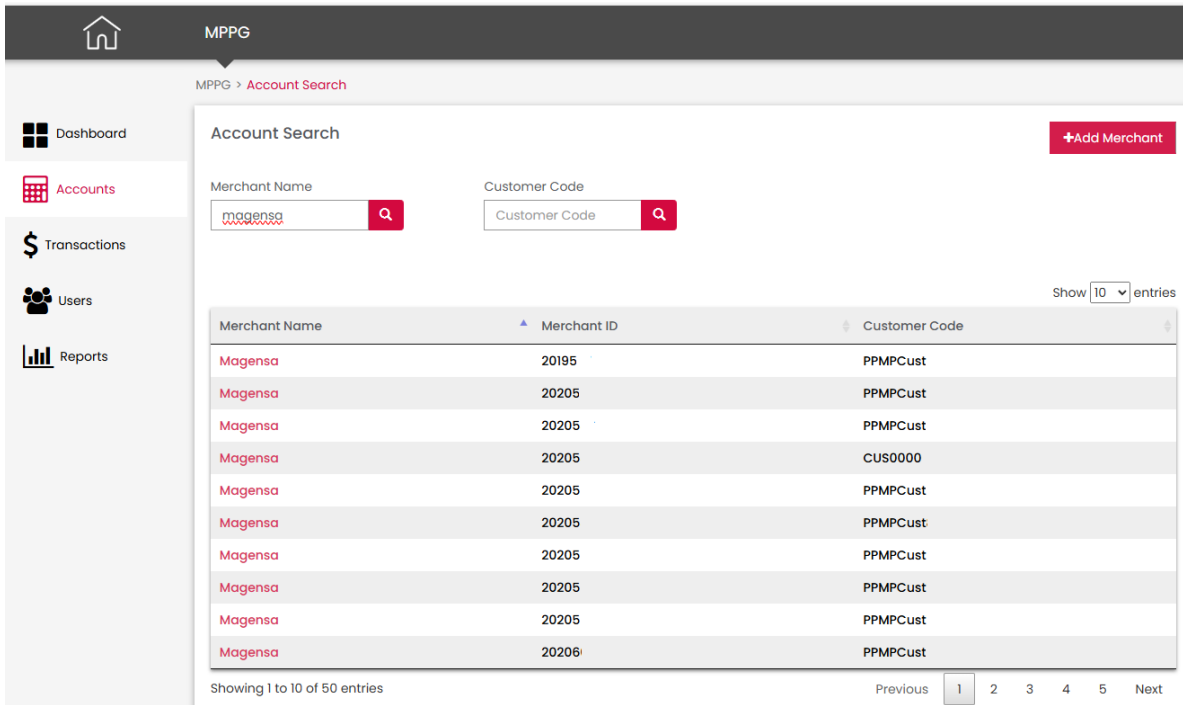
Add Merchant
Cancel

### 3.2 Accounts Search

By selecting the **[Accounts]** option from the left menu, the Reseller will navigate to [Account Search] page as shown below. The Reseller can also perform a search by either [Merchant Name] or [Customer Code].



After entering the search criteria, the results will appear as shown below:



### 3.3 Account Details

By selecting any of the Merchant names from the results list, an account **[Details]** page will be presented.

**MAGTEK** Reseller Portal Hello, QTRS\_4915240504 !

MPPG > Accounts > Magensa (Merchant ID - 2023944) > **Details**

**Merchant Account Information**

**User Name**  
MAG031111549

<b>Name</b> Magensa	<b>Address 1</b> 1710 Apollo CT	<b>Address 2</b> [REDACTED]	<b>Customer Code</b> [REDACTED]
<b>City</b> Seal Beach	<b>State</b> CA	<b>Zip code</b> 90740	<b>Account Status</b> Active
<b>Primary Contact</b> [REDACTED]	<b>E-mail</b> [REDACTED]@gmail.com	<b>Blocked</b> Not Blocked	<b>Status</b> Active
<b>Phone</b> (123) 123 - 1234	<b>DishOut</b> Not Onboarded Yet	<b>3DS</b> Merchant Onboarded	<b>MPOC</b> Profile Not Exist

**Notes** Show 10 entries

Note Text	Note Author	Note Created (UTC)
No records exist		

No entries to show

**Edit** **Back**

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By clicking the **[Back]** button, the Reseller will be returned to the previous **[Account Search]** page to select/search for other accounts. The Reseller can edit the details by clicking the **[Edit]** button at the bottom-left of this page. The Reseller can do the following actions via the **[Edit]** Merchant screen:

1. Update Processor profile details
2. Send a Password Reset Link to the Merchant
3. Manage TEC ApplePAY
4. Manage Payment Request
5. Invite Portal User
6. Activate/Deactivate a User.
7. Unblock a User
8. Associate **TokenExchange Connect** to Merchant
9. MerchantPortal permissions management
10. Manage Unigate
11. Onboarding DishOut
12. Onboarding PAAY/3DS
13. Onboarding MPOC/Apple TapToPay

### 3.3.1 Update Processor Profile Details

MPPG

MPPG > Accounts > Merchant ID - 20206

Details
Transactions
Reports

#### Merchant Account Information

Name *	Address 1 *	Address 2	Customer Code
<input type="text" value="Magensa"/>	<input type="text" value="1710 APOLLO CT"/>	<input type="text"/>	PPMPCust
City *	State	Zip code *	Account Status
<input type="text" value="Seal Beach"/>	<input type="text" value="California"/>	<input type="text" value="90740"/>	<input type="text" value="Active"/>
Primary Contact *	E-mail *	Phone *	TokenExchange Connect Production
<input type="text" value="Peter"/>	<input type="text" value="magtek @gm"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Processor Name: Rapid Connect v3

DID	GroupID*	MerchID*
<input type="text"/>	<input type="text"/>	<input type="text"/>
TermID*	TPPID*	
<input type="text"/>	<input type="text"/>	

Apple Tap To Pay ?

Enable Apple Tap to Pay on iPhone?

DishOut Onboarding ?

DishOut Status: Not Onboarded Yet

Onboard DishOut?

TEC/3DS Onboarding ?

3DS Status: Reseller's PAAY Profile has been initialized with Magensa as PaayResellerName, Magensa LLC

3DS Merchant Status: Not Onboarded Yet

Onboard TEC/3DS?

Save
Back
Add New Note
Deactivate User
Not Blocked
Disable Unigate
Password Reset

Manage PaymentRequest
Manage Unigate

Notes Show 10 entries

Note Text	Note Author	Note Created (UTC)
No records exist		

No entries to show Previous Next

MerchantPortal Info

EnableMerchantPortal

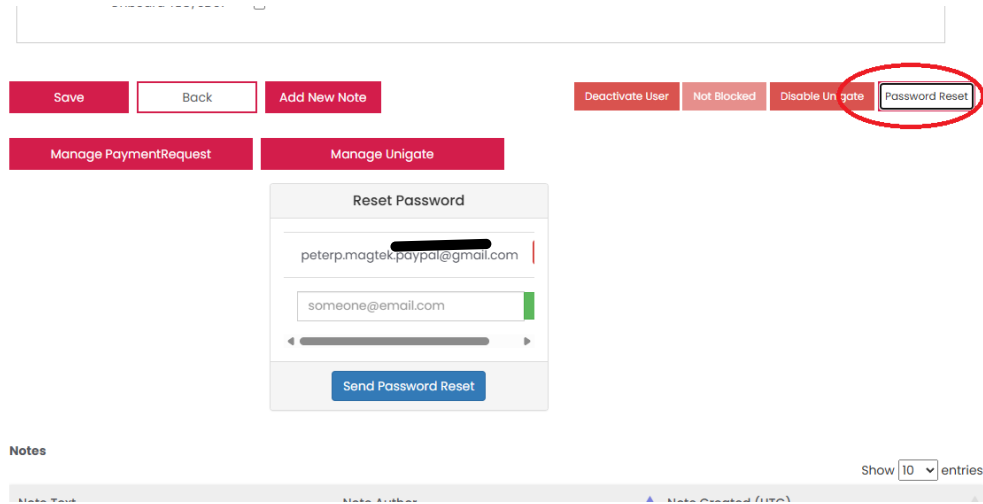
Search:  Show 10 entries

Username	Email	DateCreated (UTC)	Status	Activate / Deactivate	Portal Admin	Void Refund	Manual Entry	Reset Token	Resend Invite
MAG038851	[REDACTED]	6/8/2023 11:07:50 PM	Pending	<a href="#">Activate</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Reset</a>	<a href="#">Resend</a>
MAG634561	[REDACTED]	1/21/2024 7:17:11 PM	Active	<a href="#">Deactivate</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Reset</a>	<a href="#">Resend</a>
MAG482098	[REDACTED]	2/1/2024 10:39:26 PM	Active	<a href="#">Deactivate</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Reset</a>	<a href="#">Resend</a>
MAG219035	[REDACTED]	2/5/2024 8:53:44 PM	Active	<a href="#">Deactivate</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Reset</a>	<a href="#">Resend</a>
MAG090360	[REDACTED]	1/7/2025 9:29:47 PM	Active	<a href="#">Deactivate</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Reset</a>	<a href="#">Resend</a>
MAG75208	[REDACTED]	2/11/2025 1:04:30 AM	Pending	<a href="#">Activate</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Reset</a>	<a href="#">Resend</a>
MAG177362	[REDACTED]	4/24/2025 8:07:25 PM	Active	<a href="#">Deactivate</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Reset</a>	<a href="#">Resend</a>
MAG044978	[REDACTED]	9/5/2025 3:57:31 PM	Pending	<a href="#">Activate</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Reset</a>	<a href="#">Resend</a>
MAG0384574	[REDACTED]	9/8/2025 9:47:11 PM	Active	<a href="#">Deactivate</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Reset</a>	<a href="#">Resend</a>
MAG10785	[REDACTED]	1/27/2026 11:124 PM	Active	<a href="#">Deactivate</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Reset</a>	<a href="#">Resend</a>

