

# TapPay Portal User Manual

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# 1. Foreword

Welcome to the TapPay Cash Flow Backstage (<u>https://accounts.tappaysdk.com</u>); this document will provide complete instructions for the operations of backstage functions. Please use the functions by following the latest version of the operating guide.

To learn more about TapPay products, please visit the official website of TapPay (<u>https://www.tappaysdk.com</u>); the payment types and connection specifications are described in detail on the website.

If you have any questions while operating the backstage or have the need to connect new products, please call us at (02) 2366-0080 between 10:00 - 13:00 and 14:00 - 18:00 from Monday to Friday, or write us at <a href="mailto:support@cherri.tech">support@cherri.tech</a>; you will be served by dedicated operators. We wish you a pleasant journey using the product!

# 2. Function Introduction

Descriptions on the introductions and operations of the various functions of the TapPay backstage will be provided according to the pages in the menu below.

# 2.1. Login Account

# 2.1.1.Two Factor Setting

Two factor authentication can ensure the security of the account; after users logged into the TapPay backstage, the "Email Security Verification" page will appear. Now you will need to go to the Email you used to register the TapPay account to obtain the verification code and pass the verification before you can log in (Figure '-1). In order to avoid situations where the Email did not or cannot receive the verification code, you can set up a backup mechanism so that if verification failed up to 5 times, you can switch to SMS verification instead.

If the number of verification failures reached the maximum limit, the account will be locked immediately and you can only try to login again after 24 hours, or contact TapPay operators during working hours for assistance.

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80 Dashboard		● ON ○ OFF	
💮 Merchant Setting		Backprentry by smit	
G Transaction Report		Change Phone +886978177275 YOU PHONE HUHIDEN	
🚊 Payment Facility		Submit English ~	English 👻
3 Payment methods		Traßer T	
C→ Link Pay		TapPay 🖬 TapPay 🗖	
🛐 Shopify Merchant		Email Security Validation SMS Security Validat	ion
🖉 Affiliate Code		Enter the verification code we sent to Enter the verification code we sent to +886 Email address	
🗭 E-Invoice		Verification code Verification code	
		Code	
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		Resend email(0/5) Resend email(0/5)	
		这用题系展进? / 道彻	Email驗證?
		Confirm → Confirm →	

Figure '-1 Two factor authentication

# 2.1.1.1. Enabling/Disabling Two factor authentication

The initial status of TapPay accounts has Two factor authentication "Enabled" by default; the "Disable" Two factor authentication can be clicked here. "Backup Verification" cannot be set if you "Disabled" Two factor authentication .

# 2.1.1.2. Adding Backup Verification

- Confirm that Two factor authentication is "Enabled," then go to "Backup Verification" and click on ① "Enable."
- Select (2) "Country Code" in the window that pops up and enter your "Mobile Phone Number," then click on "Send Verification Code."
- Receive the SMS message on your mobile phone, then return to the window and enter ③ "Verification Code" and click on "Submit."
- Once setting is complete, the mobile phone number that you set will be displayed here (4).
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  TopPay

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- After confirming it is correct, click on (5) "Submit" to complete backup setting.

Figure 錯誤! 所指定的樣式的文字不存在文件中。-2 Setting backup verification

2.1.1.3. Changing the Mobile Phone Number for Backup Verification

Click on "Change Mobile Phone Number" under Backup Mechanism, then follow the same steps as setting up "Backup Verification" for the first time. After confirming the changed mobile phone number, click on (5) "Submit" to complete settings.

### 2.1.2. Change Password

If you have the need to change the password, you can change password (Figure 錯誤! 所指定的樣式的文字不存在文件中。-3) on this page. Please complete the change by following the steps below, then login with your new password you set the next time you log in.

- Please enter your current password in ① "Old Password."
- Please enter the new password to change to in <sup>(2)</sup> "New Password" and "Confirm New Password."
- Click on ③ "Submit" to complete the settings; please login with the newly changed password the next time you log in.

TapPay 🗖	Ac	ctivate – Market Place –	Developer 👻 Current Billing	•
	Current Password Enter your current password			Two Factor Setting Change Password
88 Dashboard	New Password Enter your new password			Account Management Back To Manager
🛄 Merchant Setting 👻	Re-enter New Password			Log Out
⊖ Transaction Report •	3 Submit			
🚔 Payment Facility 🔹				
C Payment methods •				
C-) Link Pay				
Shopify Merchant				
C Affiliate Code				
EL F-INVOICE				
				?

