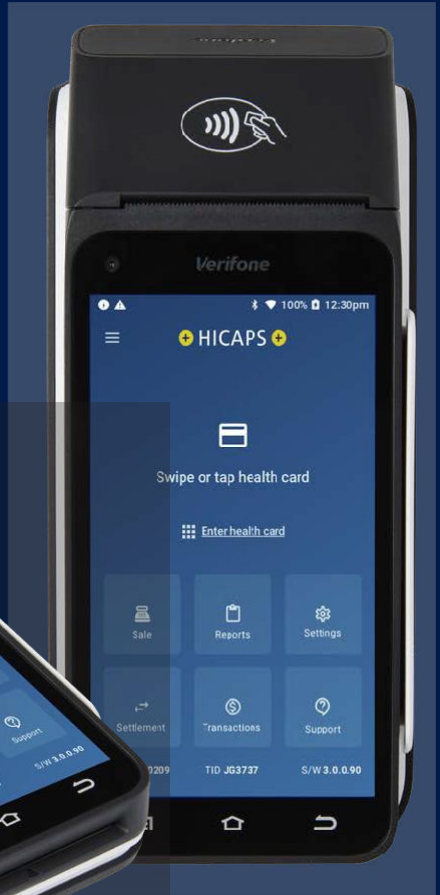


# HICAPS TRINITY TERMINAL

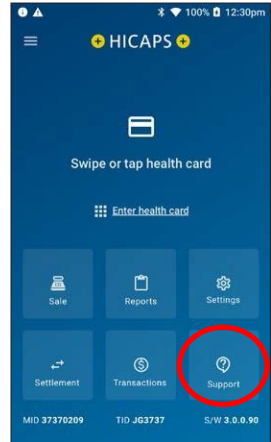
## Configuring Surcharging



# Configuring Surcharging Per Scheme

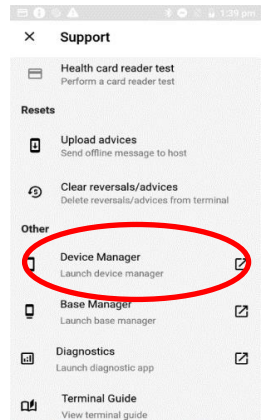
## STEP 1

From the **HICAPS Home page**, Tap on **Support**



## STEP 2

From the Support page, tap on **Device Manager**

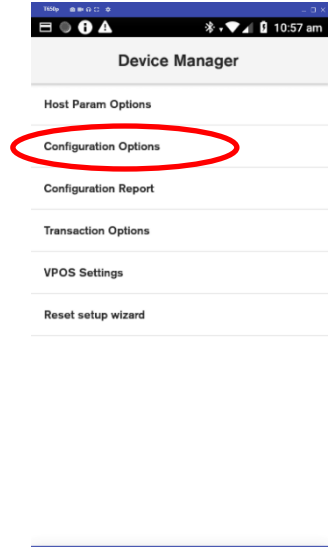


## STEP 3

Select a merchant you want to configure surcharging for

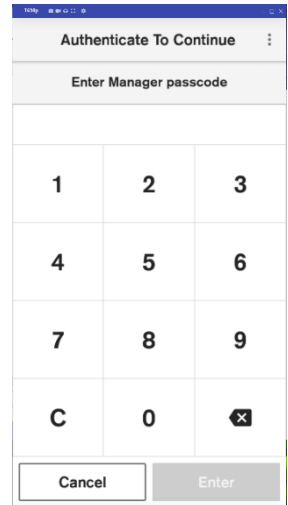
#### STEP 4

From the **Device Manager** page tap **Configuration Options**



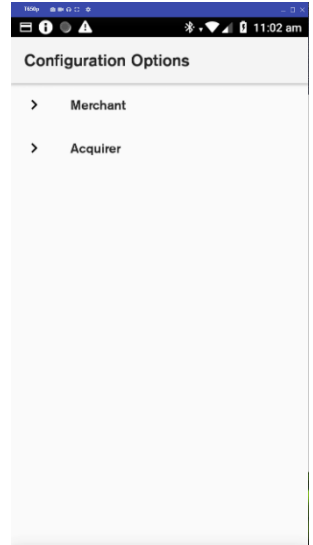
#### STEP 5

From the **Authenticate To Continue** screen, enter the **Manager Passcode** to allow the merchant to get to the **Configuration Options** screen.



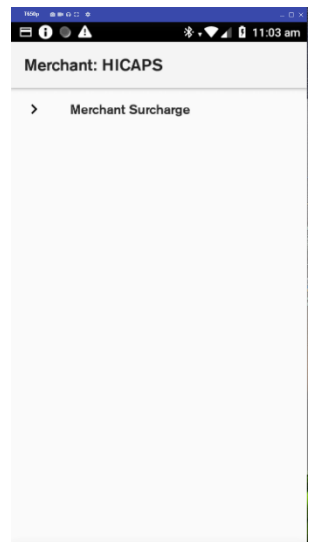
## STEP 6

Tap on **Merchant** in the **Configuration Options** screen.



