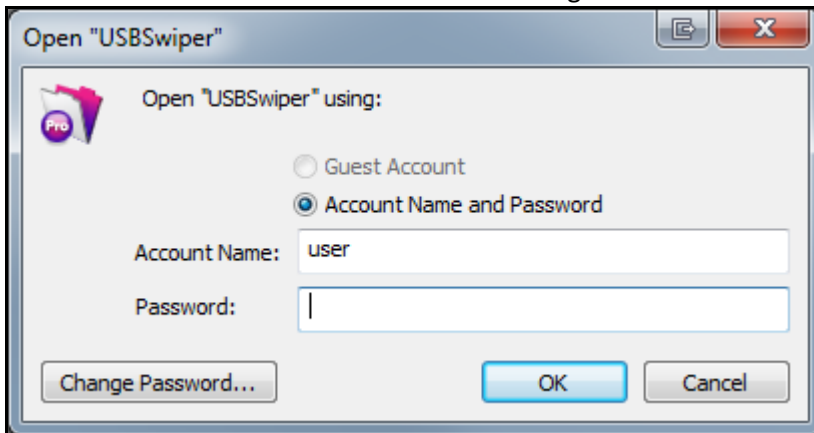


Thanks for purchasing USBSwiper! Here are step-by-step instructions for installing and interfacing USBSwiper with your Merchant Account. Please note all clickable links are underlined and highlighted in blue.

STEP ONE: Download and Install USBSwiper
[Download](#) the USBSwiper software and install it using the InstallShield Wizard.

STEP TWO: Logging In & Creating a Password
When you first open the software, you need to enter the following information:

Account Name*: User (*If your computer name is displayed, change it to User*)
Password: Leave this field blank and click Change Password to create one of your own.

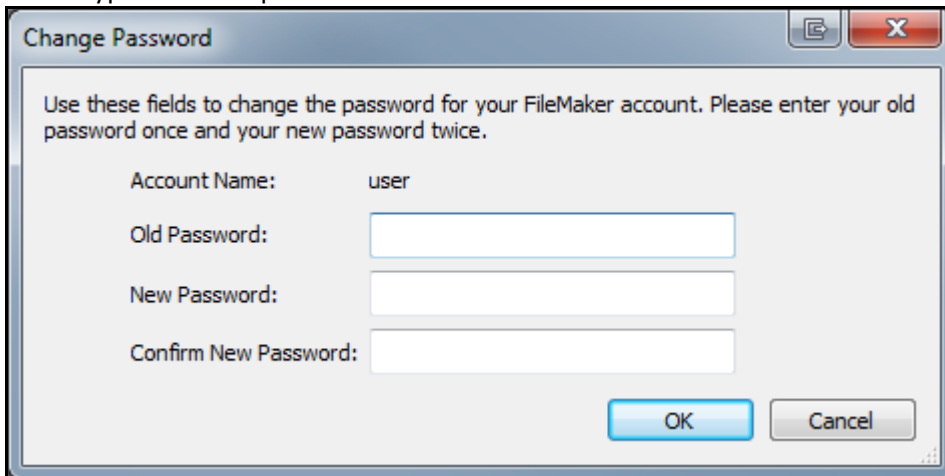


The screenshot shows a dialog box titled "Open 'USBSwiper'". It contains a "Pro" logo and the text "Open 'USBSwiper' using:". There are two radio buttons: "Guest Account" (unselected) and "Account Name and Password" (selected). Below the radio buttons are two text input fields: "Account Name:" with the text "user" and "Password:" which is empty. At the bottom, there are three buttons: "Change Password...", "OK", and "Cancel".

*Note: Your Account Name will always be User.

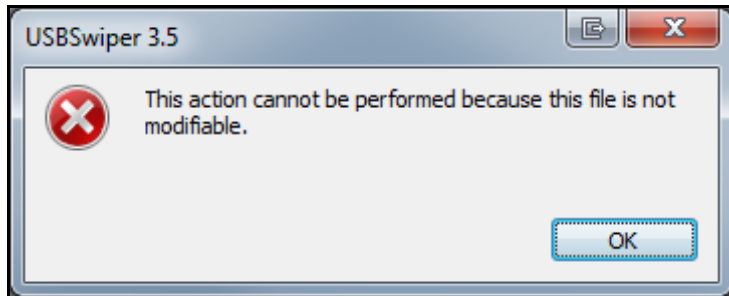
To Create a Password:

1. Leave the Old Password field blank.
2. Type a password of your choice in the New Password field.
3. Retype the same password in the Confirm New Password field and click OK.



