

## Credit Card Integration and Payment Procedure.

### Introduction

MTData have developed integration for the use of credit cards on bookings made by the customer via the Smart Phone application.

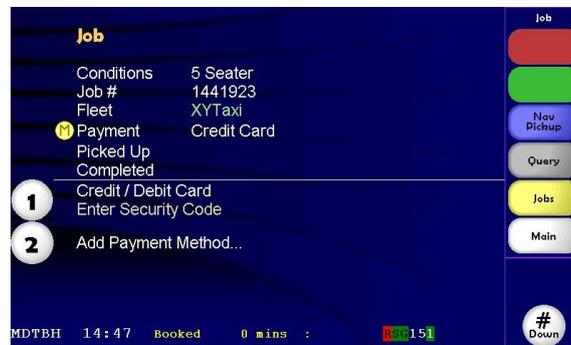
### Functionality

If the customer has registered their credit card details and is using this as their payment method, they will receive a 4 digit PIN when creating a booking using the smartphone app. The 4 digit PIN is designed to confirm the driver has picked up the right passenger to avoid incorrectly charging another person's credit card for the trip. The driver can verify the PIN at any stage throughout the trip but it is **recommended** that this be done before the meter is turned on.

**IMPORTANT NOTE:** You must follow all the following procedures to ensure you receive successful payment using the Credit Card facility of the Adelaide Independent Taxis App:

### PROCEDURE.

The Driver process is explained below in the following screen shots.

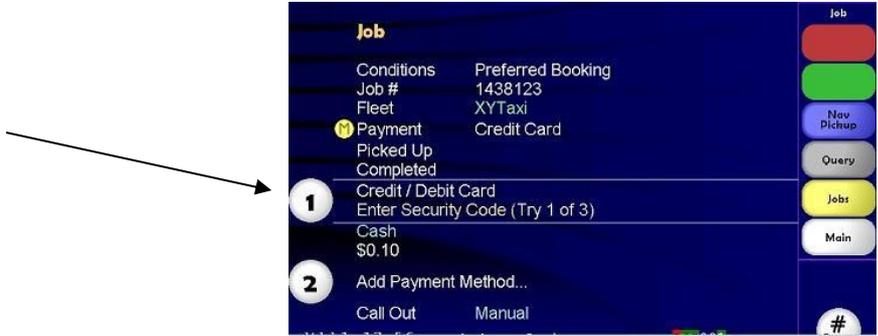


From the job screen select the flashing “1” button beside the “Credit/Debit Card - Enter Security Code” prompt.

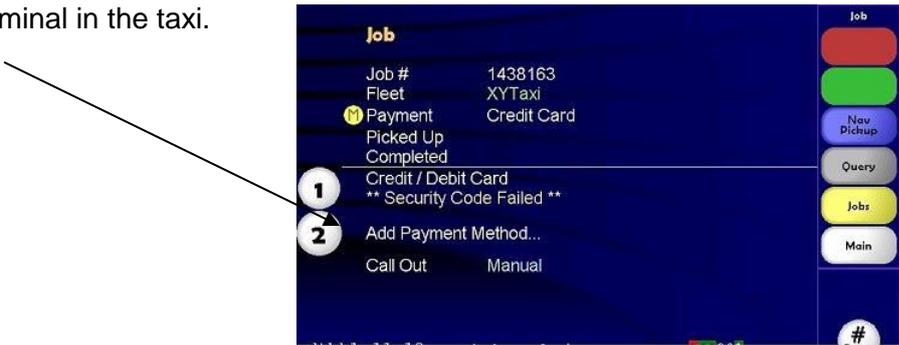


Enter the 4 digit Security PIN supplied by the customer, which takes you through the validation process. This can also be done at the end of the journey.

There are **Only Three Tries** available to validate the PIN code. Make sure to enter the code correctly.



