Change a Password

To change an office staff member's password:

1. Press **[MORE]**.

2. To select the Change Password option, press **[F3]**.

3. Enter your supervisor ID; press **[FUNC/ENTER]**.

4. Enter your supervisor password; press **[FUNC/ENTER]**.

5. Enter the 3-digit ID for the staff member whose password is changing; press **[FUNC/ENTER]**.

6. Enter the new 4-digit password; press **[FUNC/ENTER]**.

7. Re-enter the new 4-digit password; press **[FUNC/ENTER]** to confirm.

Note: A message displays on the screen, and a receipt prints to indicate whether the transaction is successful.

For assistance, call the Help Desk

1.800.831.5235

Enter your location ID_____ on the telephone keypad.

E·FUNDS™

Supervisor's PIN Select Terminal Transactions Quick Reference

eFunds

Government Solutions

Supervisor Transactions

This Quick Reference outlines the steps to perform supervisor transactions using eFunds software and VeriFone® Omni™ V^{x}570, V^{x}510/3730(LE), or 3750 equipment. It assumes you are already familiar with the procedures. Refer to the **PIN Select Terminal Manual** for more detailed instructions on these supervisor transactions.

Important: You must sign on to the terminal to perform a transaction.

Demo Mode

Caution: Demo Mode is for training only. Clients cannot use a PIN selected in demo mode.

To sign on to the terminal in Demo Mode:

1. Press **[FUNC/ENTER]** on the terminal keyboard.

2. Press **[9]** on the terminal.

3. Enter the 4-digit password **0723**; press **[FUNC/ENTER]**.

   IN DEMO MODE briefly displays on the terminal screen.

4. When **CLOSED** displays, sign on again in Demo Mode.

5. Practice desired transactions.

6. When finished, press **[FUNC/ENTER]**.

7. To exit Demo Mode, press **[9]** on the terminal.

   IN LIVE MODE briefly displays on the terminal screen.

Note: When the main menu displays, sign on to the terminal before performing an actual transaction.
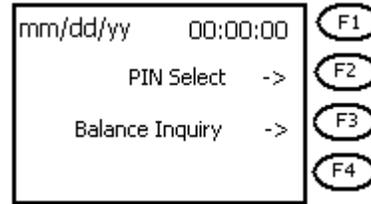
Add a Clerk or Supervisor ID

To add an ID and password to the terminal:

1. Press **[MORE]**.

2. To select the Add Clerk option, press **[F2]**.

3. Enter your supervisor ID; press **[FUNC/ENTER]**.

4. Enter your supervisor password; press **[FUNC/ENTER]**.

5. Enter the 3-digit ID for the new staff member; press **[FUNC/ENTER]**.

6. Enter the 4-digit password for the new staff member; press **[FUNC/ENTER]**.

7. Re-enter the 4-digit password; press **[FUNC/ENTER]** to confirm.

Note: A message displays on the screen, and a receipt prints to indicate whether the transaction is successful.

Delete a Clerk or Supervisor ID

The staff member must be signed off before you can delete them from the system. To delete an ID:

1. Press **[MORE]**.

2. To select the Delete Clerk option, press **[F4]**.

3. Enter your supervisor ID; press **[FUNC/ENTER]**.

4. Enter your supervisor password; press **[FUNC/ENTER]**.

5. Enter the 3-digit ID for the staff member being deleted; press **[FUNC/ENTER]**.

6. To confirm deletion, press **[F2]**.
   OR
   Press **[CLEAR]** to cancel the procedure.

Note: A message displays on the screen, and a receipt prints to indicate whether the transaction is successful.