

Linkpoint Central Credit Card Processing with or without USB Magtek

Step 1 - Open your internet browser and go to www.linkpointcentral.com. Enter your store ID and password (Note: Do not fill in both StoreNumber and UserID) Click Submit

Step 2 - On the left hand menu click [POS \(Point of Sale\)](#)
Diagram 1 shows what you should be looking at.

Diagram 1

The screenshot displays the 'Point of Sale' interface. At the top, there are links for 'Required fields' and 'Optional fields'. The main section is titled 'Order Information' and contains several input fields: 'Order number:', 'Purchase Order number:', 'Invoice Number:', 'Subtotal:', 'Shipping Amount:', 'Tax:', 'VAT(for international orders):', and 'Total Amount:'. A 'Tax Exempt' checkbox is located next to the 'Tax' field. Below this is the 'Pay by: Credit Card' section, which includes 'Supported card types' (with logos for VISA, MasterCard, Discover, and American Express), 'Transaction origin:' (a dropdown menu), 'Transaction type:' (a dropdown menu set to 'Sale'), 'Are you swiping the card?' (a checkbox for 'Yes'), 'Credit card number:', 'Expiration date:' (with dropdowns for month and year), and 'Card Code:' (with a checkbox for 'Code not on card'). At the bottom, there are expandable sections for 'Customer Contact Information', 'Shipping', 'Make recurring (for Credit Card Sale Transactions ONLY)', and 'Comments'. Two buttons, '-- Continue --' and '-- Clear Form --', are located at the bottom right.

Step 3 - Enter in the [Order Information](#). You need to give an order number but it does not matter what number it as long as it hasn't been used before. Enter the [Subtotal](#) before tax. Enter [Shipping](#) and then enter the [Tax](#), if none enter 0.

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Step 4 - Under the **Pay by Credit Card** tab (See diagram 2), enter the **Transaction Origin**. If you are using the USB Magtek Reader then you must enter **Retail (Face to Face)**. Next enter **Transaction Type** (most often Sale is used). Next if you are using the USB Magtek Reader you must put a check next to "Are you swiping the card?" Either swipe the card or enter the card number by hand if card is not present. For a successful swipe you will see no numbers but a series of dots. Enter the **Expiration Date** and the **Card Code** found on the back of the card.

Diagram 2

The screenshot shows a web form titled "Pay by: Credit Card". It includes the following fields and options:

- Supported card types:** Logos for VISA, MasterCard, Discover, and American Express.
- Transaction origin:** A dropdown menu set to "Retail (face to face)".
- Transaction type:** A dropdown menu set to "Sale".
- Are you swiping the card?:** A checkbox labeled "Yes" which is checked.
- Credit card number:** A text input field with a dotted pattern for masking.
- Expiration date:** Two dropdown menus for month and year, set to "01" and "2008" respectively.
- Card Code:** A text input field containing "454" and a checkbox labeled "Code not on card" which is unchecked.

Step 5 - Under **Customer Contact Information** always enter as much information as you can about the customer. If you put the customers email, they will receive a receipt upon completion of the transaction.

Diagram 3

The screenshot shows a web form titled "Customer Contact Information". It includes the following fields:

- Customer ID Number:** A text input field.
- Customer name:** A text input field.
- Billing company:** A text input field.
- Billing street address:** Two stacked text input fields.
- City:** A text input field.
- State:** A dropdown menu followed by "or Province:" and a text input field.
- Country:** A dropdown menu set to "United States".
- Zip/Postal Code:** A text input field.
- Phone:** A text input field.
- Fax:** A text input field.
- Email:** A text input field.

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Step 6 - Enter the [Shipping Information](#) if applicable. Enter the [Make Recurring](#) if applicable for recurring charges and then enter any [Comments](#) if necessary.

Diagram 4



The screenshot shows a web form with a blue header bar containing the text "Make recurring (for Credit Card Sale Transactions ONLY)". Below this is a section labeled "Comments" with a dotted border. At the bottom right of the form, there are two buttons: "-- Continue --" and "-- Clear Form --". The "-- Continue --" button is circled in red.

Step 7 - Check to make sure all entries are accurate and click on [Continue](#).