Figure 錯誤! 所指定的樣式的文字不存在文件中。-3 Changing the password

# 2.1.3. Account Permissions

If there are user requirements under the same account, "Account Management" can be performed here; corresponding permissions can be set according to actual user needs to prevent users from accidentally changing the data.

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90 p. l. l		Active	Email			Account M	fanagement
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		•	in the second		Delete		<b>?</b>

Figure 錯誤! 所指定的樣式的文字不存在文件中。-4 Account permissions

# 2.1.3.1. How to Add New User Account Permissions

- Go to "Account Permission Settings" and click on ① "New Account" to enter the settings page.
- Enter the ② "Email" and "Password" of the user to add on the Settings page, and the user can login using this information in the future.
- Select the ③ "Role" that the user corresponds to or "SelectAll" to perform permission settings. If function permissions need to be adjusted for individual users, it can be set in point ④.
- The ④ permissions of the various functions can be adjusted here, for example: Edit/View/Prohibit.
- Click on (5) "Submit" to complete the co-administrator settings.

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# TapPay 🗖

TapPay 🗖				Activate = Market Place = Developer = Corrent Billing	
	0	Create People	]0		Two Factor Setting Change Password
	<u>ectiti</u>	Active	Email		Account Management
8g Dashboard		•	100,000	Delote	Back To Manager
(T) Merchant Setting	•			Anizer i Jandenbar i George i Joseffiling 🔶 🗘	Log Out
3 Transaction Report	•			Ind     Ind     Ind     Ind	
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C Payment methods	-	•		En     A more A mo	
(-∋ Link Pay		•		Z Noti i for all i forbanica	
Shopify Merchant		•		Accurt perilsions Are 1 and the balance	
Affiliate Code	•	•	-	Payment methods State On the St	
E-Invoice		•	-	Live Pay (Serdibat)	
		•	Name and Address	Uktyringet     > Nov ± Kat     Uktyringet       Uktyringet     > Nov ± Kat     Horizon       Uktyringet     > Nov ± Kat     Horizon       Uktyringet     > Nov ± Kat     Horizon	
		•		Link Proj (Production) Not a Substance	
		•	design for the second	antonna 0 ora i kaj latonan reportantemeno 0 ora i konstan na latongana 0 ora i konstan	
				Shopity Marchant and Advances	

Figure 錯誤! 所指定的樣式的文字不存在文件中。-5 Add new shared user

# 2.1.3.2. How to Quickly Set User Permissions

- Role: TapPay divides user permissions into "Accountant," "Developer" and "Administrator;" each role has different pre-set permissions. Click on the role to apply the settings.
- SelectAll: this can set the same operation permissions for all users with the same role. Set a single permission by clicking on "Edit," "View" or "Prohibit;" this setting will be applied for all functions of that account after clicking.

# Application example: "Accountant" role permission setting

Click on "Accountant" under Roles and the pre-set permissions for accountant will be applied to that account. If the permissions of some functions do not meet the requirements, they can be adjusted manually (Figure 錯誤! 所指定的樣式的文字不存在文件中。-6).

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#### TapPay 🗖

Accounting Developer	Manager o Permission	Role            ■ Accounting             ■ Develope       SelectAll             ♥ Write             ● Read	r & Manager	
Information	Write • Read O No Permission	Information	O Write O Read	No Permissi
Account permissions	Write • Read O No Permission	Account permissions	G Write O Read	No Permissi
Payment methods		Payment methods		
Apple Pav	Write  Read No Permission	Apple Pay	🔾 Write 🔾 Read	No Permissi
Google Pav	Write Read No Permission	Google Pay	🔘 Write 🔘 Read	No Permissi
jamsung Pay	Write • Read • No Permission	Samsung Pay	🔾 Write 🔿 Read	No Permissi
ink Pay (Sandbox).		Link Pay (Sandbox)		
ink Pay Manager 😧	Write   Read No Permission	Link Pay Manager 🚱	🔿 Write 🔿 Read	No Permissi
ink Pay Access	Write Read No Permission	Link Pay Access 😧	🔿 Write 🔵 Read	No Permissi
antura & Pafund Permission	Write No Permission	Capture & Refund Permission	O Write	<ul> <li>No Permissi</li> </ul>
Order Setting permission	Write         Image: No Permission           Write         Image: No Permission	Order Setting permission 🚱	O Write	No Permissi

Figure 錯誤!所指定的樣式的文字不存在文件中。-6 Example of co-administrator permission settings

# 2.1.3.3. How to View, Edit and Delete User Accounts

- View and edit: you can return to "Account Permission Settings" and click on ① "User Email" to enter the "Setting Page" to view or adjust permission statuses.
- Delete user: When you want to delete a user, click on (2) "Delete" directly; the system will show a pop-up window to confirm "whether or not you want to delete" to complete the action.
- Resend activation letter: If the "User" account that you set has not yet been activated and did not receive the system letter, click on ③ "Resend" and the system will resend a system activation letter to the administrator.

