autobooks

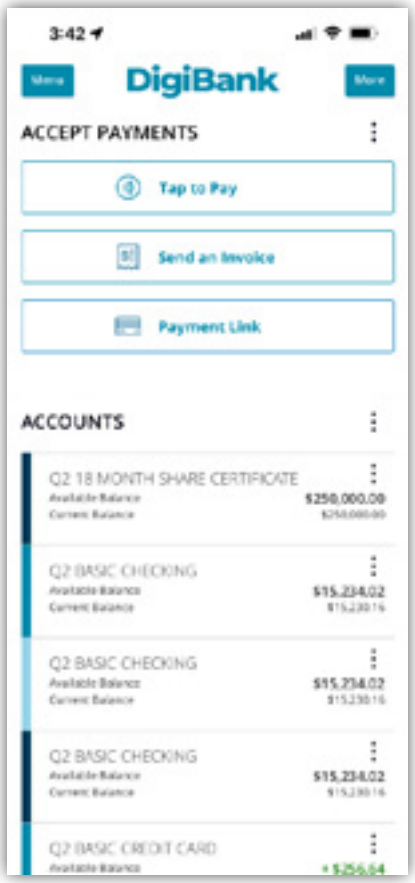
Using Tap to Pay on iPhone

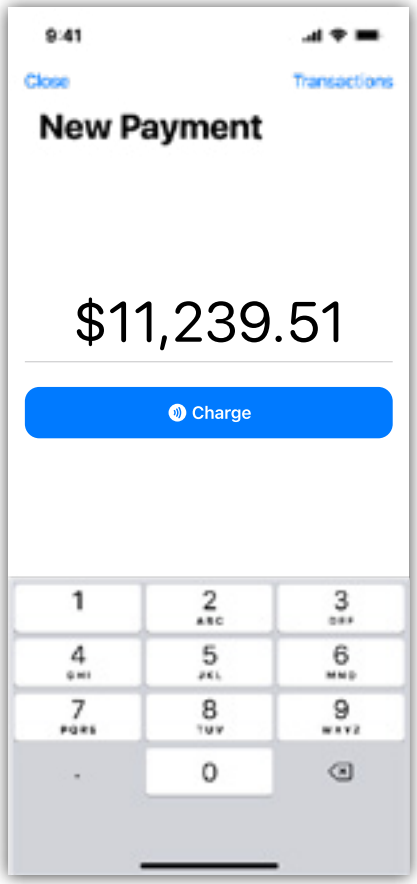
Accepting payments through Autobooks just got even easier! Payments can now be accepted in person with customers using Tap to Pay on iPhone. This allows customers to use enabled cards, a virtual wallet, or Apple Watch to make payments to small business owners with ease.

To use Tap to Pay on iPhone:

1. Click the Tap to Pay option available inside of the online banking mobile app from an iPhone.

   > In addition to Send an Invoice and Payment Link, the option for Tap to Pay is available directly inside mobile online banking.





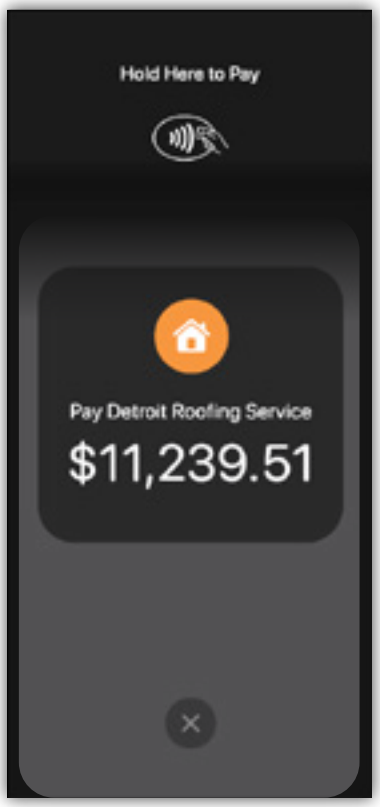
2. A new payment screen appears.
   Enter in the desired amount to be charged to the client.

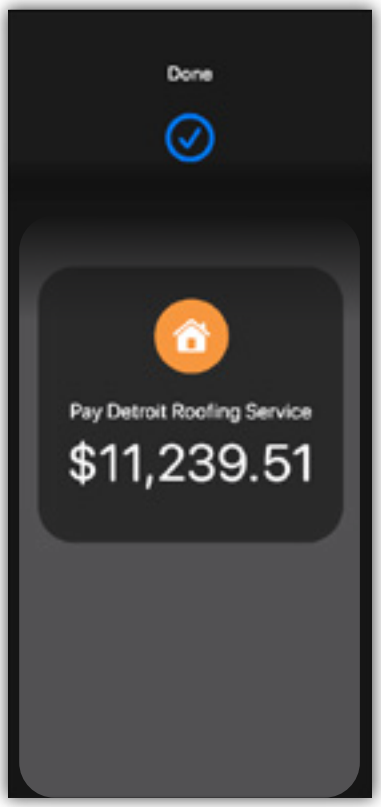
   > Once you've entered the correct payment amount, click Charge.

3. Payment Screen

From this screen, your customer has a few options to complete their payment.
They can pay with an enabled chip credit or debit card or a virtual wallet (such as Apple Pay on iPhone or Apple Watch).

Note: If an error occurs, or the payment method is not Tap to Pay compatible, manual card number entry will be available.



