

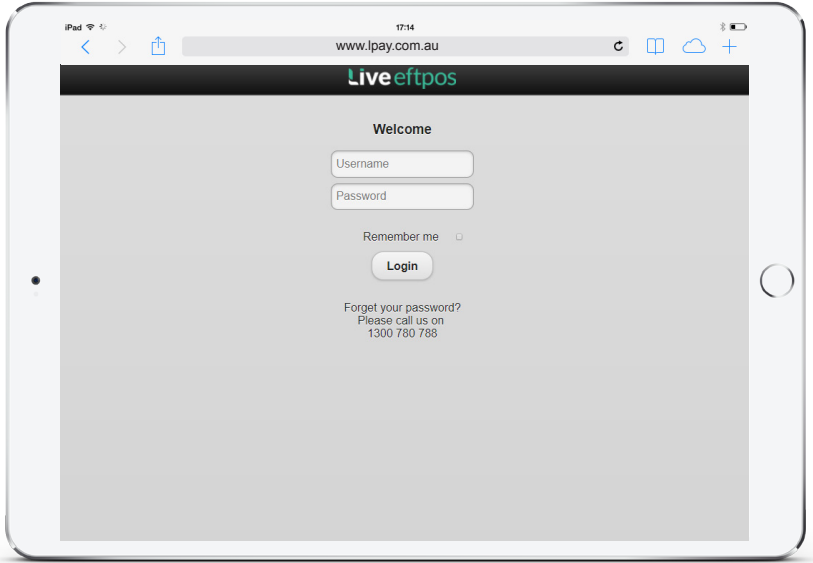
**Live**  
eftpos



# Virtual Terminal User Guide

[www.lpay.com.au](http://www.lpay.com.au)

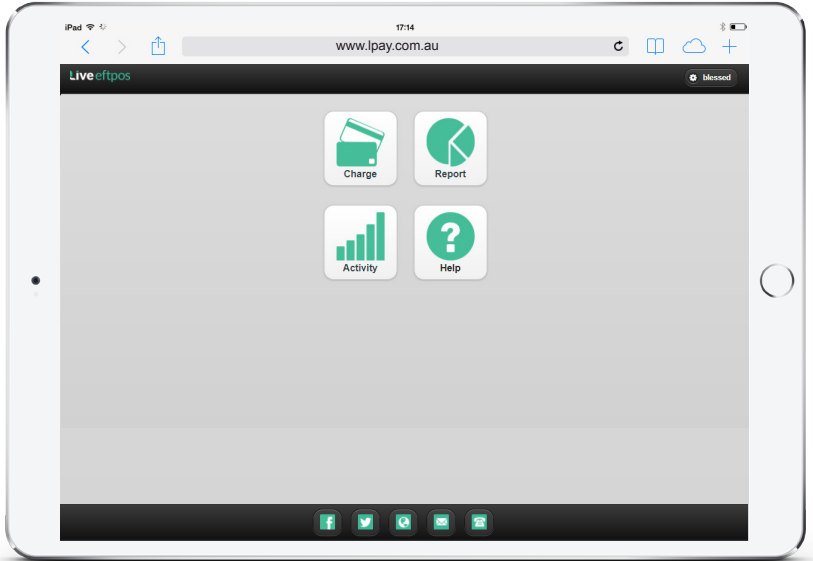
# Login screen



Enter your username and password

You can choose for the portal to remember you the next time you visit.

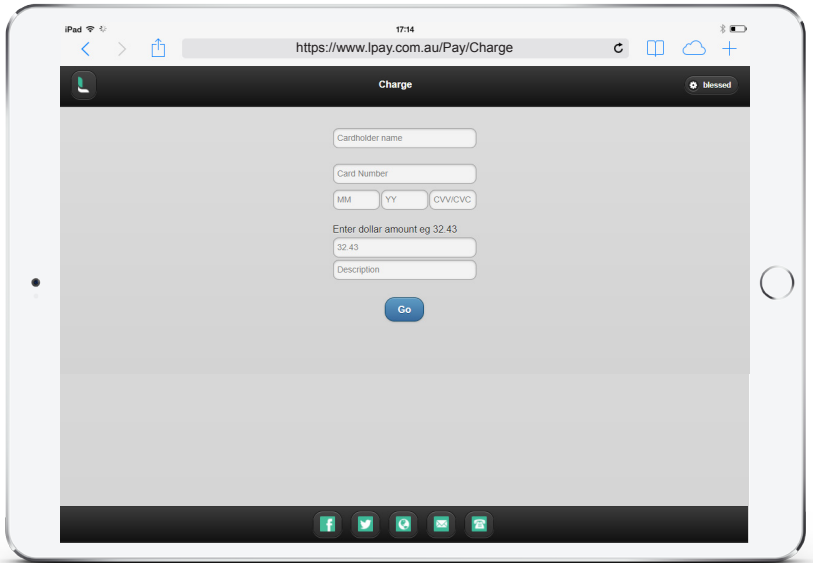
# Welcome screen



The welcome screen provides four options:

