



Agent How-To Guide

Programming Money Orders into Verifone Terminal

After loading money order forms into your printer, take the little plastic card that came with that pack of forms and use it to program your terminal.

Throw away the plastic card for this pack of money orders. You will not need it again.

Your terminal is ready to sell money orders.

Locate the four function buttons located to the right-hand side of the screen. Press the function button next to 'Money Order'.

Below the screen, you'll see four purple buttons. Select the purple button on the far left below the word 'More'.

Select the function button to right of 'Admin', F4.

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

Key in your clerk password and press the green key, 'Enter'.

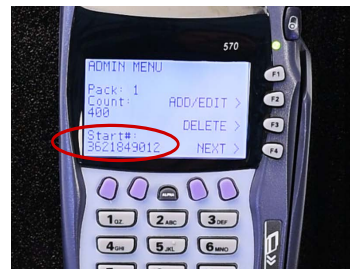
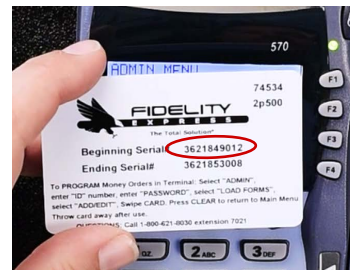
Select F1 for 'Forms Menu'.

Take the new card that came with your new pack of money orders. Press F2.

Swipe that card through the terminal with the mag stripe facing in.

After swiping the card you'll notice the screen change. The screen will say 'Admin Menu' and at the bottom of the screen, 'Start #'. The number shown should be the first serial number in the pack.

Press the red 'Clear' button twice and press star (*) for main menu.



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

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