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82 Deshiboend		•		Delete	
🕮 Merchant Setting	•	•		Delete	
C Transaction Report	•	•		Delete	
B Payment Facility	•		And the second second	Dekto	
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🅼 Shapify Merchant				LARGE	
🖄 Attiliate Code		•		Deleto	
P F-Invoice		•	COMPANY NO. 10	Delete	
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		•	and select the set	Delete	
		•	The Restored	Delete	

Figure 錯誤! 所指定的樣式的文字不存在文件中。-7 Viewing, editing and deleting user

# 2.2. Open Settings

# 2.2.1. TapPay Po

When you want to open a TapPay portal account, please complete the various verifications by following the instructions on the page (Figure 錯誤! 所指定的樣式的文字不存在文件中。-8):

- Please confirm ① whether the account you are trying to open is used for Shopify; the verification item conducted after selecting will be slightly different.
- Please complete the verification contents in (2), including
  - Fill in the basic information in business settings; refer to 2.6 Account Information for the details.
  - Fill in the Shopify merchant setting information (verification of this item is required if you have a shopify account); refer to 2.11.6.5 Shopify Merchant Settings for details.
  - Obtain the Merchant ID and fill it into the Prouduction of Merchant Management; refer to 2.8.1 Merchant Settings for details.
  - Perform a test transaction in the Transaction Record Sandbox; refer to 2.9 Transaction Records for details.
  - Complete the MGID test and setting of the Prouduction (verification of this item is required if you have a shopify account) in Merchant Management; refer to 2.8.2 MGID Settings for details.
  - Lock the IP of the Prouduction in System Settings; refer to 2.4.2 System Settings for details.
- Select the ③ "I Agree that charges will begin to apply immediately after account approval. (refer to the contract for the charging method)" statement.
- After completing the above and contacted TapPay to complete the signing of the contract, select ④ "Agree and Activate;" TapPay operators will complete your online review within 1 work day.
- After the account is officially opened, this page will always show "Account is Activated" (Figure 錯誤! 所指定的樣式的文字不存在文件中。-9).

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TapPay 🗖	Activate - Market Place + Developer - Current Billing	●* ⊕
	Apple Pay on The Web	
edit		
Dashboard	Before you enter the Production	
Merchant Setting +	environment, please check if you have done the following things:	
Transaction Report	Using Shopify	
Payment Facility -	Fill out the information Business setting -> information	4
Payment methods +	Ottain an official acquiring account from the bank and register a merchant in the Production environment (Business settings -> Merchant -> Production	Before you enter the Production environment, please check if you have
Link Pay	Complete at least 1 transaction in the Sandbox environment(Transaction ->	done the following things:
Affiliate Code + E-Invoice +	Sandbox environment) Register your server's IP in the Production environment(Developers -> System setting -> Production environment)	Using Shopify Fill out the information Business setting -> Information
	Agree and sign TapPay's contract(Please contact with TapPay customer support)	Fill out the information Shopily Merchant Setting     Obtain an official acquiring account from the bank and register a merchant in
	Once you have completed the requirements above, click the confirm button below to submit your application. The review period will take roughly 1 work day. If we have any entities find fraction exclusion are exclusion are uncertained and a second and	the Production environment (Business settings -> Merchant -> Production environment)
	<ul> <li>b) por fact a my qu'al annu rich rice d'additaction d'administration de la construction de la c</li></ul>	Complete the setting in Sandbox and Production environment Merchant > MGID Setting
	3 I agree that charges will begin to apply immediately after account approval.	Complete at least 1 Shopify transaction in Sandbox environment (Transaction- Sandbox environment)
	(Please refer to the contract for detailed charging details.)	Refer to Shopify Operating Manual     Agree and sign TapPay's contract(Please contact with TapPay customer support
	(4)	Once you have completed the requirements above, click the confirm button below t submit your application. The review period will take roughly 1 work day. If you have any questions, feel free to contact our customer support 02-2366-0080