The screenshot shows a dialog box titled "Change Password". It contains the text "Use these fields to change the password for your FileMaker account. Please enter your old password once and your new password twice." Below this text are four text input fields: "Account Name:" with the text "user", "Old Password:" (empty), "New Password:" (empty), and "Confirm New Password:" (empty). At the bottom, there are two buttons: "OK" and "Cancel".

*Note: If you receive the following message after creating your password:



Follow these steps to change the User Permissions:

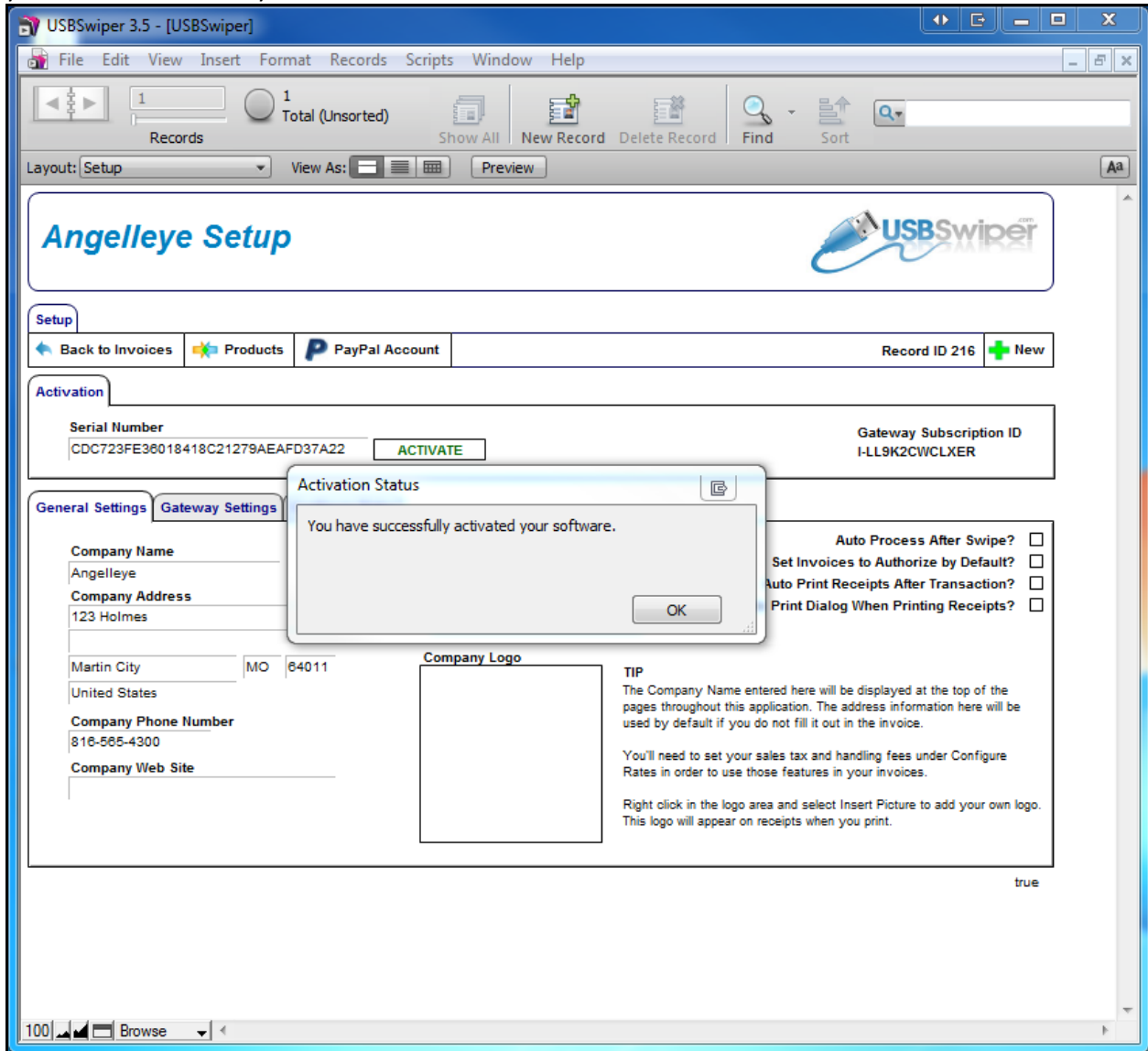
1. Click OK to close the message window and Close USBSwiper.
2. Go to Start Menu > Computer (My Computer on some versions) > C: Drive > Program Files (or Program Files (x86) for 64-bit users) > right-click on the USBSwiper Folder and go to Properties.
3. Click on the Security Tab and click the Edit Button on the right side.
4. Select Users from the box labeled Group or user names (on top). Once selected, Users will be highlighted in blue.
5. Select Allow next to Modify in the box labeled Permissions for Users (down below) and click Apply then OK.
6. Open USBSwiper and repeat STEP TWO.