Charge  
Report  
Activity  
Help

# Charge

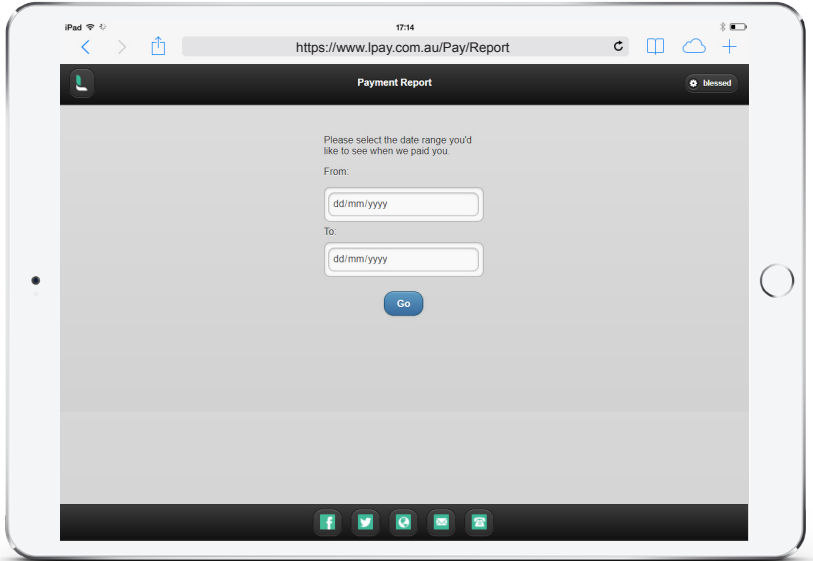


The charge screen is where you can enter a customer's card details and charge their card.

Simply enter the customer's card details and the dollar amount and press 'Go'.

Select the 'L' in the top left of the screen to go back to the Welcome screen.

# Report

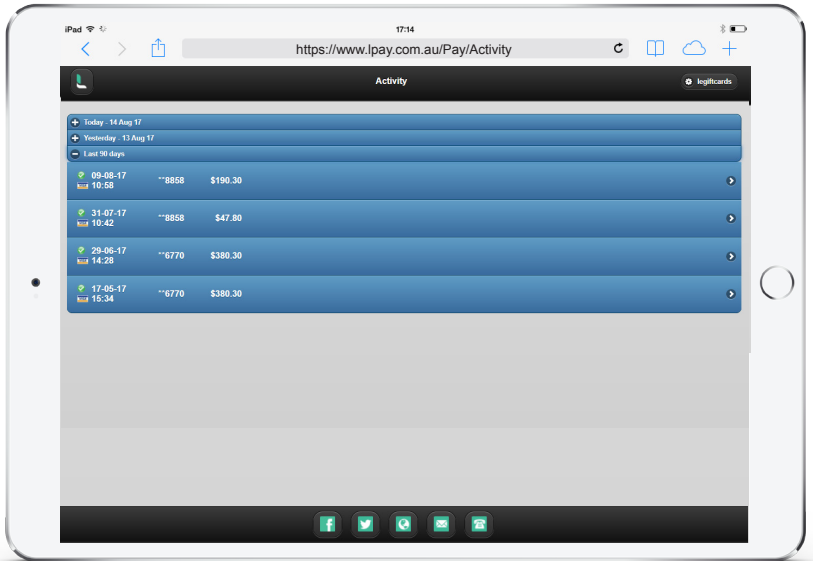


The report screen is where you can see payments between specified dates.

Simply specify a 'From' date and a 'To' date to see when we paid you within that date range.

Once you have specified your date range select 'Go' to view your report data.