Showing 1 to 10 of 10 entries Previous 1 Next

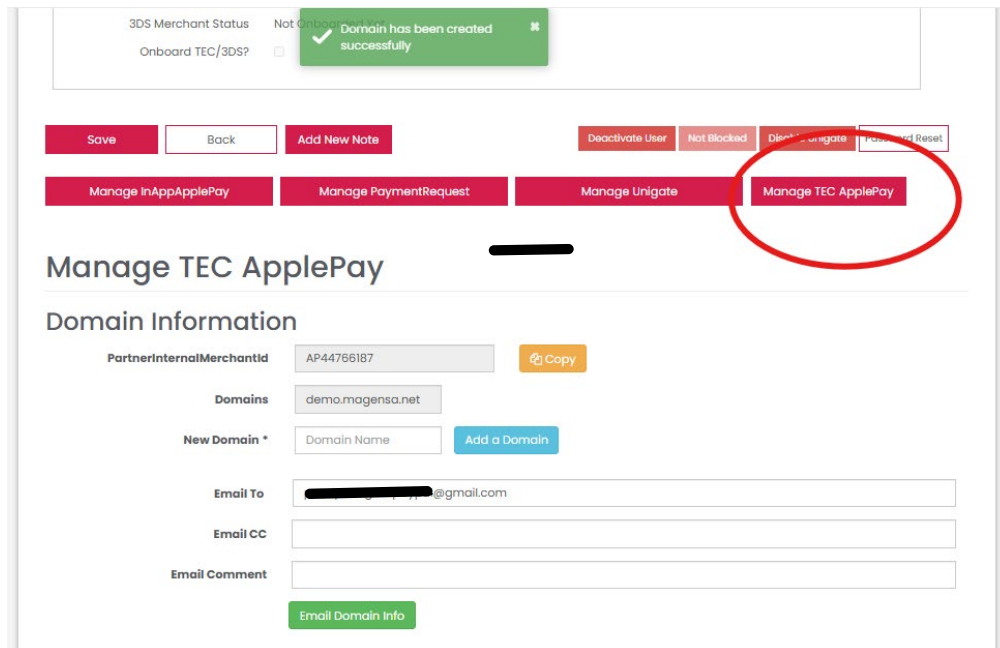
### 3.3.2 Send a Password Reset Link to Merchant

Account → Search a Merchant → [Edit] button → [Password Reset] button → Enter an email address → [Send Password Reset] button.



### 3.3.3 Manage TEC ApplePay

Account → Search a Merchant → [Edit] button → [Manage TEC ApplePay] button → Add a domain or Email Domain Info



### 3.3.4 Manage Payment Request

Account → Search a Merchant → [Edit] button → [Manage PaymentRequest] button → Update information.

**Manage PaymentRequest**

**PaymentRequest Information**

Username \*

Customer Code \*

Reseller Code \*

Target MPPG CustomerCode \*

Target MPPG Username \*

Default Prompt For Tax \*

Default Prompt For Tips \*

Default Processor Name \*

Company Name \*

Logo URL

Primary Color

Secondary Color

Company Name Font Color

Default Terms And Transaction Info

Payment Request Merchant StatusID \*

### 3.3.5 Invite Portal User

Account → Search a Merchant → [Edit] button → Click the EnableMerchantPortal checkbox → Enter an Email address with specific feature (void/refund, Manual Entry and/or admin) → [Invite a Portal User] button.

**MerchantPortal Info**

EnableMerchantPortal

VoidRefund  ManualEntry  Admin

Search:  Show 10 entries

UserName	Email	DateCreated (UTC)	Status	Activate / Deactivate	Portal Admin	Void Refund	Manual Entry	Reset Token	Resend Invite	Change Mobile#
No data available in table										

Showing 0 to 0 of 0 entries

## MerchantPortal Info

EnableMerchantPortal

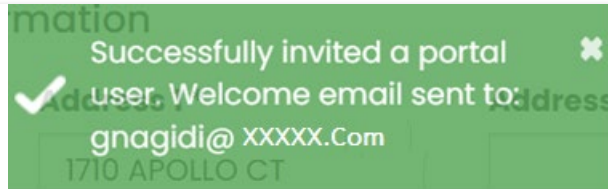
gnagidi@osidigital

Invite a Portal User

VoidRefund

ManualEntry

Admin



Create your account message sent.

**MAGENSA**  
Merchant Portal

**Create your account**

Please enter your mobile number to create your account

By providing your mobile phone number you agree to receive messages from Magensa for the purpose of signing in to your portal account.  
Please see our [Privacy Policy](#) for more information

**Create**

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Rev 1.1.7.2



A URL to login to Merchant Portal has been sent to your email. If your URL has expired and you require a new one, please reach out to us at [support@magensa.net](mailto:support@magensa.net) or contact your MagTek representative.

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1710 Apollo Court | Seal Beach, CA 90740 | [support@magensa.net](mailto:support@magensa.net)  
Rev 1.1.7.2

Dear Magensa Merchant Portal User,

We are pleased to announce the release of the new Magensa Merchant Portal which enables you to manage your MPPG customers. This new portal allows custom reporting, activity tracking, void, refund and manual entry sales transactions, and the ability to manage your customer's information at any time. You'll have deeper insight into how your merchants are doing, available 24/7, simply by logging in.

**A URL to create your login credentials can be found below.** This link will take you to a page where you will be asked to enter your mobile#. Once your mobile# has been submitted, you will be redirected to the landing page where you can gain access to the Magensa Merchant Portal.

CustomerCode : ██████████

Username : ██████████4

URL to create your credentials: [Click here to complete the registration](#)

Please note that this URL will expire after 72 hours if not used. If the URL has expired, please reach out to your POS application provider to request a new one.

**The Magensa Team**

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[support@magensa.net](mailto:support@magensa.net) | [www.MagTek.com](http://www.MagTek.com)



## Personal Access Token

Here is your Personal Access Token to securely enter the Magensa Merchant Portal. It is far more secure, and it replaces the need for a traditional UserName and Password. For your convenience, you can use any of the following options:

1. Click [here](#) to enter the Magensa Merchant Portal using your default browser.
2. Scan the QR Code using your mobile device's camera to automatically enter the Magensa Merchant Portal.



3. Simply copy your Personal Access Token and save it somewhere safe, or you can paste it directly into the Magensa Merchant Portal.



4. Open the attached PKPASS file on your iOS mobile device and you can add your Personal Access Token to your Apple Wallet. This is a convenient way to access any of these options for securely entering the Magensa Merchant Portal.

Your Personal Access Token is unique to you, contains no Personally Identifiable Information (PII) and was created using Quantum Multi-Factor Authentication™ a [service](#), by MagTek®, Inc.

The Magensa Team

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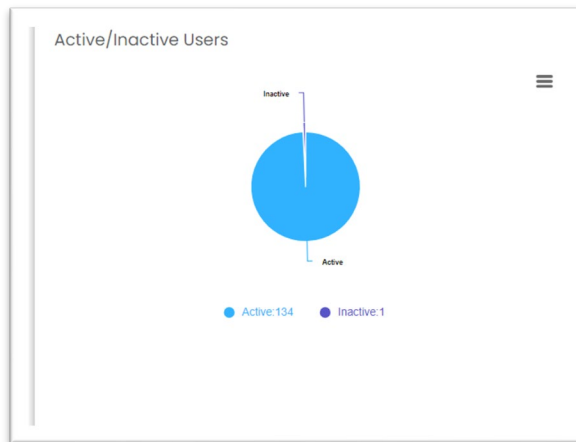
[Support@Magensa.net](mailto:Support@Magensa.net) | [www.MagTek.com](http://www.MagTek.com)

[Privacy](#) | [Licenses](#) | [Support](#) | [Terms of Service](#)

### 3.3.6 Deactivate User/Activate User

The screenshot displays the user management interface. At the top, there are buttons for 'Save', 'Back', and 'Add New Note'. Below these are 'Manage PaymentRequest' and 'Manage Unigate' buttons. A 'Reset Password' modal is open, showing an email address 'peterp.magtek.paypal@gmail.com' and a 'Send Password Reset' button. A callout bubble points to the 'Deactivate User' button, stating: 'Deactivate/Activate users happens on click of this button on edit merchant page'. Below the modal, there is a 'Notes' section with a table header: 'Note Text', 'Note Author', and 'Note Created (UTC)'. A 'Show 10 entries' dropdown is visible. At the bottom, a 'Success' message is shown, and a form for 'Address 1 \*' contains the text '1710 APOLLO CT'.