STEP THREE: Activating USBswiper

Once you've successfully created your password and are logged in, you will be presented with the following screen.

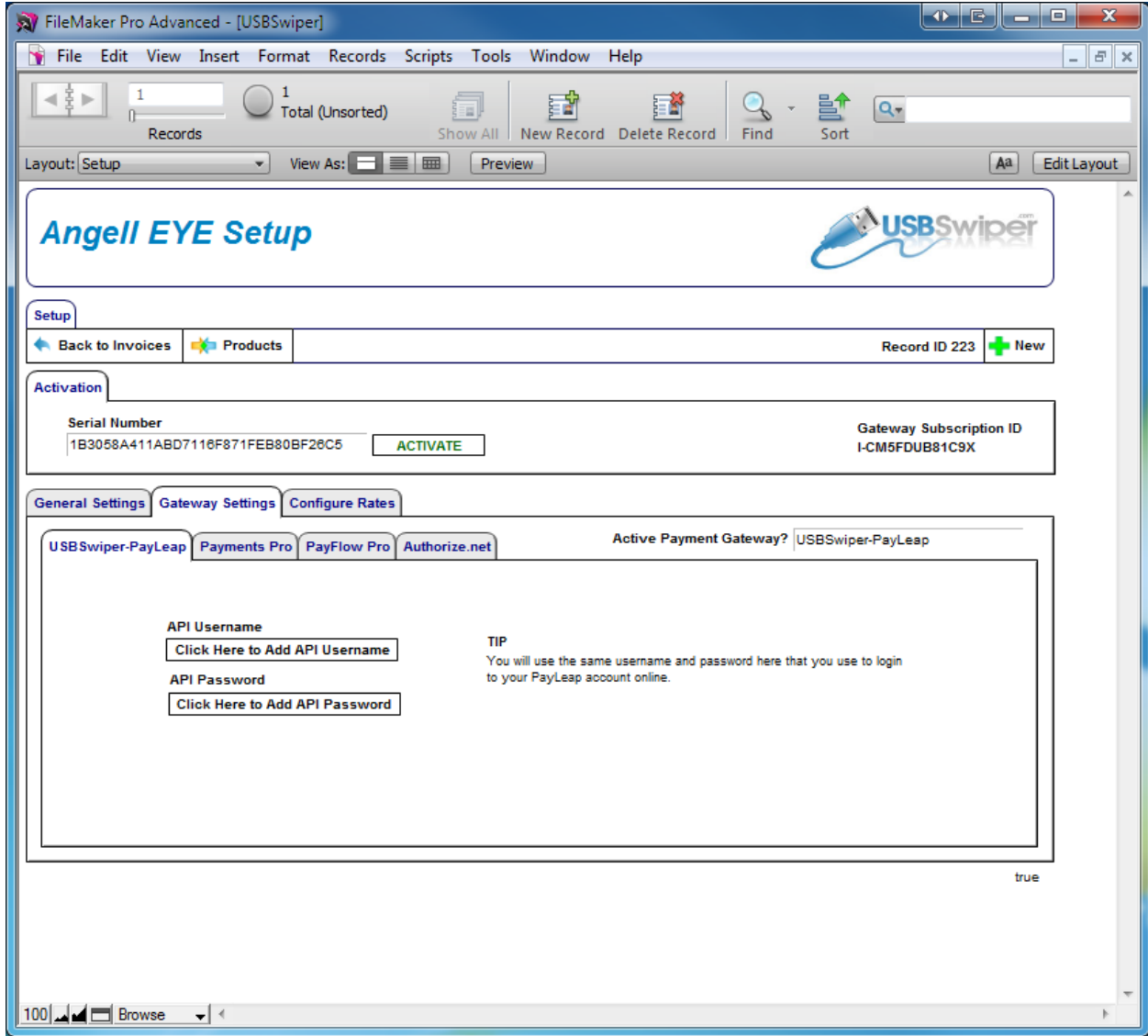
Paste your Serial Number into the Serial Number field click the Activate Button.
(Your Serial Number can be found in your Purchase Receipt email sent from USBswiper.)

