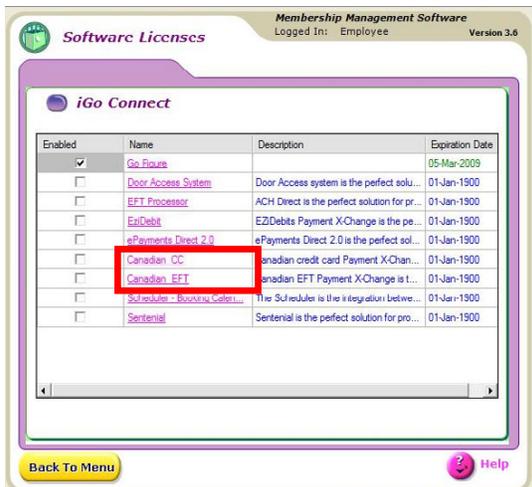


Canadian EFT and Credit Card Processing

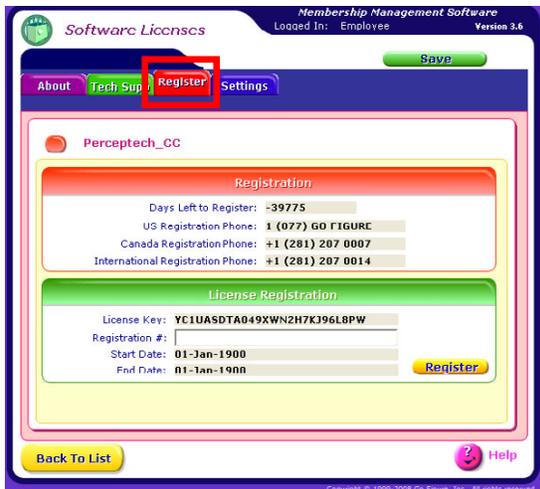
Setting up the Service

Note: You must first receive an email from our Canadian payment processing partner, which will contain your settings information. Please do not proceed any further until you have received this email, as you will be unable to complete the setup process, or process payments, without the settings information.

1. Once you have received your email from our Canadian payment processing partner containing your settings information, go to the More Options Menu and click Button #10, iGo Connect.
2. Click directly on the name of the service you wish to activate (Credit Card or EFT). If you wish to activate both services, you must do so one at a time:



3. Click on the red *Register* tab:



4. Call Go Figure at (877) 463-4487 and provide the License Key number that is displayed, and you will be provided with a Registration number in return.

Enter the registration number in the space provided, and click the yellow **Register** button.

5. Click on the blue *Settings* tab.
6. Enter the settings information provided to you in the email you received from our Canadian payment processing partner, then click **Save**.

To set up another service, repeat Steps 1 - 6.

Setting EFT Payment Options

The following steps are necessary only if you are using EFTs (Electronic Funds Transfers). If you are only using Credit Card processing, you can skip to the next section, *Setting up Member Accounts*.

1. From the More Options Menu, click **Business Defaults**.
2. Click on the *Banking* tab.
3. Click the blue **Edit** button in the upper-right corner.
4. Click the green **Recurring Payment Default** button in the lower-left corner.
5. Click **Next**.
6. You will then see a screen showing every member at your facility, and whether they are paying by Paper Draft or EFT/ACH.
7. You can change all members to EFT/ACH by clicking on the *Select All* option above EFT/ACH.
8. You can individually change certain members back to paper draft by selecting the *Paper Draft* option for their name.
9. When you have set all members to either EFT/ACH or Paper Draft, click **Next**.
10. Click **Yes** when you are asked if you are sure you want to do this, and then click **Save**.

Setting Up Member Accounts

When setting up account information for a member, you will be asked if you wish to create a bank account or credit card:



The EFT system is used with bank accounts. Electronic credit card charging works with credit cards. Select the type of account you wish to create, and click **OK**.

Bank Account

1. For *Name on Account*, enter the name of the account holder (this may or may not be the member's name).
2. For *Bank Name*, either choose the name of the bank from the drop-down menu, or type it in directly.
3. The field labeled *Routing Number* should contain the Transit Code followed by the Institution Code.

The Transit Code will always be a 5-digit number. The Institution Code will always be a 3-digit number.

Under the field labeled *Routing Number*, a single 8-digit number should be entered: the Transit Code followed by the Institution Code, with no spaces, dashes, or anything else in between.

4. The *Account Number* should be whatever the account number is for the account that is going to be electronically billed for this membership.
5. Once you have entered the information above, click **Save**.

6. Select *EFTs* for the payment option, then click **OK**.

Credit Card

1. For *Name on Card*, enter the name on the credit card that will be used for payment (this may or may not be the member's name).
2. Select the *Card Type* from the drop-down menu.
3. The *Account #* is the number of the card, with no spaces.
4. Enter the expiration month and year, and then click **Save**.

You are now ready to begin using electronic payment processing through the iGo Figure Software.

If you are not signed up for both EFTs and Credit Cards, please remember you can always come back at a later time to add additional services.