On **[Deactivate User]** [Success] in [Edit] Merchant page, [Dashboard] Active and Inactive Users graph will be affected with results on subsequent [Dashboard] page landing.



### 3.3.7 Merchant Account Status Update

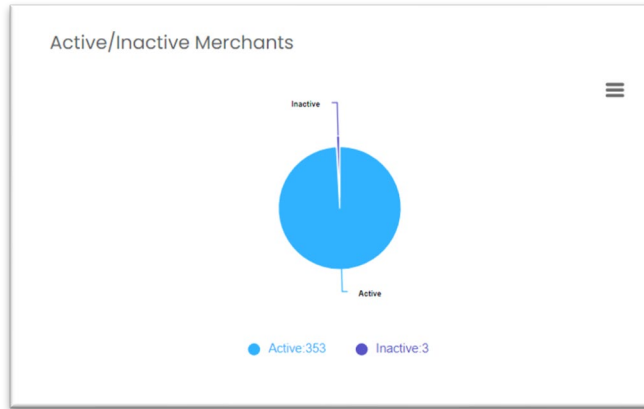
Details Transactions Reports

#### Merchant Account Information

<b>Name *</b> Magensa	<b>Address 1 *</b> 1710 APOLLO CT	<b>Address 2</b> 	<b>Customer Code</b> PPMPCus
<b>City *</b> Seal Beach	<b>State</b> California	<b>Zip code *</b> 90740	<b>Account Status</b> Active
<b>Primary Contact *</b> Peter	<b>E-mail *</b> .magtek@gmail.c	<b>Phone *</b> 	<input checked="" type="radio"/> Yes <input type="radio"/> No

reflect on the Dashboard Active / Inactive merchants Section counts

[Account Status] updates will be reflected on the application dashboard Active\Inactive Merchants section.



### 3.3.8 Block \ Unblock User

The screenshot shows a management interface with several buttons: 'Save', 'Back', 'Add New Note', 'Deactivate User', 'Not Blocked', 'Disable Unigate', and 'Password Reset'. Below these are 'Manage PaymentRequest' and 'Manage Unigate'. A 'Notes' section is visible with a table header including 'Note Text', 'Note Author', and 'Note Created (UTC)'. A callout bubble points to the 'Not Blocked' button with the text 'Merchant will be blocked'. A 'Show 10 entries' dropdown is also present.

### 3.3.9 Associate TokenExchange Connect to Merchant

See *section 3.1.3 Associate Onboarding Merchant with TokenExchange Connect Public Credential* for details.

### 3.3.10 Merchant Portal Permission Management

Search:  Show 10 entries

MerchantPortal

UserName	Email	DateCreated (UTC)	Status	Activate / Deactivate	Portal Admin	Void Refund	Manual Entry	Reset Token	Resend Invite	Change Mobile#
MAG058071261	[REDACTED]@gmail.com	6/2/2023 6:01:12 PM	Active	<a href="#">Activate</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Reset</a>	<a href="#">Resend Invite</a>	<a href="#">Change</a>
MAG798694448	[REDACTED]m	4/22/2024 6:48:55 AM	Active	<a href="#">Activate</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Reset</a>	<a href="#">Resend Invite</a>	<a href="#">Change</a>

Showing 1 to 2 of 2 entries

Previous 1 Next

### 3.3.11 Manage Unigate

If the **[Manage Unigate]** button is available, Unigate is enabled for this merchant.



Notes

If the **[Manage Unigate]** button is not visible, verify whether the Unigate feature is currently disabled. If you see the **[Enable Unigate]** button, it indicates that the feature is disabled. In that case, please click the **[Enable Unigate]** button to activate it.



If the **[Manage Unigate]** button is clicked, it displays the Customer's Gateway configuration page.

## Edit Customer Gateway Configurations

Is UnigateOnboarded? Yes

ClientCert As Base64String

Encrypted Client Cert Password

Additional RequestData KVPs \*  Helper

Transaction Type	Merchant Transaction Input Detail KVPs *	
Sale Transaction	<input type="text" value="Merchant Transaction Input Detail KVPs"/>	<span style="background-color: #f4a460; padding: 2px 5px; border-radius: 3px;">Helper</span>
Authorize Transaction	<input type="text" value="Merchant Transaction Input Detail KVPs"/>	<span style="background-color: #f4a460; padding: 2px 5px; border-radius: 3px;">Helper</span>
Capture Transaction	<input type="text" value="Merchant Transaction Input Detail KVPs"/>	<span style="background-color: #f4a460; padding: 2px 5px; border-radius: 3px;">Helper</span>
Void Transaction	<input type="text" value="Merchant Transaction Input Detail KVPs"/>	<span style="background-color: #f4a460; padding: 2px 5px; border-radius: 3px;">Helper</span>
Refund Transaction	<input type="text" value="Merchant Transaction Input Detail KVPs"/>	<span style="background-color: #f4a460; padding: 2px 5px; border-radius: 3px;">Helper</span>
Force Transaction	<input type="text" value="Merchant Transaction Input Detail KVPs"/>	<span style="background-color: #f4a460; padding: 2px 5px; border-radius: 3px;">Helper</span>
EMV Card/Reader rejected Transaction	<input type="text" value="Merchant Transaction Input Detail KVPs"/>	<span style="background-color: #f4a460; padding: 2px 5px; border-radius: 3px;">Helper</span>
Token Transaction	<input type="text" value="Merchant Transaction Input Detail KVPs"/>	<span style="background-color: #f4a460; padding: 2px 5px; border-radius: 3px;">Helper</span>
Get Report	<input type="text" value="Merchant Transaction Input Detail KVPs"/>	<span style="background-color: #f4a460; padding: 2px 5px; border-radius: 3px;">Helper</span>
Tip Adjust	<input type="text" value="Merchant Transaction Input Detail KVPs"/>	<span style="background-color: #f4a460; padding: 2px 5px; border-radius: 3px;">Helper</span>

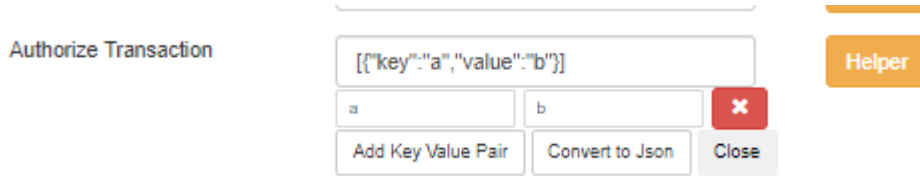
\* KVP Format ex. [{ "key": "aaa", "value": "bbb" }, { "key": "ccc", "value": "ddd" }]

Update Unigate

If the [Is UnigateOnboarded] status is marked as [Not Yet], please contact your administrator to initiate the onboarding process for Unigate processor. For Unigate, the additional Request Data field and the Merchant Transaction Input Details field must be provided in Key-Value Pair(KVP) format, such as:

```
[{"key": "aaa", "value": "bbb" }, {"key": "ccc", "value": "ddd" }]
```

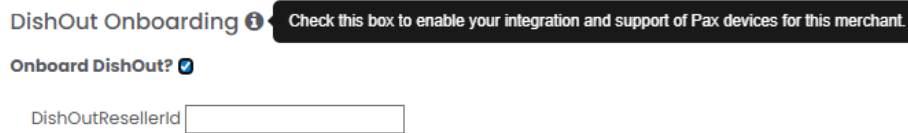
Since the KVP format can be complex, you can click the [Helper] button next to the input field for guidance.