You will be presented with a Successful Activation Message and a new setup record will be created with your information from your online order.



STEP FOUR: Interface USBSwiper with your Merchant Account

Select the Gateway Settings Tab.



The Gateway Settings Tab allows you to select the Merchant Gateway you will use to process a credit card transaction. Please select the Subtab that applies to your Merchant Account.

USBSwiper-PayLeap Users must enter their USBSwiper-PayLeap Credentials. The information required here is the exact same information you use when logging into your online USBSwiper-PayLeap Account. Go to STEP SIX.

USBSwiper-PayLeap Payments Pro PayFlow Pro Authorize.net Active Payment Gateway? USBSwiper-PayLeap

API Username
Click Here to Add API Username

API Password
Click Here to Add API Password

TIP
You will use the same username and password here that you use to login to your PayLeap account online.

Payments Pro Users must verify the PayPal Email Address matches the Primary Email Address on their PayPal Account and leave all other PayPal API fields blank.

Click Connect USBSwiper to PayPal Button to finish the Service Setup and Go to STEP FIVE.

USBSwiper-PayLeap Payments Pro PayFlow Pro Authorize.net Active Payment Gateway? Payments Pro

PayPal API Username
Click Here to Add Username

PayPal API Password
Click Here to Add Password

PayPal API Signature
Click Here to Add Signature

PayPal IPN (Notify URL)

PayPal Email Address
PrimaryEmail@PayPal.com

TIP
This information is available in your PayPal profile. Log into your PayPal account, click on Profile, and then click on API Access under the Account Information section on the left.

If your account is currently setup to use the certificate method of authentication with PayPal vs. the Signature method you will need to either switch to Signature mode or contact USBSwiper for further instructions.

Connect USBSwiper to PayPal

Certificate Mode

PayFlow Pro Users must enter their PayPal Manager Credentials. The information required here is the exact same information you use when logging into your online PayPal Manager Account. Go to STEP SIX.

USBSwiper-PayLeap Payments Pro PayFlow Pro Authorize.net Active Payment Gateway? PayFlow Pro

Partner
Click Here to Add Partner

Merchant Login
Click Here to Add Merchant

Username
Click Here to Add Username

Password
Click Here to Add Password

TIP
Username and Vendor are usually the same thing unless you've created separate user accounts, in which case you'll use those values for username and password but your original username as Vendor.