Figure 錯誤! 所指定的樣式的文字不存在文件中。-8 Opening TapPay account



Figure 錯誤! 所指定的樣式的文字不存在文件中。-9 Account opened

# 2.2.2. Apple Pay on the Web

Apply for the Apple Pay on the Web service through TapPay; you do not have to go to Apply Pay to register for a Developer account (this application does not support Apple Pay in APP). Please finish filling in the information and submit the application (Figure 錯誤! 所指定 的樣式的文字不存在文件中。-10):

- Please fill in the URL of the website that provides Apple Pay service in ①
- Check whether or not it is a foundation (2); if you belong to a foundation, please fill in the "Foundation Approval ID."
- Please read the ③ "Statement" and select "I agree that charges will begin to apply immediately after account approval."

- Please check the ④ "I agree that charges will begin to apply immediately after account approval (Please refer to the contract for detailed charging details.)" statement.
- Select (5) "Submit" after completing the above.

After reviewed by TapPay and confirmed the qualifications, you can get an Apple Pay merchant ID; the review results will be sent as a notification letter to your Email. Please note that official activation can only be performed after your "Cash Flow Service" account is officially opened (refer to 錯誤! 找不到參照來源。 for details).

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182 Distributed	And David the Web Manhant
20 Merchant Setting -	Apple Pay on the web Merchant Application
Transaction Report -	Website () twill be reviewed for approval)
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C Payment methods *	(2) is foundation         Yes         124           (3)         Lagran.
(-) Link Pay	STATEMENT
2 Affiliare Code *	For the purpose of activating TopPay Apple Day Service thereinafter referred to active "Service" and to receive asservers six the transaction portificates.
Lef E-anvelos •	provides the Cherrin Tech, Inc. (Incontrollar controlled in an "Top Top Top"). Concerning the correct ance with the use of Service with all relevant resultations. I
	Ingree that changes will begin to apply immediately after account approval.     (Please refer to the contract for detailed changing details.)
	If you enable this service, you don't have to register Apple Pay Developer Account. You just and to et up the relevance information to Pay Postal and you will get Apple Pay mechanic landfrafe.     This service is for Apple Pay on the Web only.
	(3) Sidenit

Figure 錯誤! 所指定的樣式的文字不存在文件中。-10 Apple Pay on The Web application

# 2.3. Marketplace

Marketplace are third-party services provided on the TapPay platform. The third-party service currently provided on TapPay is an "E-invoice;" other third-party services will gradually be launched in the future.

# 2.3.1. E-invoice

A third-party service that can be introduced to TapPay by connecting the Open API of TapPay. The e-invoice home page (Figure 錯誤! 所指定的樣式的文字不存在文件中。-11) can be entered by clicking on "E-invoice" under "Marketplace"; this page will show the third-party value-added service center that TapPay is currently cooperating with. It contains service introductions and instruction ② "API Connection" instructions. Also, the specification file and related qualification applications can be downloaded in ① "Open API Specification."

TapPay 🗖	E ACTIVATE - MARKETPLACE - DEVELOPER - CURRENT BILLING O - 1	þ
Edit	Prease select the service you'd like to connect and follow the guide to im	
🛞 Dashboard	E-invoice Open API Specification.	
Herchart Setting	Implement 3 rd party services through TupPay Open APL. Exabling E invoice services provided by various service provide Places contact TapPay E-Invoice VI.2.3 Exater updated 2022/2015 Exter updated 2	
🚊 Payment Facility 🗸 🗸		
& Payment v Methods v	② API CONNECTION	
C3 Link Pay	CIOU 當場等度使死生。全國原題得、支援各種際立場後、等等者活為所有稅的。 使用意識會員業員、影響於行為文件基本條何後、一次性與使用影響賞1500。讓於用經濟業影的俱各相對與立篇子發展。	
🙆 MTSute Code 🗸 🗸	Service provide by <u>https://bix.ecosedine.cettp</u>	
🖗 Edivalia 🤍	6	
	Capyright 02022 Cherri Tech Inc.	

Figure 錯誤! 所指定的樣式的文字不存在文件中。-11E-invoice homepage

# 2.3.1.1. How to Open Services

After you click on "API Connection" from the "E-invoice Homepage," it will go to the "Activate Service" page; meanwhile, you can also enter the Open Service page from the menu to the left and then use the following steps to complete the qualification application and system connection verification with the value-added center:

Step One: Get shared Secret (Figure 錯誤! 所指定的樣式的文字不存在文件中。-12)

- Click on the ① "URL" registered by the operator of the value-added center, and it will be redirected to the corresponding third-party value-added service center in order to register the operator of the value-added center;
- After finished registering, please fill in the "Account ID" that you registered at the value-added center and the "Shared Secret" you obtained into the corresponding fields (2);
- After filling them out, please click on (3) "Next" to enter Step Two.