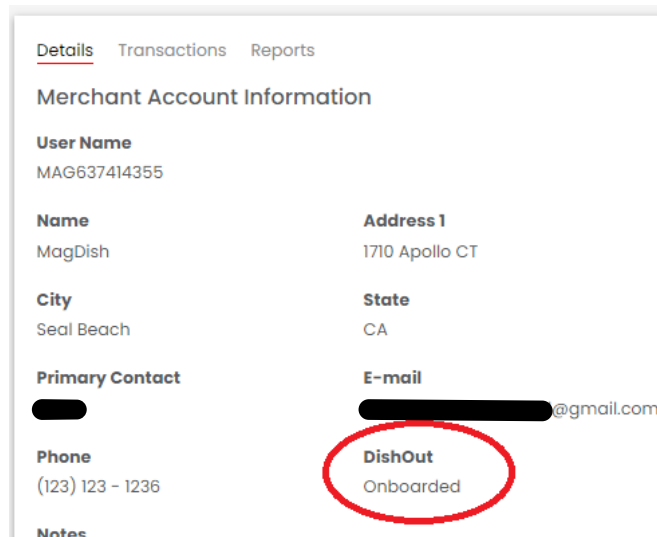
To input a new key and value pair, please click the [Add Key Value Pair] button. Once adding a new key and value pair is done, click the [Convert to JSON] button as the final step. To save your changes, click the [Update Unigate] button.

### 3.3.12 Onboarding DishOut

DishOut requires several fields to onboard an account; however, most of these fields are already required by the Magensa system. Therefore, the only additional information needed is the DishOut Reseller ID, which is a mandatory field. The DishOut Reseller ID must be provided by the Reseller for the initial DishOut Merchant onboarding. The Magensa System will store the DishOut profile for future interactions with DishOut. Therefore, when onboarding new merchants to DishOut in the future, it is not necessary to enter DishOutResellerid under the reseller.



If the [DishOutResellerid] field is not enabled and the value is empty, please contact your Administrator for assistance. If it has been onboarded, the DishOut status on the Account Details page will be marked as "Onboarded".



### 3.3.13 Onboarding TEC/3DS

The Reseller must be onboarded to the PAAY 3DS system first. Upon successful onboarding, the PAAY 3DS system will provide the PAAY Reseller ID, PAAY Reseller Name and PAAY Reseller Token to the Reseller. These credentials are required for the Magensa system to communicate with the PAAY system. Therefore, the user must register the Reseller’s PAAY information into the Magensa system.

When the Reseller’s PAAY information has been registered to the Magensa system successfully, the green success message will be displayed.

The screenshot shows the 'TEC/3DS Onboarding' form. At the top, there is a black tooltip that reads: 'Check this box if you have integrated 3DS Fraud Detection for TokenExchange Connect and want to enable it for this merchant.' Below this, the '3DS Status' field displays a green message: 'Reseller's PAAY Profile has been initialized with Magensa as PaayResellerName, Magensa LLC'. The '3DS Merchant Status' is 'Not Onboarded Yet', and the 'Onboard TEC/3DS?' checkbox is unchecked.

When the Reseller’s PAAY information has NOT been registered to the Magensa system, **[Please set it up here]** link will be displayed.

The screenshot shows the 'TEC/3DS Onboarding' form. At the top, there is a black tooltip that reads: 'Check this box if you have integrated 3DS Fraud Detection for TokenExchange Connect and want to enable it for this merchant.' Below this, the '3DS Status' field displays a yellow message: 'You have not yet initialized your PAAY Reseller Profile with Magensa. Please set it up here'. The 'Onboard TEC/3DS?' checkbox is unchecked.

If the **[Please set it up here]** link is clicked, the registration section will be displayed. Please enter PAAY’s reseller ID [PAAY Resellerid], PAAY’s Reseller Name, and a valid token for PAAY’s merchant API, [PAAY Reseller Token], also referred to as whitelist API. Click **[Register]** to complete registration.

The screenshot shows the registration form. It includes the following fields: 'Onboard TEC/3DS?' (unchecked), 'Paay Resellerid' (text input), 'Paay ResellerName' (text input), and 'Paay Reseller Token' (text input). A yellow message above the fields reads: 'You have not yet initialized your Paay Reseller Profile with Magensa. Please set it up here'. At the bottom, there is a red 'Register' button.

If registration has been successfully completed, **[Onboard TEC/3DS?]** checkbox will be activated.

Processor Name: Jet Pay

Terminal ID\*  Password  Industry Info Type\*

DishOut Onboarding

DishOut Status  Not Onboarded Yet

Onboard DishOut?

TEC/3DS Onboarding

3DS Status  Paay Reseller has been successfully registered to Magensa

3DS Merchant Status  Not Onboarded Yet

Onboard TEC/3DS?

All the required fields (at least one domain and Merchant Category Code) must be filled out and Card Information – such as MID, BIN, Acquirer, Bank Country - is optional. When a card brand like MasterCard is selected, only the corresponding fields for that brand will be opened and displayed while sections for other card brands will remain collapsed.

TEC/3DS Onboarding

3DS Status  Paay Reseller Profile has been initialized with Magensa.

Onboard TEC/3DS?

Merchant Category Code \*

Domains \*

Card Info

Visa

Visa MID

Visa BIN

Visa Acq.Bank Country

MasterCard

### 3.3.13.1 Manage PAAY API Keys

With initial onboarding of a new merchant to 3DS, an API key will be generated for use with TEC/3DS. The API key is a required parameter to use the 3DS feature for TEConnect. To manage PAAY 3DS API keys, please click the **[Manage PAAY API Keys]** button.

3DS Onboarding

3DS Status  Reseller's Paay Profile has been initialized with Magensa LLC

3DS Merchant Status  Merchant Onboarded

Update TEC/3DS?

API Keys

These keys are not stored in the Magensa merchant account. Therefore, add/edit/delete keys are done via PAAY API.

### 3.3.13.1.1 Delete an API Key

If the [ x ] button is clicked, the specific API Key will be deleted with all domains under the key.

### 3.3.13.1.2 Update the API Key

To change the currency or country, select the desired options from the dropdown menus and click the [Update Key and Domains] button to apply the changes.

### 3.3.13.1.3 Delete / Add a Domain

When domains are added or removed from the API Key, the [Update Key and Domains] button must be clicked to apply the changes. When a [Delete Domain] button is clicked, the following confirmation prompt will appear.

#### [Delete and Update]

This option triggers the update of all the changes.

#### [Delete without Update]

This option visually removes the domain from the page, but the change has not been finalized with the PAAY system. This allows the user to cancel the update by simply not clicking the [Update Key and Domains] button.

The screenshot shows a user interface for managing API keys and domains. At the top, under 'API Keys', there is a text input field containing '6489284ac736bfc50f97', a dropdown menu for 'United States', and another dropdown menu for 'US Dollar'. To the right of these is a red 'X' button. Below this, the 'Domains' section contains two entries: 'peterp.magensa.dev' and 'svc4.magensa.net'. Each entry has a red 'Delete Domain' button to its right. Below the domains list is a green '+ Add Domain' button. At the bottom of the section is a red-bordered button labeled 'Update Key and Domains'.

To add a domain, click the **[+ Add Domain ]** button, enter the domain name and then click the **[Add Key with Domains]** button to save the changes.

### 3.3.14 MPOC Apple Tap to Pay on iPhone

#### 3.3.14.1 Enabling Apple Tap to Pay on iPhone

For new merchants, if the **[Enable Apple Tap to Pay on iPhone?]** checkbox is selected, additional input fields will appear. Both Merchant Category Code and Merchant Banner Name are required fields.

The screenshot shows a form titled 'Apple Tap To Pay'. The first section is 'Enable Apple Tap to Pay on iPhone?' with a checked checkbox. Below this are two required fields: 'Merchant Category Code \*' which is a dropdown menu currently showing 'Select a MCC', and 'Merchant Banner Name \*' which is a text input field.

The Merchant Category Code is a required field. Users can either select a predefined 4-digit code from the dropdown list or manually enter a specific 4-digit code that is not listed. For existing merchants, if the MPOC settings have never been created, the MPOC field is marked as “Profile Not Exist”.

[Details](#) [Transactions](#) [Reports](#)

### Merchant Account Information

**User Name**

MAG031111549

**Name**

Magensa

**Address 1**

1710 Apollo CT

**Address 2**

**Customer Code**

[REDACTED]

**City**

Seal Beach

**State**

CA

**Zip code**

90740

**Account Status**

Active

**Primary Contact**

[REDACTED]

**E-mail**

[REDACTED]@gmail.com

**Blocked**

Not Blocked

**Status**

Active

**Phone**

(123) 123 - 1234

**DishOut**

Not Onboarded Yet

**3DS**

Merchant Onboarded

**MPOC**

Profile Not Exist

**Notes**

Show  entries

Note Text	Note Author	Note Created (UTC)
No records exist		

No entries to show

[Edit](#) [Back](#)

### Apple Tap To Pay

Enable Apple Tap to Pay on iPhone?

Terms & Conditions

Not Accepted

Email Address(es) for T&C \*

An email to accept the Terms & Conditions will be sent only when Notification Email field has a valid email address

Merchant Category Code \*

Select a MCC

Merchant Banner Name \*

When enabling Apple Tap to Pay on iPhone, the [Email Address(es) for T&C] field is required for the Terms & Conditions.