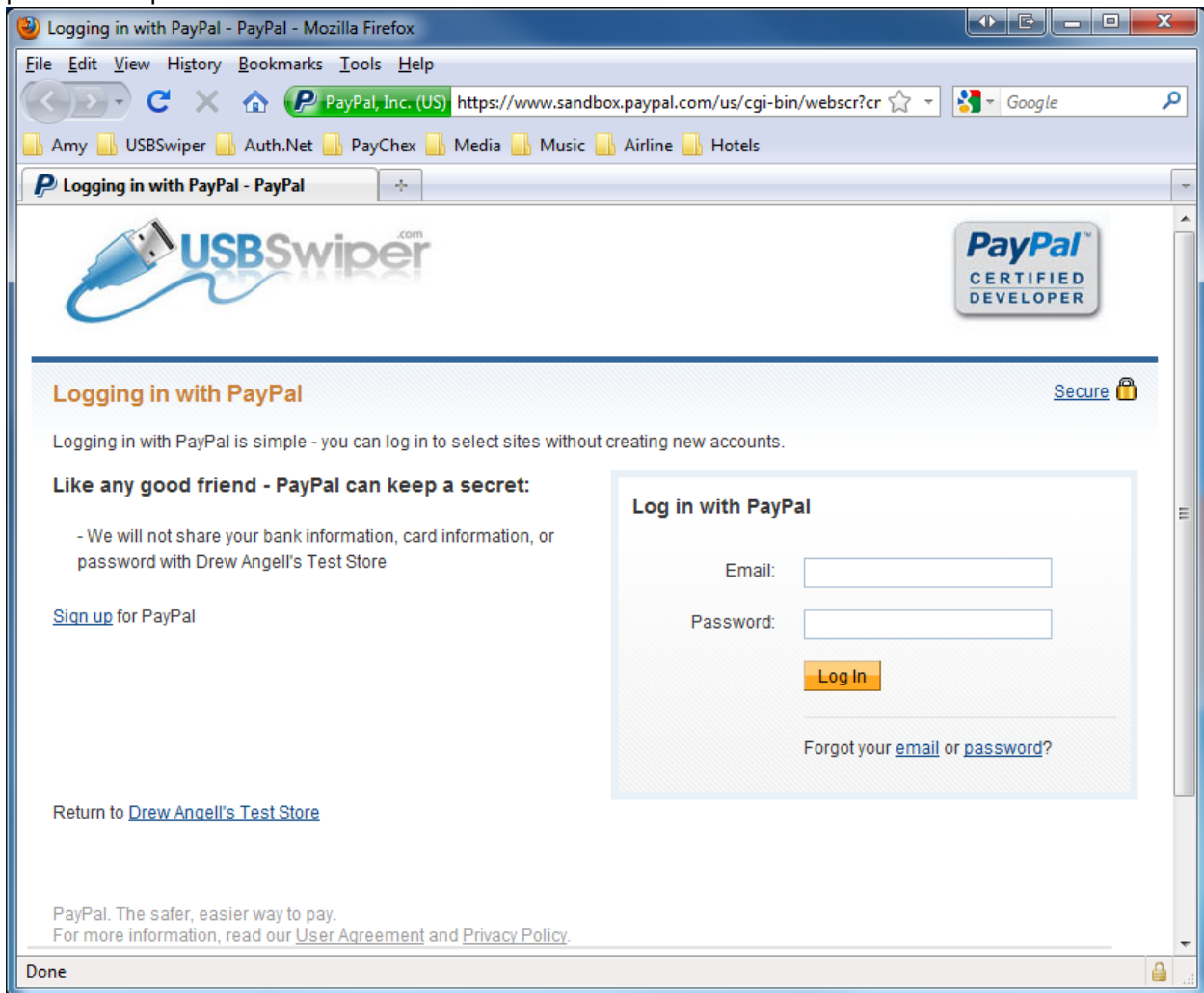
Auth.Net Users must enter their Auth.Net credentials. This information can be found by logging into your Auth.Net account, under the Account Tab then the Settings link.

Go to STEP SIX.

USBSwiper-PayLeap	Payments Pro	PayFlow Pro	Authorize.net	Active Payment Gateway? <input type="text" value="Authorize.net"/>
API Login ID Click Here to Add API Login ID		TIP This information is available by logging into your Authorize.Net account. Click on the My Account Tab, then click on the Settings link on the left side then click on the API Login ID and Transaction Key link. If you need further instructions, please contact USBSwiper.		
API Transaction Key Click Here to Add Transaction Key				
IPN (Notify URL) <input type="text"/>				

