

MyChoice Gateway – Quick Guide

(Without swiping – using “Card Search”)

(NOTE: The Escape keyboard button (“Esc”) will cancel any operation and return you to the previous page.)

- 1) Start the MyChoice Gateway software or re-open the window from the minimized tray.
- 2) Select the “Card search” button.
- 3) Enter the 16 digit card serial number through your keyboard.
Hit Enter.
- 4) Select the name of the person.
- 5) Do not enter a Pin Number. Just hit “enter”.
- 6) Select “yes” on the warning screen to keep opening the card.
- 7) Select type of purchase discount
 - a) Purchase at X% discount (Default discount percent)
 - i) Select “Purchase at X% discount” button to initiate the transaction
 - ii) Enter the Pre-tax amount of the MyChoice customer’s bill on your keyboard and then hit “enter”.
 - b) Purchase at any discount (Adjustable discount percent)
 - i) Select “Purchase at any discount” button to initiate the transaction
 - ii) Enter the discount percentage for this transaction and then hit “enter”
 - iii) Enter the Pre-tax amount of the MyChoice customer’s bill on your keyboard and then hit “enter”.
- 8) Verification - Verify that the transaction amount is correct.
If correct then select the “yes” button to complete the transaction
- 9) Receipt will print if turned on.