If the MPOC settings are successfully created, the MPOC field is marked as "Profile Exists".

The screenshot shows the Reseller Portal interface. At the top left is the 'Reseller Portal' logo. A green notification box titled 'Merchant Details' is overlaid on the page, stating: 'Update Success. The result of Onboarding this merchant for MPOC : Apple Tap To Pay MerchantSettings Successfully Updated for CustomerCode AZ90128795 and UserName MAG031111549 and an email to accept the Terms & Conditions has been sent to the list.' Below the notification, the breadcrumb path is 'MPPG > Accounts > Magensa (Merchant ID - 2023944)'. The main content area is titled 'Merchant Account Information' and contains a table of details.

Name	Address 1	Address 2	Customer Code
Magensa	1710 Apollo CT		[REDACTED]
City	State	Zip code	Account Status
Seal Beach	CA	90740	Active
Primary Contact	E-mail	Blocked	Status
[REDACTED]	[REDACTED]@gmail.com	Not Blocked	Active
Phone	DishOut	3DS	MPOC
(123) 123 - 1234	Not Onboarded Yet	Merchant Onboarded	Profile Exists

For Apple Tap to Pay on iPhone, merchants must accept the Terms & Conditions. This process begins with an email sent from the Magensa system.

- For new merchants who have been onboarded to both the Magensa system and Apple Tap to Pay, an email containing MPPG Credentials and a **[Set Password]** link will be sent. Clicking this link directs the merchant to the MaMPassword portal, where they can set their password and accept the Terms & Conditions.
- For existing merchants who are newly onboarded to Apple Tap to Pay, a separate email will be sent specifically for accepting the Terms & Condition. This email does not include a password setup. Clicking the link in this email will also direct the merchant to the MaMPassword Portal to complete the acceptance process.

### 3.3.14.2 Updating Apple Tap to Pay on iPhone

For existing merchants, if MPOC Profile already exists, simple check the “Update Apple Tap to Pay on iPhone” checkbox and update Merchant Category Code and/or Merchant Banner Name. An email to accept the Terms and Conditions will be sent only when Email address(es) for T&C field has a valid email address.

Apple Tap To Pay

Update Apple Tap to Pay on iPhone?

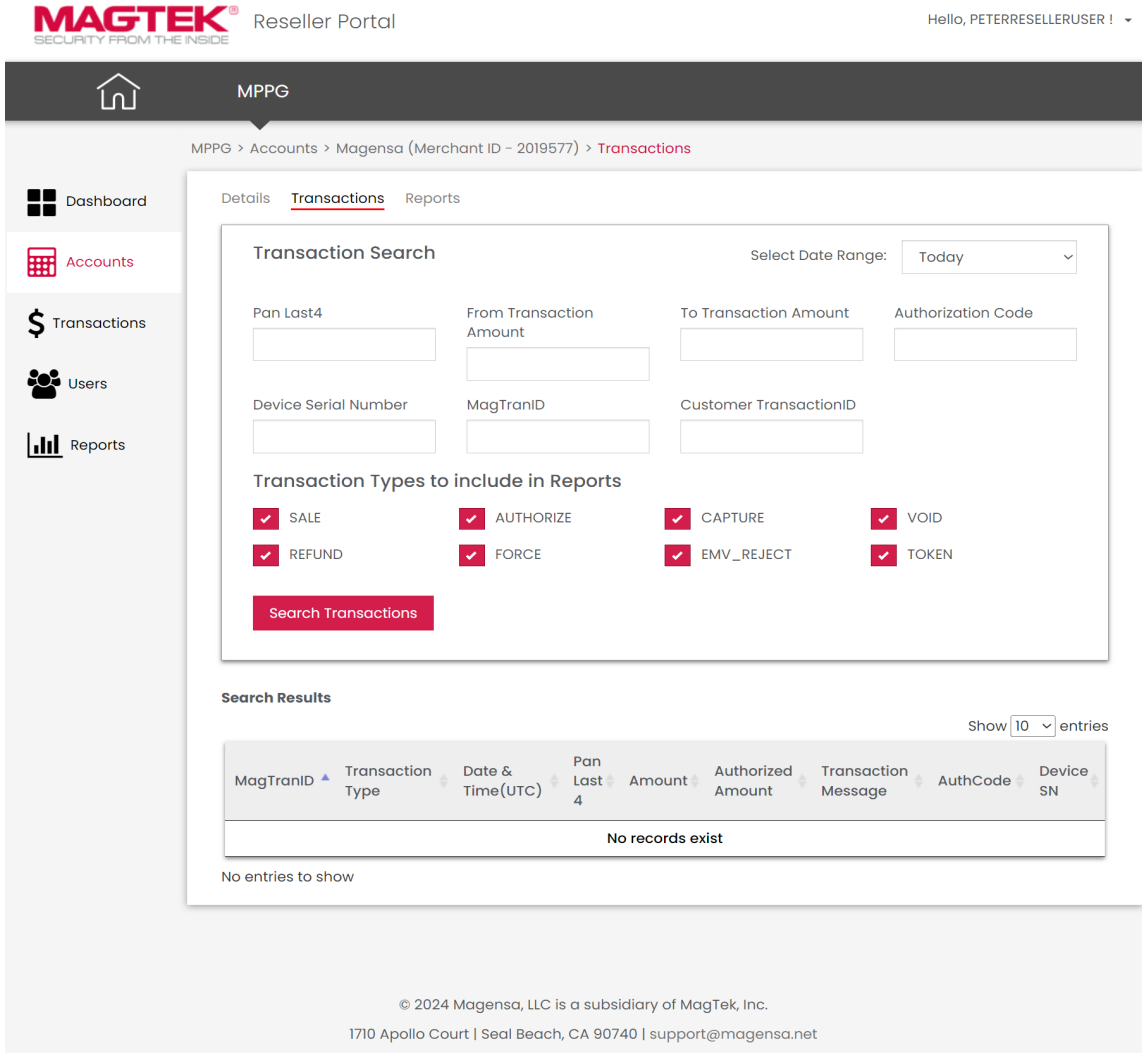
Terms & Conditions	Not Accepted
Email Address(es) for T&C	An email to accept the Terms & Conditions will be sent only when Notification Email field has a valid email address
Merchant Category Code *	0763 - Agricultural co-operatives
Merchant Banner Name *	MagMPOC57

### 3.4 Accounts Transactions

To view the transactions of a particular Merchant, click on the [Transactions] tab.

#### 3.4.1 Accounts Transactions Search

On the [Transaction Search] page, the Reseller can select/enter any of the search criteria, and then click [Search Transaction] to see the results.



Search results can be viewed in the Transactions listed below:

MagTranID	Transaction Type	Date & Time	Pan Last 4	Amount	AuthCode	Device SN
b4c603ec-2a45-49b7-ac87-00116dcb2b0d	TOKEN	2021-8-26 1:52	****5533	\$0.00		
95327554-3453-435d-ba79-002b24a5a548	SALE	2021-9-2 17:04	****1111	\$58.27	463030	

### 3.4.2 Accounts Transactions Details

By clicking the MagTranID from any of the transaction search results, the Reseller will be presented with additional details of the transaction. Date and Time stamp uses UTC (Coordinated Universal Time) time zone.

Hello, PETERRESELLERUSER !

MPPG

- Dashboard
- Accounts
- Transactions
- Users
- Reports

#### Transaction Details

<b>Customer Code</b> PPMPCust4	<b>Customer Name</b> Magensa	
<b>Date and Time</b> 2024-4-11 8:20	<b>Type</b> SALE	<b>Pan Last 4</b> *****111
<b>Amount</b> \$1.00	<b>Auth Code</b> [REDACTED]	<b>MagMessage</b> Transaction Successfully Processed
<b>Mag Operation</b> ProcessManualEntry	<b>Mag Status</b> 1000	<b>Magne Print Score</b> N\A
<b>Reference AuthCode</b> N\A	<b>Reference TransactionId</b> N\A	<b>Processor</b> Rapid Connect v3
<b>Customer Transaction Id</b> 2024411820	<b>Is Replay?</b> N\A	<b>MagTranId</b> 25b698b8-3dc9-4b1c-b010-bffbfa92ee96
<b>TransactionID</b> 014102056607867G879	<b>Device SN</b> N\A	<b>Transaction Source</b> Merchant Portal
<b>Authorized Amount</b> 1.00	<b>Transaction Message</b> APPROVAL	


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### 3.4.3 Accounts Transaction Reports

By clicking the **[Reports]** tab, the Reseller can generate a report based on chosen criteria **[Run Report]**, save the report **[Save Report]**, and view/update saved reports **[View Saved Reports]**.

To generate a custom report, click on the **[Run Report]** button by selecting the output column values and transaction type. You will then be able to see the Summary Total and Transaction Details results.







Reseller Portal

Hello, PETERRESELLERUSER !