TapPay 🗖	三 ACTIVATE ~ MARKETPLACE ~ DEVELOPER ~ CURRENT BILLING - ④ ~ 谷
	● Yeur E-Invoices services providents 智能物源。
Edit	2397
83 Dashboard	
$\stackrel{m}{=}$ Merchant Setting $\sim$	Activate Services 雪端發票
Transaction $\checkmark$ Report $\checkmark$	Please follow below instructions to register to Services providers and TapPay system validation.
🟦 Payment Facility 🗸	Please contact TapPay for assistance via +886-2-2006-0090 or support@cherri.tech).
€ Payment ~	
😁 🛛 Link Pay	Get Shared_Secret     G API Connection check     G Activated
a Shopify Nerchant	Cat Sharad Sarrat
🖉 Affiliate Code 🗸 🗸	1. Registering to service provider and obtaining account id and shared secret.
🗗 E-Invoice 🔷	https://bostest.ecloudlife.com/web/form/lacozet
Activate Service	2. Please fill your account id and shared secret obtained from service provider.
Pricing Plans	Account ID (account, id)
	Shared Secret (shared_secret)
	3 NEXT ?

Figure 錯誤! 所指定的樣式的文字不存在文件中。-12 Activate service: Step One Step Two: API Connection Check (Figure 錯誤! 所指定的樣式的文字不存在文件中。-13)

- After your system is connected, you can conduct an "Issue Invoice" test in the sandbox environment, and fill in the Request\_id of that test into ① and click on "Check Connection Status;" the system will verify the request and report whether or not connection was completed;
- After the system reports "Connection Completed", click on 2 "Next" to enter Step Three.

Та	pPay 🗖		🚍 ACTIVATE – NARKETPLACE – DEVELOPER – CURRENT BILLING 🌒 – 4	8
-		Edit	● Your E linvoltes services provider is 微和物果.	
	Dashboard		2998	
	Merchant Setting	~		
	Transaction Report	~	Activate Services雲端發票	
ŵ	Payment Facility	~	Please follow below instructions to register to Services providers and TapPay system validation. Please contact TapPay for assistance via +86-2-206-0000 z responsible.ten],	
	Payment Methods	~		
	Link Pay		Get Shared_Secret  2 API Connection check 3 Activated	
8	Shopify Merchant			
	Affiliate Code	~	API Connection check	
	E-Invoice	^	Please call "issue API in test environment. Please fill the 'Request_id' in the column below and click 'Check connection Status'.	
	Activate Service		Request, id CHECK CONNECTION STATUS	
	Pricing Plans			
			O HEXT	
			Copyright 62022 Cherri Tech Inc.	

Figure 錯誤! 所指定的樣式的文字不存在文件中。-13 Activate service: Step Two

#### Step Three: Activated (Figure 錯誤! 所指定的樣式的文字不存在文件中。-14)

- Please confirm whether or not the "Account ID" and "Shared Secret" filled in ① are correct.
- After confirming there are no errors, please click on (2) "Check Available Plans" and the system will redirect you to the "Pricing Plans" list of the value-added center.

TapPay 🗖	E ACTIVATE Y MARKETPLACE Y DEVELOPER Y CURRENT BILLING	@ × @
Edit	● Your E-Involces services provider is 南陽電系。	
FD Dashbaard	2209	
💮 Merchant Setting 🗸 🗸		
C Transaction Report	Activate Services	
🟦 Payment Facility 🗸 🗸	Please follow below instructions to register to Services providers and TapPay system validation. Please contact TapPay for assistance via +885-2-2366-0360 or support@cherrit.ech).	
€ Payment ~ Methods ~		
CD Link Pay	Cet Shared Secret	
🛕 Shopify Herchant		
🖉 Affiliate Code 🛛 🗸	Activated	
🗗 E-Invoice 🗠	Please contact TapPay before selecting plans to ensure that application process is completed and activate production environment.	
Activate Service	Please contact TapPay for any question via +866-2-356-0050 or support@cherri.tech.	
Pricing Plans 6	Account to	
	Shared Secret:	
	API connected on:	
		2
		-

Figure 錯誤! 所指定的樣式的文字不存在文件中。-14 Activate service: Step Three

# 2.3.1.2. How to Purchase Plans

# The "E-invoice" product plan (

Figure 錯誤! 所指定的樣式的文字不存在文件中。-15) provided by the value-added center will be displayed here; you can choose according to your needs. Currently, you need to call a TapPay operator and the operator will help you confirm and activate the plan.