STEP FIVE: Create PayPal API Credentials

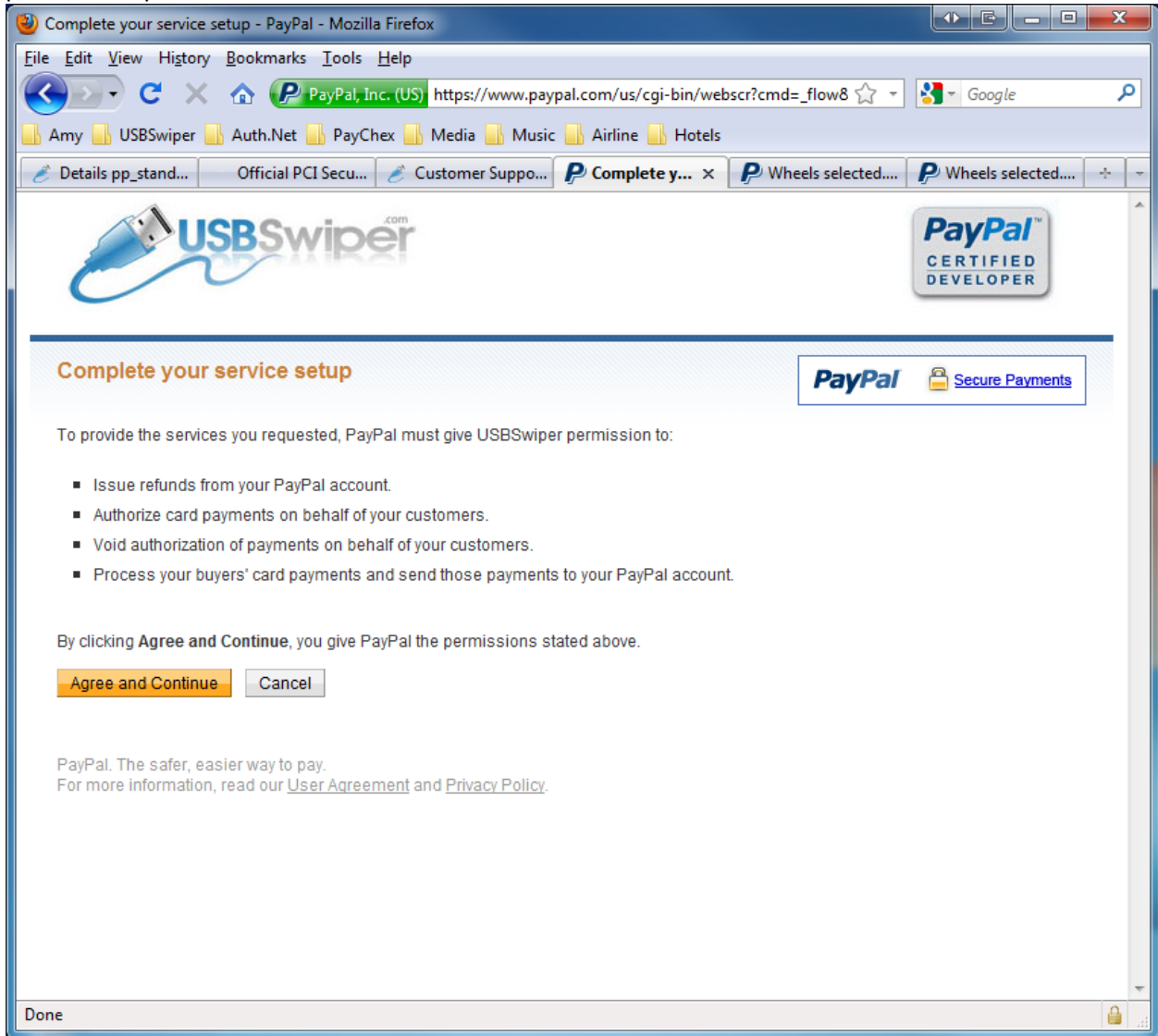
When presented with the following screen, please login to your PayPal Account in order to begin the permissions process.