MPPG

MPPG > Accounts > Reports > Magensa

-  Dashboard
-  Accounts
-  Transactions
-  Users
-  Reports

Details Transactions Reports
View Saved Reports

#### Magensa (Merchant ID - 2019577)

**Choose Report Output Columns**

<input checked="" type="checkbox"/> TransactionUTCimestamp	<input checked="" type="checkbox"/> CustomerTransactionID	<input checked="" type="checkbox"/> TransactionType	<input checked="" type="checkbox"/> Amount
<input checked="" type="checkbox"/> AuthorizedAmount	<input checked="" type="checkbox"/> Processor	<input checked="" type="checkbox"/> TransactionID	<input checked="" type="checkbox"/> TransactionStatus
<input checked="" type="checkbox"/> TransactionMessage	<input checked="" type="checkbox"/> AuthCode	<input checked="" type="checkbox"/> AVSResult	<input checked="" type="checkbox"/> CVVResult
<input checked="" type="checkbox"/> MagOperation	<input checked="" type="checkbox"/> MagTranID	<input checked="" type="checkbox"/> MagStatus	<input checked="" type="checkbox"/> MagMessage
<input checked="" type="checkbox"/> MPSType	<input checked="" type="checkbox"/> IsReplay	<input checked="" type="checkbox"/> ReferenceTransactionID	<input checked="" type="checkbox"/> ReferenceAuthCode
<input checked="" type="checkbox"/> ZIP	<input checked="" type="checkbox"/> DeviceSN	<input checked="" type="checkbox"/> PANLast4	<input checked="" type="checkbox"/> Transaction Source
<input checked="" type="checkbox"/> CustomerDeviceID			

Select Date Range: Yesterday

**Transaction Types to include in Reports**

<input checked="" type="checkbox"/> SALE	<input checked="" type="checkbox"/> AUTHORIZE	<input checked="" type="checkbox"/> CAPTURE	<input checked="" type="checkbox"/> VOID
<input checked="" type="checkbox"/> REFUND	<input checked="" type="checkbox"/> FORCE	<input checked="" type="checkbox"/> EMV_REJECT	<input checked="" type="checkbox"/> TOKEN

Run Report

Save Report

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MPPG

MPPG > Accounts > Reports > Magensa

- Dashboard
- Accounts
- Transactions
- Users
- Reports

Details Transactions Reports
View Saved Reports

### Magensa (Merchant ID - 20195 )

**Choose Report Output Columns** Select Date Range: Yesterday

<input checked="" type="checkbox"/> TransactionUTCTimestamp	<input checked="" type="checkbox"/> CustomerTransactionID	<input checked="" type="checkbox"/> TransactionType	<input checked="" type="checkbox"/> Amount
<input checked="" type="checkbox"/> AuthorizedAmount	<input checked="" type="checkbox"/> Processor	<input checked="" type="checkbox"/> TransactionID	<input checked="" type="checkbox"/> TransactionStatus
<input checked="" type="checkbox"/> TransactionMessage	<input checked="" type="checkbox"/> AuthCode	<input checked="" type="checkbox"/> AVSResult	<input checked="" type="checkbox"/> CVVResult
<input checked="" type="checkbox"/> MagOperation	<input checked="" type="checkbox"/> MagTranID	<input checked="" type="checkbox"/> MagStatus	<input checked="" type="checkbox"/> MagMessage
<input checked="" type="checkbox"/> MPScore	<input checked="" type="checkbox"/> IsReplay	<input checked="" type="checkbox"/> ReferenceTransactionID	<input checked="" type="checkbox"/> ReferenceAuthCode
<input checked="" type="checkbox"/> ZIP	<input checked="" type="checkbox"/> DeviceSN	<input checked="" type="checkbox"/> PANLast4	<input checked="" type="checkbox"/> Transaction Source
<input checked="" type="checkbox"/> CustomerDeviceID	<input checked="" type="checkbox"/> Reader		

**Transaction Types to include in Reports**

<input checked="" type="checkbox"/> SALE	<input checked="" type="checkbox"/> AUTHORIZE	<input checked="" type="checkbox"/> CAPTURE	<input checked="" type="checkbox"/> VOID
<input checked="" type="checkbox"/> REFUND	<input checked="" type="checkbox"/> FORCE	<input checked="" type="checkbox"/> EMV_REJECT	<input checked="" type="checkbox"/> TOKEN

Run Report
Save Report

Download Report

**Summary Total**

TRANSACTION TYPE	AMOUNT	TRANSACTION COUNT
SALE	\$6.00	1
AUTHORIZE	\$0.00	0
CAPTURE	\$0.00	0
VOID	\$0.00	0
REFUND	\$0.00	0
FORCE	\$0.00	0
EMV REJECT	\$0.00	0
TOKEN	\$0.00	0

**Transaction Details** Show 10 entries

MAG TRANID	TRANSACTION UTC TIMESTAMP	CUSTOMER TRANSACTIONID	TRANSACTION TYPE	AMOUNT	AUTHORIZED AMOUNT	PROCESSOR	TRANSACTIONID	TRANSACTION STATUS	TRANSACTION MESSAGE	AUTH CODE	AVS RESULT	CVV RESU
No records exist												

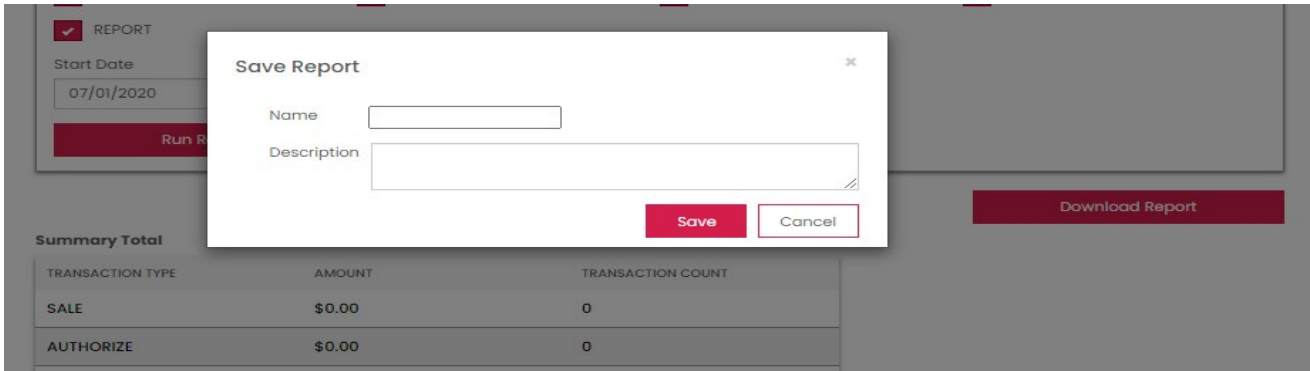
No entries to show

Download Report

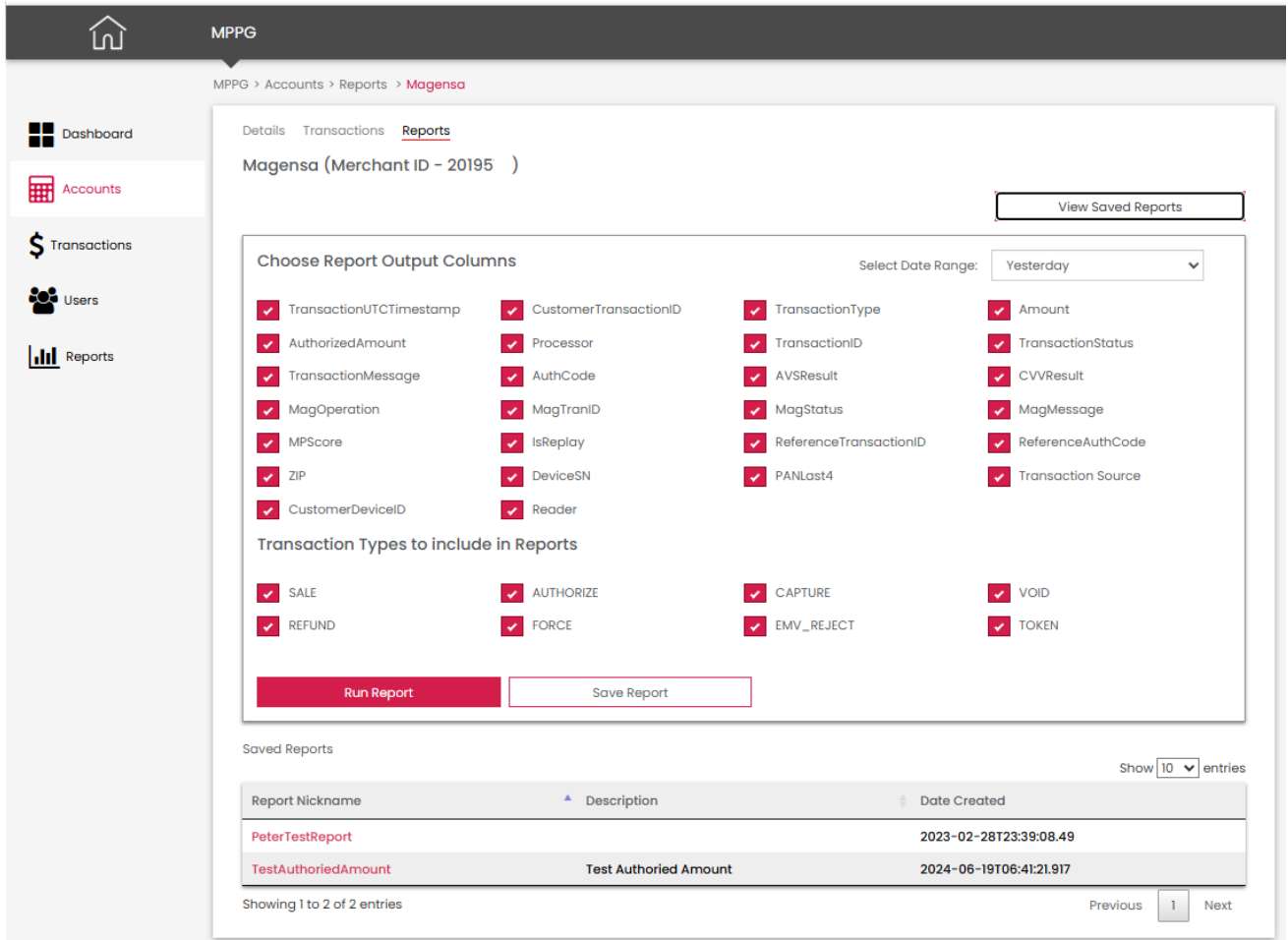
If transactions exist with the criteria of the report run, details in the Transaction Details results will be shown and can be downloaded.