TapPay 🗖	≡ ACTIVATE × MARKETPLACE × DEVELOPER × CURRENT BILLING	~ @
<u>Edit</u>	● Your E-invoices services provider is 雲淵發業.	
원 Dashboard	2497	
💮 Merchant Setting 🗸		
GO Transaction GP Report ℃	Select plans雲端發票	
🟦 Payment Facility 🗸 🗸	Please contact TapPay to activate plans via +886-2-2366-0080 or support@cherri.tech Services charges start once the the plan is activated and added into your next bill.	
🖲 Payment 🗸 🗸 Methods		_
🕞 Link Pay	超值型	
🗿 Shopify Merchant	包含會賞載眉碟唱,不限發展開立英數。	
🖉 Affiliate Code 🛛 🗸	<b>興用:毎月 1,500 元</b> ・	
🗊 E-Invoice ^		
Activate Service		
Pricing Plans		
		?
	Copyright ©2022 Cherri Tech Inc.	

Figure 錯誤! 所指定的樣式的文字不存在文件中。-15 Purchase Plans

# 2.4. Developer Content

# 2.4.1. Application

When you are connecting the Frontend, you can obtain the App ID and App Key required for the Setup SDK on this page (Figure 錯誤! 所指定的樣式的文字不存在文件 中 • -17); you can also perform domain settings for different platforms.

TapPay 💶 docs	SetupSDK
Direct Pay     Getting Started     Frontend     Trapever Balete	TPDrect-statupSD4(cop10, spoKey, serverType)           名紙         乃符           appID         局争者 appid           400 規争者 appid         400 規争者 appid           appiD         局争者 appid           appiD         局争者 appid           appiD         局争者 appid           appiD         局争者 appid           appid         由争者 appid           appid         自動者 appid
Tophy Reids Tophy Reids ShuppDK Protect.card.setup ontipolate ortipolate	第日2日時間1回回回転 単位(webGer) 第日2日時間1回回転 単位(webGer) 第日2日時間1回回転 単位(webGer) 第日2日前1回転 単位(webGer) 第日2日前1回転(webGer) 第日3日前1回転(webGer) 第日3日前
Get Pirme Get Device Id G&A Backend C Advanced Features	器使用低於 v5.14.0.2 Web SOK版本 - 請使用以下提倡引用 Web SOK excript src= <sup>1</sup> https://jo.tapapadk.com/pdfreet.rd.5.13.1 <sup>*</sup> w/script> excript> Thirsect.extupSOK(MP_D, <sup>*</sup> APL_ECT*, <sup>*</sup> sambar*) e/script>
English 爱禮中文	TPDirect.card.setup

Figure 錯誤! 所指定的樣式的文字不存在文件中。-16 TapPay developer document: setup SDK

TapPay 🗖		Activate + Market Place + Developer + Current Billing	••
Sight-		Application App System Setting Fronteed SOK	
edit	App ID	8	
06 Databoard	Арр Кеу	(show key)	
💮 Merchant Setting 🔹	Platform	App Name	
⊖ Transaction Report -	Android	Package Name: *	
🕋 Payment Facility 👻	iOS	Bundle Name: *	
Payment methods	Web	Domain Name: *	
-> Link Pay			
B Shopify Merchant	App ID	9	
🖉 Affiliate Code 🗸	App Key	(show key)	
EP F-Invoice	Platform	App Name	
	Android	Package Name: *	
	iOS	Bundle Name: *	
	Web	Domain Name: *	
	App ID	10546	
	AnnKey	Sandbox: (show key)	
		Production: (show key)	<b>9</b>

Figure 錯誤! 所指定的樣式的文字不存在文件中。-17 Application

#### 2.4.1.1. How to Edit the Domain of Each Platform

Please select ① "Edit" at the top-right of the APP ID you want to set, and fill in the data according to your needs ②; click on ③ "Submit" to finish setting (Figure 錯誤! 所指定的樣式 的文字不存在文件中。-18).

If you enabled the "Link Payment" (2.11.4.3) function, the APP ID will automatically add an account; you can see that the Domain Name is "link-pay.tappaysdk.com" (Figure 錯誤! 所指定的樣式的文字不存在文件中。-19) in Platform.Web. Please note that if you delete this domain, you will be unable to continue using Link Payment.