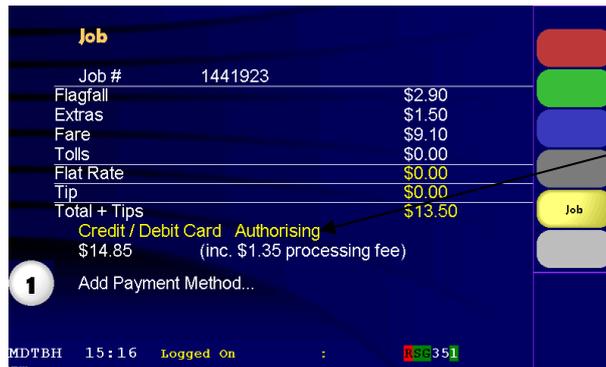
If validation fails, the MDT displays **'Security Code Failed'** and the driver needs to request another payment method from the customer. This could be cash or a credit card payment using the available credit card terminal in the taxi.



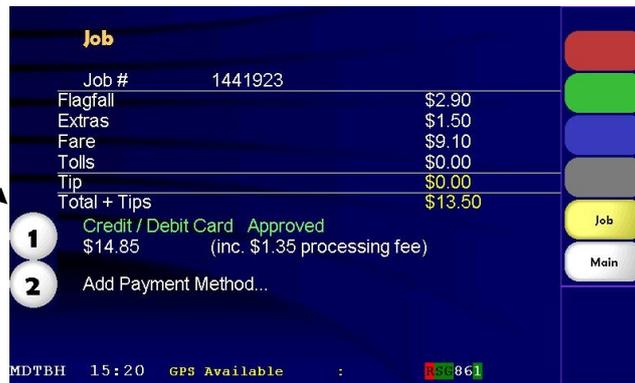
At the destination the driver turns the meter off and Price On Completion is automatically presented. Use the **'Finalise'** button to start the credit card transaction. The processing fee in the screen shot below is added as a payment surcharge.



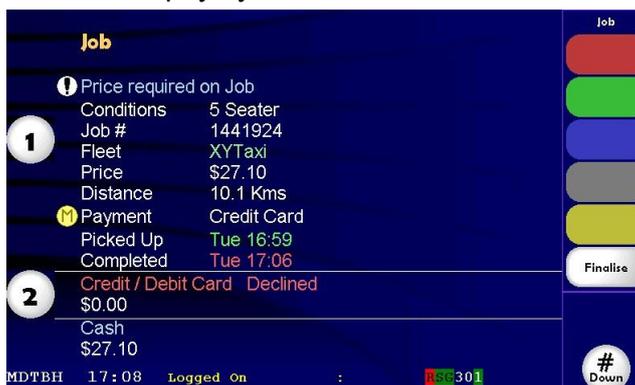
Once the **Finalise** button has been pressed, the transaction will display as "**Authorising**" and is still in the process of being "Approved" or "Declined" - **Please ask customer to wait until the transaction is completed before leaving.**



A successful transaction will display as "**Approved**".



A declined payment will display as shown in the screen shot below. The payment method will automatically change from '**Credit/ Debit Card**' to '**Cash**' in cases where the credit card transaction has failed. The customer will then have to pay by "Cash" or credit card thru the EFTPOS machine.





## Record of Your Credit Card Payments

You will need to present documentation to the owner/ operator regarding a payment record of the job.

We suggest you fill out a docket in your own AIT blue book with the words "CREDIT CARD PAYMENT" in the Account number section, with all other details filled in. (same as you do with DVA etc.)

Submit dockets to owner/ operator when providing job sheets at end of shift.

This docket does not need to be presented to AIT.

Example below:

COMPANY NAME	AIT		DRIVER'S NAME	JOHN SMITH	PLATE No.	1234
ACCOUNT NUMBER	CREDIT CARD PAYMENT		ABN		PERMIT No.	
DOCKET NUMBER		TRIP DETAILS			METERED FARE	
JOB NUMBER / AUTH. NUMBER	1441923	START	FROM	8:00	10 00	
DATE	01/01/2016.	FINISH	TO	8:10	EXTRAS	
CONTACT NAME (PRINT)		PASSENGERS ARE REQUIRED TO WRITE THE FARE IN WORDS			55	
SIGNATURE		DOLLARS			CENTS	TOTAL
POSITION HELD					10	55

610210 AIT ORDER FORM

Thankyou.