

# Thank you for choosing Smartpay

Getting Started Guide | **Till2Go**

## 1. Signing up

1

If you do not already have a till2go account you will need to sign up

If you already have a till2go account. Enter your business name, username and password to login

2

Fill in your business details and tap finish

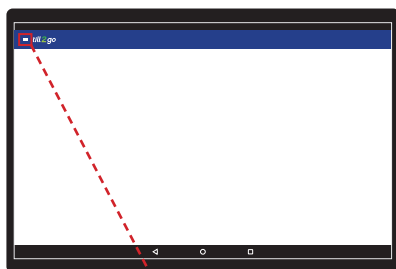
*(You will need to read and agree to the terms and conditions to continue)*

3

Check your e-mails to activate your account via the link

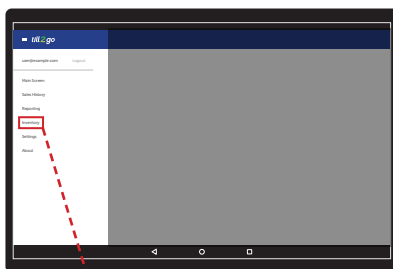
## 2. Setting up

1



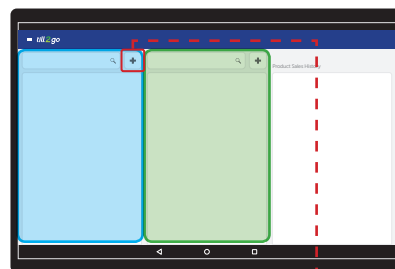
Expand the menu to begin setting up your products

2



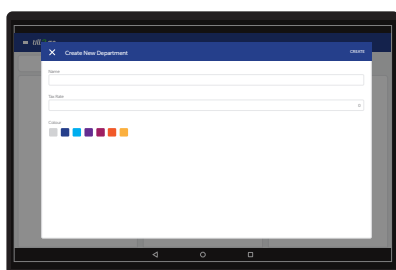
Go into inventory

3



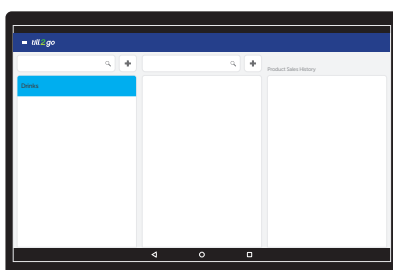
Touch the "+" to add a department, blue indicates dept. green indicates products

4



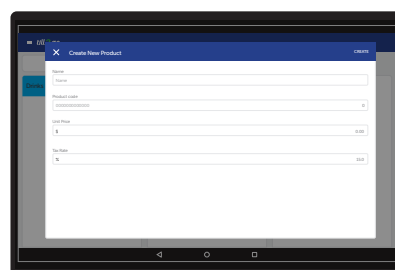
Create your department. e.g shoes

5



Swipe left to display the **Edit** and **Delete** options for existing products and department

6



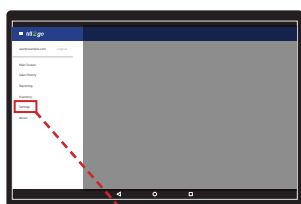
Create your **Product**.

- Name and price need to be added.
- Tax rate will populate from rate set at Department level.
- Product code field is optional

Tap **Create** to finish.

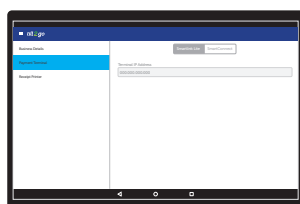
## 3. Connecting Till2Go to your terminal

1



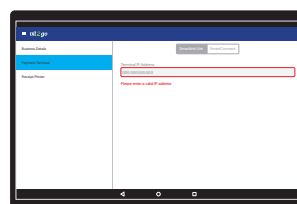
In your menu, tap on settings

2



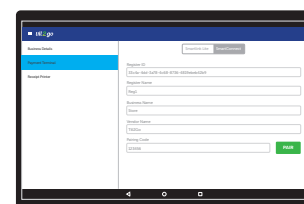
Tap on **Payment Terminal**

3a



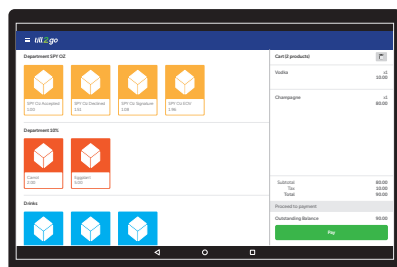
Tap on change to edit, and use the slider to choose between SmartLink Lite and SmartConnect. For instructions on how to connect via your integration method check out [smartpay.co.nz/guides](https://smartpay.co.nz/guides)

3b



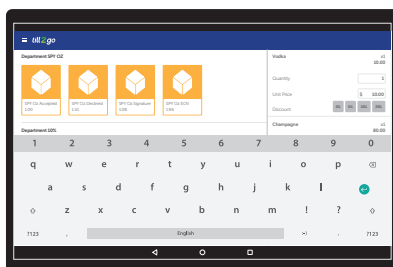
## 4. Making a transaction

1



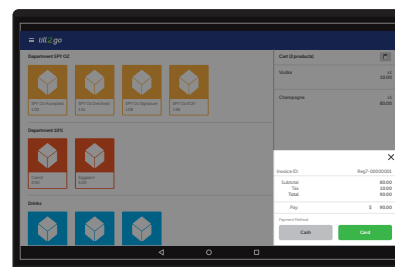
Tap the item you are selling.

2



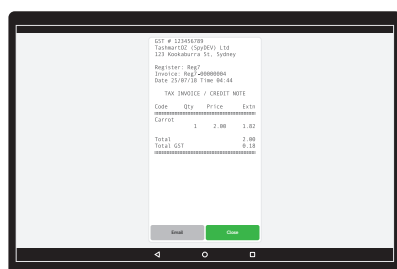
Tap the product to make any changes. Tap pay when you are ready to request for a payment from the customer.

3



If you have set up a payment terminal, selecting CARD will prompt your connected payment terminal.

## 5. Emailing a receipt



You will have the option to e-mail an invoice/receipt to your customer via Till2GO once the transaction is complete

## Need help?

Get help online at: [smartpay.co.nz/help](https://smartpay.co.nz/help)

Call our Technical Helpdesk on: **0800 476 278**

Contact your bank to enable/disable card types or contactless.

Contact Paymark to change your business name on your EFTPOS receipt.