

Processing a Cash Bill Payment

Looking at the Verifone terminal, locate the function buttons to the right of the screen.

Select the function button that corresponds with bill pay.

Select F2, 'Payment'.

Key in your clerk ID and press the green button, 'Enter'.

A screen will come up that shows A, B, C, D, E, F, etc. Select the group that corresponds with the bill you are going to pay. For example, Atmos Energy or AT&T would be A. Dish Network or DirecTV would be D.

Select the biller from the submenu that you are going to pay.

The screen will ask you to scan the customer's bill stub.

Take the bill stub in hand. When reading it, turn it 90 degrees to the left so the bottom of the piece of paper is to the right and that the bill stub is face up.

Scan it through your RDM scanner face up. The next screen will ask for the payment amount.

Key in the dollar amount your customer wishes to pay.

The machine will make a short communication and print a receipt at the end of the transaction.

Be sure to collect the amount of cash on the 'Collect' line of the receipt.

Do not give the receipt to the customer until you have collected cash.

Once the customer has paid and you have returned any change, give the receipt and the original bill stub to the customer.



To view a video of this guide, [click here](#).

If you have questions, please call our Help Desk at 800.621.8030.