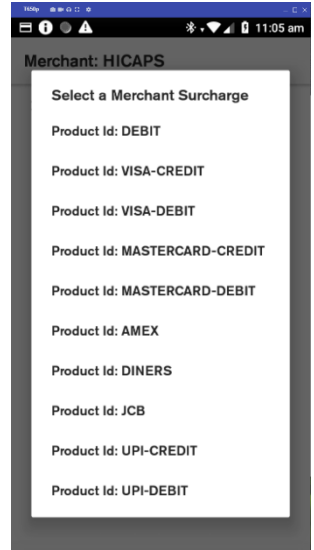
## STEP 7

In the **Merchant** screen, tap on **Merchant Surcharge**



## STEP 8

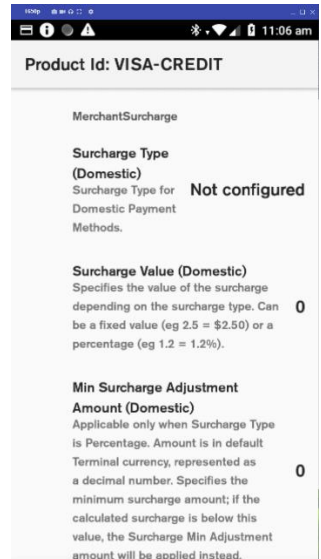
This will offer a selection of Schemes which will allow you configure surcharging the scheme. Tap on the **Product Id** the merchant requires.



## STEP 9

Once a scheme is selected, for example, **Product id: VISA-Credit** is tapped then options for **Surcharging type** will be available to be selected:

- **Not Configured**
- **Fixed Amount**
- **Percentage**



## STEP 10

Enter the surcharge values and amounts as required:

- **Surcharge Value**
- **Min Surcharge Adjustment Amount**
- **Max Surcharge Adjustment Amount**
- **Min Surcharge Amount**
- **Max Surcharge Amount**

**NOTE:** If a **MIN** amount is entered then a **MAX** amount will need to be entered and this amount must be greater than the **MIN** amount. Please confirm the amount displayed on the screen is correct before saving.

The screenshot shows a mobile application interface for configuring surcharges for 'Product Id: VISA-CREDIT'. The screen is divided into three sections, each with a title, a description, and a numerical value on the right. The top section is 'Amount (Domestic)' with a value of '0'. The middle section is 'Min Surchargeable Amount (Domestic)' with a value of '0.01'. The bottom section is 'Max Surchargeable Amount (Domestic)' with a value of '0'. The status bar at the top shows the time as 11:07 am.

| Field                               | Description   | Value |
|-------------------------------------|---|-------|
| Amount (Domestic)                   | Applicable only when Surcharge Type is Percentage. Amount is in default Terminal currency, represented as a decimal number. Specifies the maximum surcharge amount; if the calculated surcharge is above this value, the Surcharge Max Adjustment amount will be applied instead. | 0     |
| Min Surchargeable Amount (Domestic) | Amount is in default Terminal currency, represented as a decimal number. When the transaction amount is below this minimum, no surcharge will be applied.   | 0.01  |
| Max Surchargeable Amount (Domestic) | Amount is in default Terminal currency, represented as a decimal number. When the transaction amount is above this maximum, no surcharge will be applied.   | 0     |

This screenshot is identical to the one above, showing the configuration screen for 'Product Id: VISA-CREDIT'. It displays the same three sections: 'Amount (Domestic)' (0), 'Min Surchargeable Amount (Domestic)' (0.01), and 'Max Surchargeable Amount (Domestic)' (0). The status bar at the top shows the time as 11:07 am.

| Field                               | Description   | Value |
|-------------------------------------|---|-------|
| Amount (Domestic)                   | Applicable only when Surcharge Type is Percentage. Amount is in default Terminal currency, represented as a decimal number. Specifies the maximum surcharge amount; if the calculated surcharge is above this value, the Surcharge Max Adjustment amount will be applied instead. | 0     |
| Min Surchargeable Amount (Domestic) | Amount is in default Terminal currency, represented as a decimal number. When the transaction amount is below this minimum, no surcharge will be applied.   | 0.01  |
| Max Surchargeable Amount (Domestic) | Amount is in default Terminal currency, represented as a decimal number. When the transaction amount is above this maximum, no surcharge will be applied.   | 0     |

## STEP 11

Once the options have been updated, tap on the **back** button to go back to update or add a new Surcharging option i.e. repeat these steps for each card type, account type and surcharge method.

Tap on the **HOME** button when completed to return to the HICAPS Home screen.