MAG TRANID	TRANSACTION UTC TIMESTAMP	CUSTOMER TRANSACTIONID	TRANSACTION TYPE	AMOUNT	PROCESSOR	TRANSACTIONID	TRANSACTION STATUS	TRANSACTION MESSAGE	AUTH CODE
6a57770- a35a-4cbe- ad5c- 02573abd527f	12/13/2018 12B:48 PM		VOID		VarivExpress	7763005			000017

To save a custom report, select the required output columns and transaction type and click on the **[Save Report]** button. Enter a name and description to save the report with the selected criteria.



By clicking the **[Views Saved Reports]** button, you can view all previously saved reports.



By clicking the saved report from the saved report results, you can run the report **[Run Report]**, update a report **[Save]** button, or create a new report **[Save As]** button.

MPPG > Accounts > Reports > Magensa

Details Transactions **Reports**

Magensa (Merchant ID - 20195 )

You are Currently Viewing : PeterTestReport [View Saved Reports](#)

**Choose Report Output Columns** Select Date Range: Past 7 days

<input checked="" type="checkbox"/> TransactionUTCTimestamp	<input checked="" type="checkbox"/> CustomerTransactionID	<input checked="" type="checkbox"/> TransactionType	<input checked="" type="checkbox"/> Amount
<input checked="" type="checkbox"/> AuthorizedAmount	<input checked="" type="checkbox"/> Processor	<input checked="" type="checkbox"/> TransactionID	<input checked="" type="checkbox"/> TransactionStatus
<input checked="" type="checkbox"/> TransactionMessage	<input checked="" type="checkbox"/> AuthCode	<input checked="" type="checkbox"/> AVSResult	<input checked="" type="checkbox"/> CVVResult
<input checked="" type="checkbox"/> MagOperation	<input checked="" type="checkbox"/> MagTranID	<input checked="" type="checkbox"/> MagStatus	<input checked="" type="checkbox"/> MagMessage
<input checked="" type="checkbox"/> MPScore	<input checked="" type="checkbox"/> IsReplay	<input checked="" type="checkbox"/> ReferenceTransactionID	<input checked="" type="checkbox"/> ReferenceAuthCode
<input checked="" type="checkbox"/> ZIP	<input checked="" type="checkbox"/> DeviceSN	<input checked="" type="checkbox"/> PANLast4	<input checked="" type="checkbox"/> Transaction Source
<input type="checkbox"/> CustomerDeviceID	<input type="checkbox"/> Reader		

**Transaction Types to include in Reports**

<input checked="" type="checkbox"/> SALE	<input checked="" type="checkbox"/> AUTHORIZE	<input checked="" type="checkbox"/> CAPTURE	<input checked="" type="checkbox"/> VOID
<input checked="" type="checkbox"/> REFUND	<input checked="" type="checkbox"/> FORCE	<input checked="" type="checkbox"/> EMV_REJECT	<input checked="" type="checkbox"/> TOKEN

[Run Report](#) [Save](#) [Save As](#)

## 4 Transactions

### 4.1 Search Transactions

MPPG

- Dashboard
- Accounts
- Transactions
- Users
- Reports

#### Transaction Search

Select Date Range: Yesterday ▼

Pan Last4	From Transaction Amount	To Transaction Amount	Authorization Code
Device Serial Number	MagTranID	Customer TransactionID	

**Transaction Types**

<input type="checkbox"/> SALE	<input checked="" type="checkbox"/> AUTHORIZE	<input checked="" type="checkbox"/> CAPTURE	<input checked="" type="checkbox"/> VOID
<input checked="" type="checkbox"/> REFUND	<input checked="" type="checkbox"/> FORCE	<input checked="" type="checkbox"/> EMV_REJECT	<input checked="" type="checkbox"/> TOKEN


Search Transactions






**Search Results** Show 10 entries

MagTranID	Device SN	Transaction Type	Transaction UTC Timestamp	Pan Last 4	Amount	Authorized Amount	Transaction Message	AuthCode
e54c1c17-9dd1-4eb3-999a-1f6515bd7bb3		REFUND	2025-9-30 0:04		\$4.00	\$0.00	Approved	092605

Showing 1 to 1 of 1 entries
Previous 1 Next

## 4.2 Transaction Details


MPPG


-  Dashboard
-  Accounts
-  Transactions
-  Users
-  Reports

### Transaction Details

<b>Customer Code</b> .....003	<b>Customer Name</b> Test Merchant 33	
<b>Date and Time</b> 2024-12-20 22:54	<b>Type</b> CAPTURE	<b>Pan Last 4</b> ****5533
<b>Amount</b> \$58.56	<b>Auth Code</b> 9409	<b>MagMessage</b> Transaction Successfully Processed
<b>Mag Operation</b> ProcessToken	<b>Mag Status</b> 1000	<b>Magne Print Score</b> N/A
<b>Reference AuthCode</b> N/A	<b>Reference TransactionId</b> N/A	<b>Processor</b> Rapid Connect v3 - Production
<b>Customer Transaction Id</b> N/A	<b>Is Replay?</b> N/A	<b>MagTranId</b> 49ee088f-0ef7-43ac-8d4f-000a739df772
<b>TransactionID</b> N/A	<b>Device SN</b> N/A	<b>Transaction Source</b> N/A
<b>Authorized Amount</b> 58.56	<b>Transaction Message</b> APPROVAL	

Void
Refund
Back

### 4.2.1 Void Transaction results




**APPROVED** ✕

Void Transaction Approved

2024-04-18 02:50:49

MagTranID: fafe3537-9ddb-



**ERROR** ✕

Reversal Not Allowed.

2024-04-18 02:46:19

MagTranID: 8e6568c3-f506-

### 4.2.2 Refund Transaction results

✕

**APPROVED**

Refund Transaction Approved

2024-04-18 02:57:17

MagTranID: 1957fd54-563a-

✕

**ERROR**

Return Not Allowed.

