

## MyChoice Gateway – Quick Guide

(With card)

(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) Verify that you see the single line across the top of the MyChoice Gateway window. If not there, then left click inside the window of the software.
- 3) Swipe a MyChoice Card.
- 4) 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”.
- 5) Verification - Verify that the transaction amount is correct. If correct then select the “yes” button to complete the transaction
- 6) Receipt will print if turned on.