TapPay 🗖			Activate 👻	Market Place 🕞	Developer - Current Billing		••
Note:	ſ			Арр	Application System Settings Frontend SDK		
e <u>dit</u> 88 Dashboard		App ID	8				
(III) Merchant Setting +		Platform	(snow key) App Name				
😜 Transaction Report 🗸		Android	Package Name:				
🟦 Payment Facility 🛛 👻		iOS	Bundle Name:				
🚯 Payment methods 🔹		Web	Domain Name:				
C Link Pay	l						
Shopify Merchant		App ID	9			¥ Ø	
🖉 Affiliate Code 🗸 👻		Арр Кеу	(show key)				×
면 E-Invoice -		Platform	App Name		Edit APP ID: 8		
		Android	Package Name: *		*Android Package Name		
		iOS	Bundle Name: *	(2	package name supported " for test		
		Web	Domain Name: *		*IOS Bundle Name		
					bundle name supported * for test		
		App ID	10546		*Web Domain Name		
		Арр Кеу	Sandbox: (show key)				
			Production: (show key)	•••••		3	Submit Cancel

Figure 錯誤!所指定的樣式的文字不存在文件中。-18 Setting the domain of each platform

	應用程式	
App ID		ß
Арр Кеу	(show key)	
Platform	App Name	
Android	Package Name: *	
iOS	Bundle Name: *	
Web	Domain Name:	
App ID	74	(C)
Арр Кеу	(show key)	
Platform	App Name	
Android	Package Name:	
ios	Bundle Name:	
Web	Domain Name: Iink-paytappaysik.com	
		?
	Copyright ©2023 Cherri Tech Inc.	

Figure 錯誤! 所指定的樣式的文字不存在文件中。-19 Application - linkpay setting

#### 2.4.2. System Setting

Before you use the Sandbox and the Prouduction, please bind the server IP of your Sandbox/Prouduction and the redirect link settings in the backstage.

# 2.4.2.1. How to Set the Backstage IP

Please first confirm the environment you want to set, refer to the description of the IP setting rules and examples (Figure 錯誤! 所指定的樣式的文字不存在文件中。-20) in the TapPay developer document and perform settings by following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-21).

- Confirm the environment you want to set, and click on the ① "Edit" icon behind the "Backstage IP Restriction" field;
- 2. After (2) "Edit Field" is opened, please fill in the IP of your server;
- 3. Click on ③ "Save" to complete the settings.

TapPay 🗖 docs	4. Input your IP.
<ul> <li>Direct Pay</li> <li>Getting Started</li> <li>Portal         <ul> <li>App Registration</li> <li>Merchant Registration</li> <li>IP Registration</li> <li>Registration</li> <li>Reconstruction</li> <li>Reconstruction</li> <li>Frontend</li> </ul> </li> <li>Backend</li> </ul>	This list will bind your server's IP address to our server.You may separate multiple IP address to our server.Each IP va address consists of 22 bits: Bbits abits abitsSo, the range of all IP va addresses, in dot-decimal notation, falls between 0.0.0.0 - 255.255.255.255The subnet mask determines the number of bits that must match your IP address.Please refer to the following example:IPSubnet Mask & Acceptable IP1.2.3.4/000.0.0.0.255.255.2551.2.3.4/16161.2.0.0.0.1.255.255.2551.2.3.4/16161.2.0.0.0.1.255.255.2551.2.3.4/24241.2.3.0.0.1.2.3.2551.2.3.4/242.3.0.0.1.2.3.255
<ul> <li>Advanced Features</li> <li>Portal Relevant Features</li> </ul>	Sandbox     Production
Error Reference	Backend APIs Allowed IP     1.1.1.1/0     Go back URL setting     P Mtp://google.com.tw     C
English 繁體中文	

TapPay 🗖			Activate +	Market Place - Developer - 0	Current Billing		• •		
1000		Sandbox     Production					0		
80 Dashboard	edit	Backend APIs Allowed IP	0.0.0.0			0	× ×		
(II) March and Catalian		Go back URL setting					(X)		
CO Transaction Report									
6) Hanskoom (1994)									_
宣 Payment Facility		TapPay 🗖				Market Place - Developer	<ul> <li>Current Billing</li> </ul>		•• •
③ Payment methods									
C) Link Pay				Sandbox     Production				3	
Shopity Merchant			edit	Backend APIs Allowed IP	2			0 .	
🖉 Affiliate Code	•	88 Dashboard		Go back LIPI setting					
E-Invoke	•	Merchant Setting	-	• Oblack Ore setting					
		G Transaction Report	•						
		Payment Facility	-						
		( Payment methods	•						
		C> Link Pay							
		B Shopify Merchant							
		🖉 Affiliate Code	•						
		E-Invoice	•						

Figure 錯誤! 所指定的樣式的文字不存在文件中。-20 Setting rules for server IP.