2024-04-18 02:44:21

MagTranID: d7244539-15de-

## 5 Users

### 5.1 Users List

MPPG > Customer List

- Dashboard
- Accounts
- Transactions
- Users
- Reports

#### User List

CustomerName: Customer AAA  
CustomerCode: AAA  
Status: Active

MerchantPortal Info

EnableMerchantPortal

Search:  Show 10 entries

MerchantPortal											
UserName	Email	DateCreated (UTC)	Status	Activate / Deactivate	Portal Admin	Void Refund	Manual Entry	Reset Token	Resend Invite	Change Mobile#	
QT12345678	abc@mail.com	4/18/2024 6:23:32 AM	Active	<span style="background-color: #dc3545; color: white; padding: 2px 5px;">Deactivate</span>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span style="background-color: #ffc107; padding: 2px 5px;">Reset</span>	<span style="background-color: #ffc107; padding: 2px 5px;">Resend</span>	<span style="background-color: #ffc107; padding: 2px 5px;">Change</span>	

Showing 91 to 91 of 91 entries

Previous 1 ... 6 7 8 9 10 Next

### 5.2 Users Customers List

MPPG > Customer List

- Dashboard
- Accounts
- Transactions
- Users
- Reports

#### User List

CustomerName: CustAAA  
CustomerCode: AAA  
Status: Active

MerchantPortal Info

EnableMerchantPortal

abc@mail.com Invite a Portal User

VoidRefund   
  ManualEntry   
  Admin

Search:  Show 10 entries

MerchantPortal											
UserName	Email	DateCreated (UTC)	Status	Activate / Deactivate	Portal Admin	Void Refund	Manual Entry	Reset Token	Resend Invite	Change Mobile#	
QT123	bbb@mail.com	4/18/2024 6:23:32 AM	Active	<span style="background-color: #dc3545; color: white; padding: 2px 5px;">Deactivate</span>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<span style="background-color: #ffc107; padding: 2px 5px;">Reset</span>	<span style="background-color: #ffc107; padding: 2px 5px;">Resend</span>	<span style="background-color: #ffc107; padding: 2px 5px;">Change</span>	

Showing 91 to 91 of 91 entries

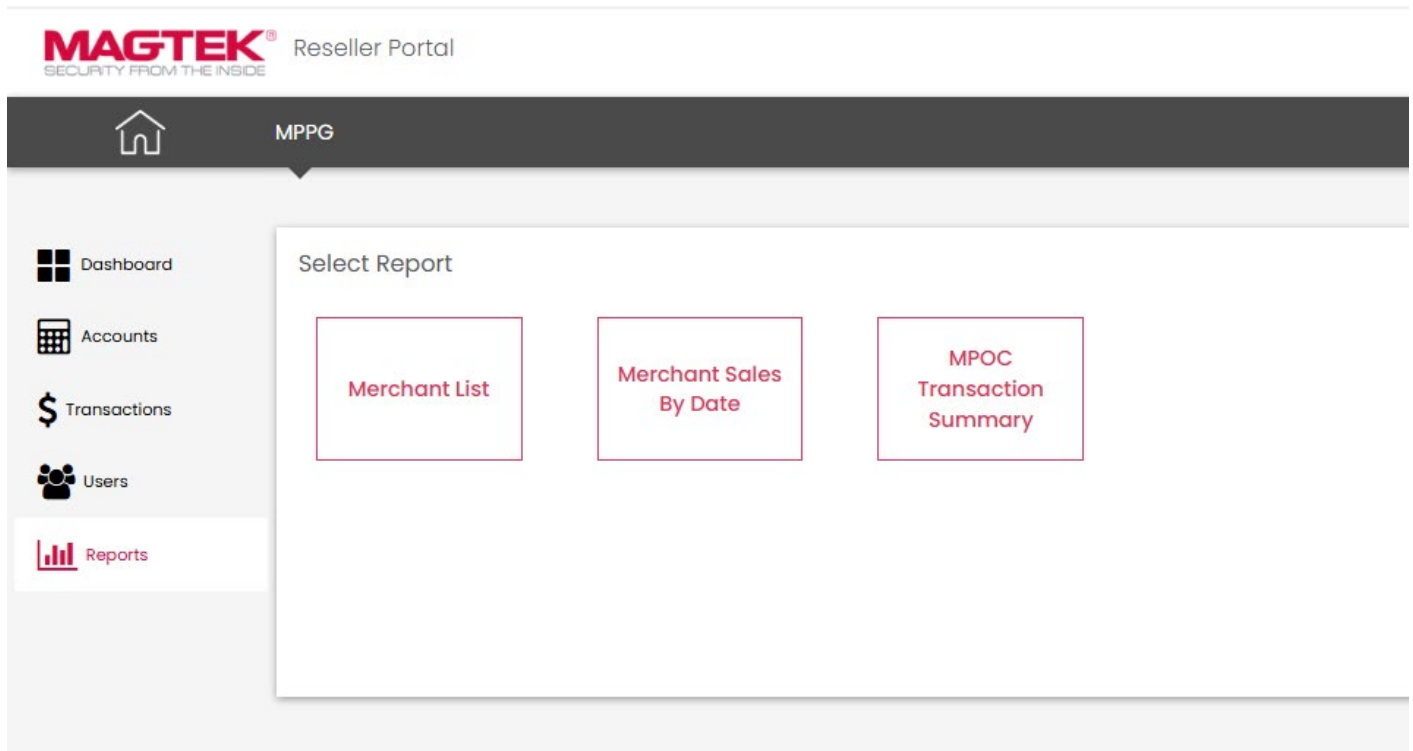
Previous 1 ... 6 7 8 9 10 Next

## 6 Reports

To view all the Merchants' information, the Reseller can click on [Reports] from the left navigation menu.

The Reseller is presented with two options:

1. Merchant List
2. Merchant Sales by Date
3. MPOC Transaction Summary



### 6.1 Reports: Merchant List

The Merchant List Report provides information related to the total number of Active and Inactive Merchants and their details. The Reseller can download the Merchant information with the [Download Report] button.

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## 6.2 Reports: Merchant Sales by Date

The Merchant Sales by Date Report gets the transaction type-related information based on a chosen date range (Yesterday, Past 7 days, Past 30 days, Custom). By selecting, the Custom option from the date range drop-down, “From Date” and “To Date” criteria will be displayed. This date range cannot exceed 120 days.

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## 6.3 Reports: MPoC Apple TapToPay Transaction Summary by Date

MPoC Apple TapToPay Transaction Summary Report gets the transaction count information based on a chosen date range (Pacific Standard Time based). Choose a Date and then click the [Run Report] button to retrieve the data.

MPPG

MPPG > Reports > MPOC Apple TapToPay Transaction Summary

### MPOC Apple TapToPay Transaction Summary By Date

Choose a Date (PST\*):

2024

December

Whole Month

Run Report

\* PST : Pacific Standard Time

Show  entries

Merchant Name	Reader Identifier	Date (PST)	Transaction Count
OffShore Reseller Merchants	0A2B3C110A2B3C110A2B3C110A2B3C11	2024-12-03	4
OffShore Reseller Merchants	0A2B3C110A2B3C110A2B3C110A2B3C11	2024-12-04	5
OffShore Reseller Merchants	0A2B3C110A2B3C110A2B3C110A2B3C11	2024-12-06	1
OffShore Reseller Merchants	0A2B3C110A2B3C110A2B3C110A2B3C11	2024-12-07	3
OffShore Reseller Merchants	0A2B3C110A2B3C110A2B3C110A2B3C11	2024-12-08	4
OffShore Reseller Merchants	0A2B3C110A2B3C110A2B3C110A2B3C11	2024-12-11	24
OffShore Reseller Merchants	0A2B3C110A2B3C110A2B3C110A2B3C11	2024-12-12	65
OffShore Reseller Merchants	0A2B3C110A2B3C110A2B3C110A2B3C11	2024-12-13	50
OffShore Reseller Merchants	0A2B3C110A2B3C110A2B3C110A2B3C11	2024-12-14	42
OffShore Reseller Merchants	0A2B3C110A2B3C110A2B3C110A2B3C11	2024-12-15	24

Showing 1 to 10 of 141 entries

Previous

1

2

3

4

5

...

15

Next

Download Report

Each record has Merchant ID, Reader Identifier, PST based Date, and Transaction Count. To download a report, please click the **[Download Report]** button. If one of Transaction Counts is clicked, all the transactions under the Merchant ID, Reader Identifier, and specific Date will be displayed.

MPPG

MPPG > Reports > MPOC Apple TapToPay Transaction Detail

**Search Results for 2024-12-3**

**Merchant ID :** 2000595

**Merchant Name :** OffShore Reseller Merchants

Show  entries

MagTranID	Reader Identifier	Transaction Type	Transaction PST	Pan Last 4	Amount	Authorized Amount	Transaction Message	AuthCode
cc805c09-5b1e-4361-b9c3-f56b3ecdafaf5	0A2B3C110A2B3C110A2B3C110A2B3C11	SALE	2024-12-3 9:51	****3455	\$1.11	\$1.11	DECLINED-005	
6ba62d35-0145-495d-9e0f-2de489c8866d	0A2B3C110A2B3C110A2B3C110A2B3C11	AUTHORIZE	2024-12-3 9:59	****5584	\$21.00	\$21.00	APPROVAL	08855C
b7e6b433-7efa-4af0-b029-f70add766ce1	0A2B3C110A2B3C110A2B3C110A2B3C11	AUTHORIZE	2024-12-3 10:38	****5584	\$1.00	\$1.00	APPROVAL	840825
53535fd7-cf91-4c57-8e43-03370221c234	0A2B3C110A2B3C110A2B3C110A2B3C11	TOKEN	2024-12-3 22:22	****5584	\$0.00	\$0.00	000	

Showing 1 to 4 of 4 entries

Back
Download Report