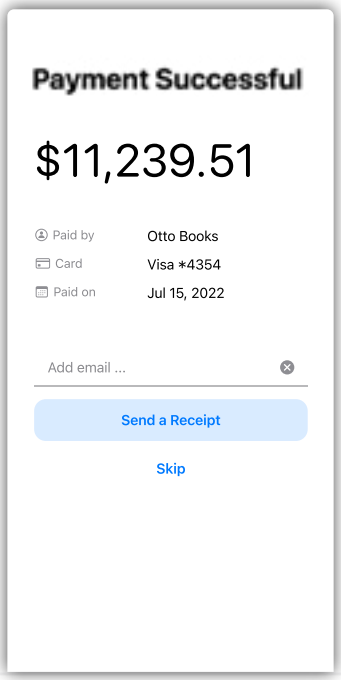


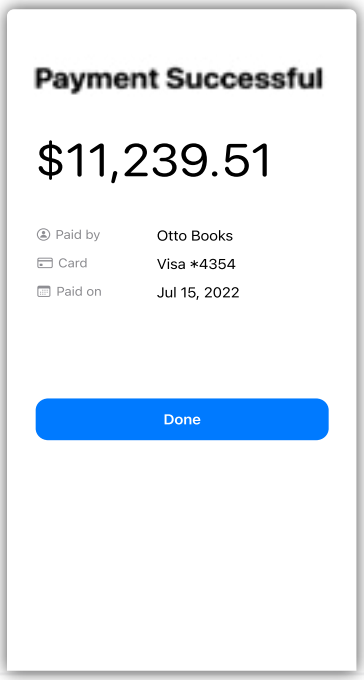
4. Payment Successful Screen

Once a payment successfully processes, the business owner will see information for the payment and customer.

This information includes:
>> Paid By [Customer name]
>> Card Type / Last four digits
>> Payment date information

Note: Sending a receipt to the customer after payment is completed is highly encouraged, but not required





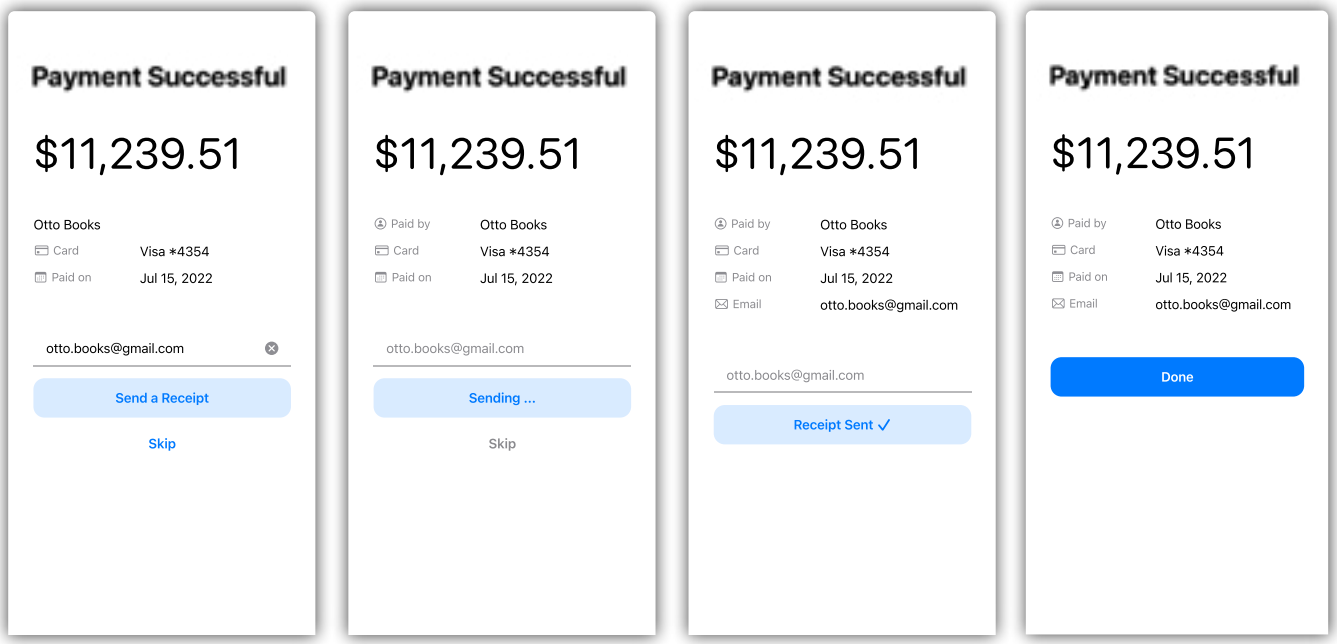
Send a receipt after accepting a payment with Tap to Pay

Due to privacy reasons, not all information is stored when accepting payments through Autobooks with Tap to Pay on iPhone. While it is not required to send a receipt, Autobooks highly suggests that a receipt is sent to the end paying customer in order to best assist in tracking all payments made through this method.

Here's how to send a receipt:

> After a payment has been made the Payment Successful confirmation screen appears. An email field appears just below your customer's payment information. Enter in the paying customer's valid email address, then click Send A Receipt.

> A Receipt Sent message will briefly appear onscreen to confirm the email was sent. Click Done to return to the payment keypad or access your Tap to Pay transactions list.



> For more information on Tap to Pay features, please visit the Autobooks Support Center.