# Activity

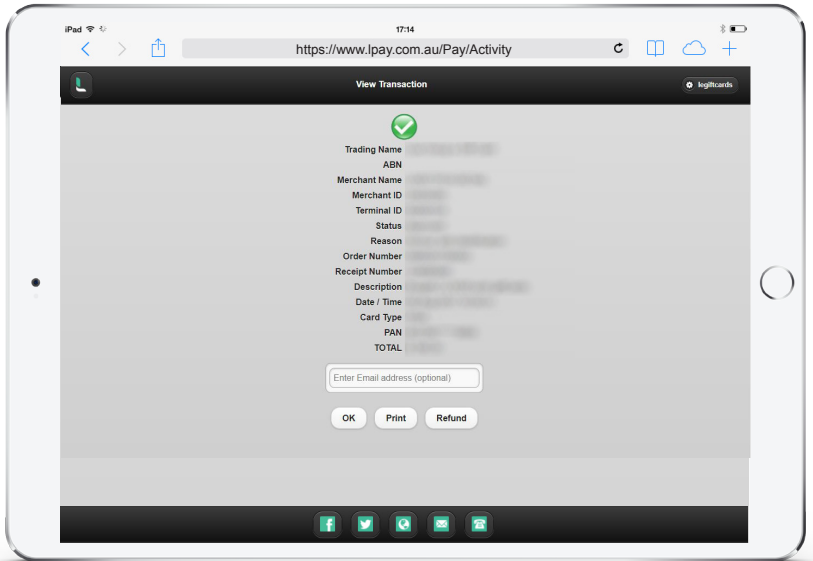


The activity screen shows historical transactions. By default, the activity screen will show today's transactions.

You also have the option to view yesterday's transactions or view all transactions over the past 90 days.

Click on a transaction to view transaction specifics.

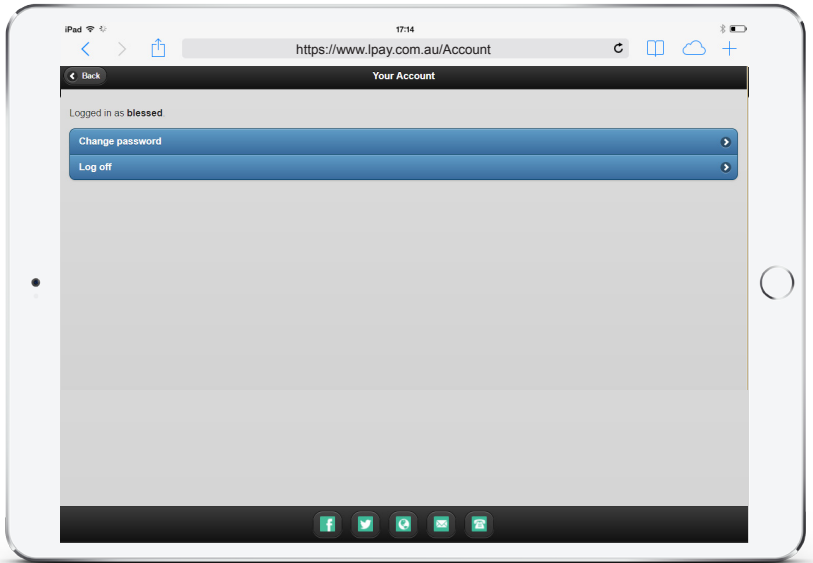
# Printing a receipt



You can print any receipt by selecting the relevant transaction.

Select 'Print'.

# Your account



You can view personal information about your account by clicking your username in the top right-hand corner of the screen.

## To Change Password

Select 'Change Password' to change your password

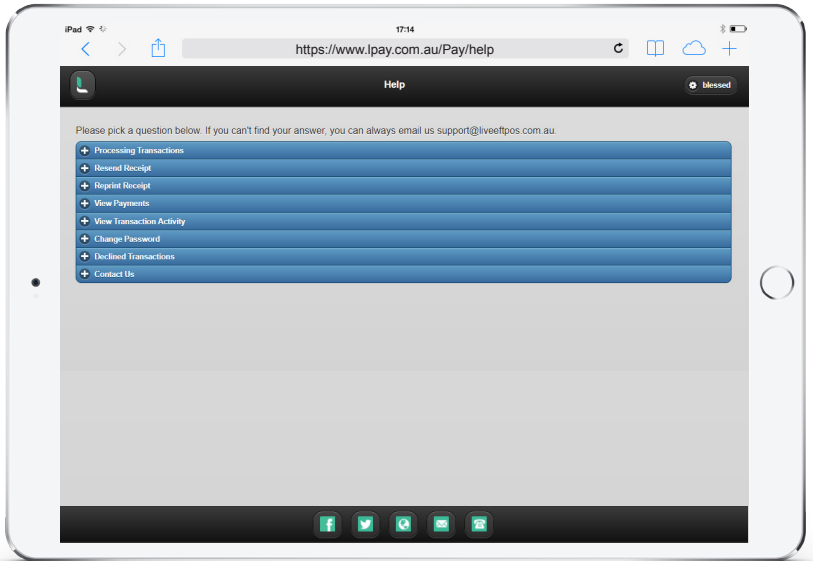
Your password must be at least 6 characters long

Type in your current password and new password and then confirm your new password

Select 'Change Password' button to save your new password.



# Help



The Help section contains answers to a frequently asked questions. If you can't find your answer, you can always email us at [support@liveeftp.com.au](mailto:support@liveeftp.com.au).