

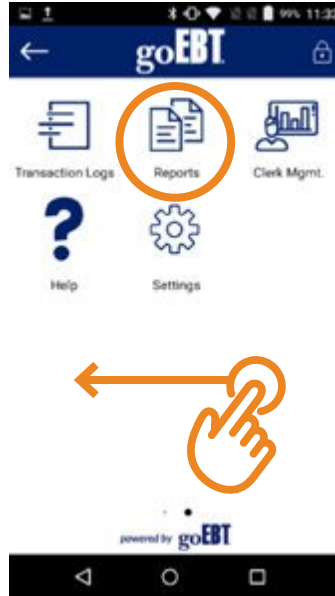
goEBT+ **QUICK** REFERENCE GUIDE

Getting Started with goEBT+



Transaction Types

Launch the goEBT+ app and see the available card types displayed on the home screen. Selecting either **CREDIT CARD** or **EBT** will display available transaction types.



Additional Functions

Swipe **LEFT** on the home screen to access additional functions and view **REPORTS** from secondary screen.



Report Options

Select the report that best meets your needs.

END OF THE DAY REPORT displays open and previously closed batch day activity.

SUMMARY REPORT displays # of transactions and total amount.

CONDENSED REPORT displays individual transaction activity by amount, card # and card type.

DETAILED REPORT displays individual transaction activity by amount, date, time, entry mode and auth code.



Tips

Frequently used transactions appear in the navigation bar.



Business Hour Support Line:
877-418-7957

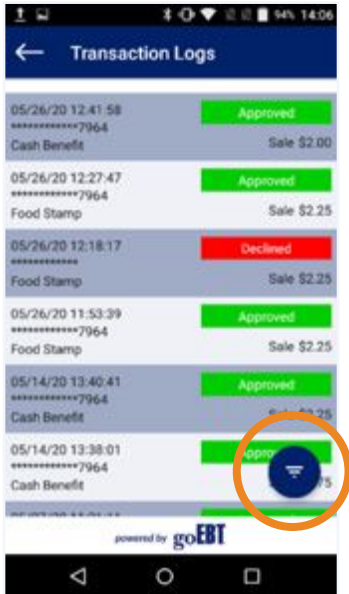


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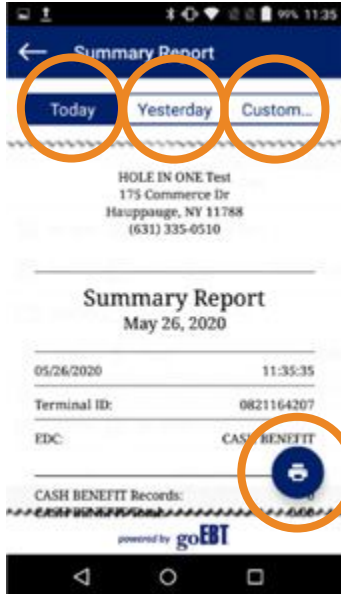
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Transaction Logs

TRANSACTION LOGS provide access to a listing of transactions and transaction details with the ability to void, refund or print a receipt. Filter the log by date, card, etc.



Summary Reports

Select date options at the top of the screen to filter and print reports.



Tips

Connect to the internet by accessing the Quick Settings pane in the device by dragging down from the top of the screen with two fingers. A panel appears, giving access to brightness and wi-fi settings.

To order additional receipt paper, visit www.goebt.com/shop.



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Credit Card



Credit

To initiate a transaction, select the **CREDIT CARD** icon from the main screen.



Select Transaction

Select the type of transaction and follow prompts to enter transaction amount.



Enter Transaction

Enter transaction amount then select **NEXT**.



Tips

Frequently used transactions appear in the navigation bar.



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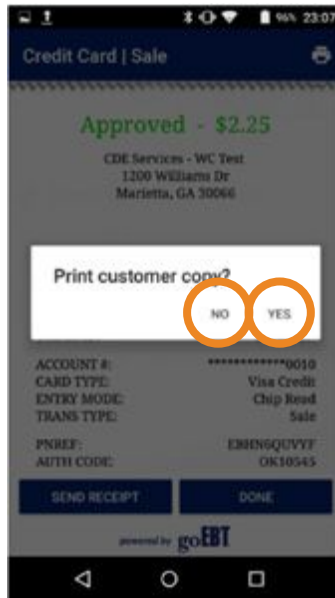
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Credit Card



Input Card Number

Verify transaction amount and **SWIPE**, **INSERT**, **TAP** or manually **KEY IN** card number.



Print Receipt

Merchant receipt copy will automatically print. Select **NO** or **YES** to print customer receipt copy.



Tips

Credit card batches closed by 9:00 PM EST are eligible for deposit the next business day; to confirm your credit card batch time contact customer support.

All EBT batches close at 7:00 PM EST daily.

Visit **REPORTS** to view activity by batch or calendar day.



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EBT



EBT

To initiate a transaction, select the **EBT** icon from the main screen.



Select Transaction

Select either **FOOD STAMP** or **CASH BENEFIT**.



Transaction Type

Select the type of transaction and follow prompts to enter transaction amount.



Tips

The three most frequently used transactions appear in **MOST USED**.



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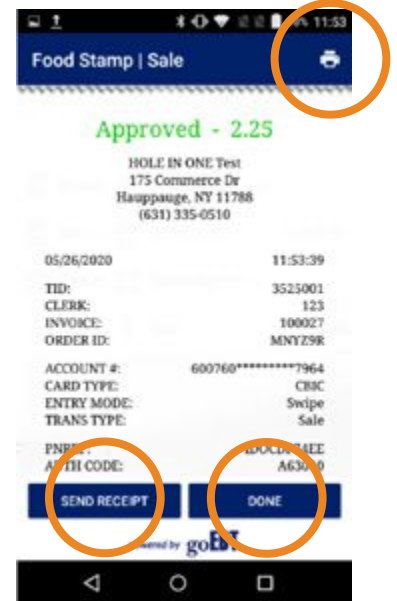
Input Transaction

Enter transaction amount and tap **NEXT**.



Verify Transaction

Verify transaction amount and **SWIPE** or manually **KEY IN** card number.



Receipt

PRINT or **SEND** receipt or select **DONE**.



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