The screenshot shows a Mozilla Firefox browser window with the following details:

- Browser Title:** Logging in with PayPal - PayPal - Mozilla Firefox
- Address Bar:** <https://www.sandbox.paypal.com/us/cgi-bin/webscr?cr>
- Page Content:**
 - Logos:** USBswiper.com logo (left) and PayPal CERTIFIED DEVELOPER logo (right).
 - Section Header:** Logging in with PayPal Secure
 - Text:** Logging in with PayPal is simple - you can log in to select sites without creating new accounts.
 - Section Header:** Like any good friend - PayPal can keep a secret:
 - Text:** - We will not share your bank information, card information, or password with Drew Angell's Test Store
 - Text:** [Sign up](#) for PayPal
 - Form:** A box titled "Log in with PayPal" containing:
 - Email:
 - Password:
 -
 - Forgot your [email](#) or [password](#)?
 - Text:** Return to [Drew Angell's Test Store](#)
 - Footer:** PayPal. The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#).
- Status Bar:** Done

Once you're logged in, read over the Service Setup and click Agree and Continue to complete the permissions process.



Once you've completed your service setup, you will be redirected to your PayPal Account. From here, you will need to confirm the Virtual Terminal and Website Payments Pro are both Live on your account.

To do this, click on the Profile link from the My Account Tab.

Services	Status
Website Payments Pro	Live
Virtual Terminal	Live

*Note: Both the Virtual Terminal and Website Payments Pro are required in order for USBSwiper to work properly with PayPal.

Click here to apply for the [Virtual Terminal](#) and click here to apply for [Website Payments Pro](#).

STEP SIX: User Preferences

During this step, you will configure the software to meet your business needs.

The General Settings Tab allows you to alter the receipt layout. Make any necessary changes to your company information as you would like it appear on the Sales Receipt.

The screenshot shows the 'General Settings' tab with the following fields and options:

- Company Name:** USBSwiper.com
- Company Address:** 830 W Route 22 #235
- Location:** Lake Zurich, IL 60047, United States
- Company Phone Number:** 818-332-8545
- Company Web Site:** www.usbswiper.com
- Printer Type:** 8.5 x 11 Receipt
- Default Currency:** USD U.S. Dollar
- Auto Process After Swipe?**
- Set Invoices to Authorize by Default?**
- Auto Print Receipts After Transaction?**
- Disable Print Dialog When Printing Receipts?**
- Company Logo:** A placeholder box containing the USBSwiper logo.
- TIP:** The Company Name entered here will be displayed at the top of the pages throughout this application. The address information here will be used by default if you do not fill it out in the invoice. You'll need to set your sales tax and handling fees under Configure Rates in order to use those features in your invoices. Right click in the logo area and select Insert Picture to add your own logo. This logo will appear on receipts when you print.

Note: All thermal receipt users must change the Printer Type to 2.25 in. Receipt.

*For Dymo Users only, you will need to Go to File > Page Setup & change:

1. Format For: from Any Printer to Dymo LabelWriter
2. Paper Size from: Other to Continuous Wide

The Configure Rates Tab allows you to setup [Sales Tax, Discounts or Handling Fees](#).

The screenshot shows the 'Configure Rates' tab with the following elements:

- Sales Tax:** A table with columns for 'City/County' and 'Rate'. The first two rows have red 'X' marks in the 'City/County' column, indicating they are selected or active.
- Default Sales Tax for New Invoices?** A text input field with a red 'X' mark, indicating it is required.

The Products Button (above the Serial Number) allows you to setup your [Inventory](#).

The screenshot shows the 'Setup' and 'Activation' sections:

- Setup:** A navigation bar with buttons for 'Back to Invoices', 'Products', and 'PayPal Account'. It also shows 'Record ID 223' and a 'New' button.
- Activation:** A section with a 'Serial Number' field containing '61147CC9B168BE0DC0804430A29784A3' and an 'ACTIVATE' button. To the right, it shows the 'Gateway Subscription ID' as 'I-LK02HLG64JU5'.

For more help setting up your User Preferences, please click on the links to view a video demonstration.

*Reminder: All clickable links are underlined and highlighted in blue.

Once Steps 1-6 are complete, please review our [Video Tutorial Instructional Guides](#) for further demonstration of the software's features.

If you have any questions, please email Support@USBWiper.com or if you need to schedule an interface session to complete the installation, please call 816-332-6545 between 9am-5pm Central Time.

Thanks for choosing USBWiper!