

How to start the terminal:



How to process a transaction:

When on the screensaver, you will see either Comm server or Shop (Glassboro)

1. Press shop (Glassboro)

Next screen press

2. Loyalty Issuance

3. Swipe the customers tax reward card (or enter the card ID or registered phone number)

4. Enter amount of sale (pre-tax)

5. Press Go (green button)

A receipt will come up and the customer will get an email thanking them for shopping in Glassboro. This receipt will also include the amount they will get back on their taxes. To print another receipt, press the green button again.

CUSTOMER SERVICE: 732-946-0919

Thank you for joining the property tax reward program

Step by step instructions

How to process tax credits on our website

1. Collect the full amount of the item or service sold from the customer.

For example, if you are selling an apple pie for \$15.00, collect the \$15.00 plus the tax from the customer. Then write on the attached transaction log sheet \$15.00 (**do not include tax here**)

2. Collect information.

On the transaction log sheet, write the customer's name, tax reward card number or **registered phone number**, the date and the full amount of item or service purchased before tax.

3. Prepare to log into the website.

Take out the sheet with your log in ID and password. It is labeled "web terminal to process credits"

4. Log onto the website. (www.ptwebterminal.com)

5. Use the ID and password provided to log in.

The ID is usually the email address provided and the password is the first letter of the business (capital letter) then the last four numbers of the businesses phone number.

For example, for the business Joe Smith apple pies, the user ID is joesmith@yahoo.com and the password is J5555 if the business phone number is 732-123-5555.

6. Input transactions.

Once you log in, there will be two blank boxes on the screen. Put the card number (or registered phone number) in the first blank box and the amount of the transaction before tax in the second box.

7. Press the submit button – Repeat for each transaction.

If you need help processing a transaction, give us a call at 732-946-0919.

To apply window cling, peel off the white backing, wipe a little water on the front and apply to inside of a window facing out.