Figure 錯誤! 所指定的樣式的文字不存在文件中。-21 Server IP settings

# 2.4.2.2. How to set redirect links

When the consumer's 3D verification operation fails and is redirected to the TapPay transaction failure page, the URL that the "Go back" button on the page will redirect to is the URL that you set here. The setting method is the same as the backstage IP setting; please click on Edit behind the field, enter the URL and then save to complete the setting.

# 2.4.3. Frontend SDK

When initiating a transaction, the Frontend will call the Get Prime kit to convert sensitive information of the consumer into strings (Prime Token). This chapter will explain the setting method and mechanisms of the frontend kit; please refer to the description contents according to the platform and framework you use (Figure 錯誤! 所指定的樣式的文字不存在文件中。-22).



Figure 錯誤! 所指定的樣式的文字不存在文件中。-22 Frontend SDK

## 2.5. Current Billing

You can view the accounts for the month and the account records (billing history) on this page; the settlement time of the accounts is at 23:30 on the first of the next month and the settlement interval is from 00:00 on the 1st of the month to 24:00 at the end of the month. The following is the description (Figure 錯誤! 所指定的樣式的文字不存在文件中。-23):

- Accounts for the month ①: You can view the total transaction amount, quantity and other information; if you have discount codes, they can be entered here as well. Press "Confirm" to complete the discount amount for the month.
- Account record (2): Past payment amounts will be shown here.
- Payment information ③: If you want to use automatic payment, please bind your debit credit card here; there will be 5% discount each month after bound successfully.

TapPay 🗖			Activate • Market Place • Developer • Current Billing	•
		0	Invoice Date 2023/4	
	<u>edit</u>		* TWD	
80 Dashboard			TapPay     Total Transcation Amount     0       Number of Transcations     0       Number of Carlos Stored     0	
🗒 Merchant Setting	-			
⊖ Transaction Report	•			
會 Payment Facility	•		Total cost TWD	
Payment methods	•		Transaction Fee 0%/each 0	
() Link Pay				
🖉 Affiliate Code	-		TapPay Total Fee 0	
E-Invoice	•		Please enter promotion code.	
			TapPay generates billing statement at 23:30 on every 1st of a month (GMT +8).	
			Billing interval is from the first day (0:00) to the last day (23:59) of a month.	
			Billing History	
		•	2023/03 Invoice Number: TP-2-000-6158 TWD 0	
			3 Billing Information	
			Credit Card	
			Bind Card	
			6	2

Figure 錯誤! 所指定的樣式的文字不存在文件中。-23 Accounting books

#### 2.6. Account information

When you're logging into the backstage, clicking on "Your Account Name" on the top-left corner will enter the "Account Information" page (Figure 錯誤! 所指定的樣式的文字不存在文件中。-24).

- Here ①, you can find out whether or your account has been officially opened; it will show that your account is opened if your account is officially opened.
- Click on "Show Key" to obtain information on the 2 Partner\_Key required for technical connection.
- If you need to update account information, please click on (3) "Edit" to modify account related information; click on "Save" when modification is complete in order to update the data into the system.

TapPay 🗖	Activate + Market Place + Developer + Current Billing	
Your Account Name ①	3 🖉	
edit	Company Information	
80 Dashboard Legal Company N	ne	
💬 Merchant Setting 👻	ey (Show Key)	
CO Transaction Report	er 🖬	
Trade N	ne internet in the second s	
을 Payment Facility - * * * * * * * * * * * * * * * * * *	er	
🕑 Payment methods 👻 *Add	95	
<⊃ Link Pay *Teleph	ne	
Shopify Merchant     Website or APP	nk	
🖉 Affilista Code 🚽	Contact Person	
N N	ne and a second s	
E <sup>µ</sup> E-Invoice ▼	1	
*Teleph	ne and a second s	
	Technical Email	
Έ		
	Accounting Email	
'E	all III III IIII IIII IIII IIIIIIIIIIII	

Figure 錯誤! 所指定的樣式的文字不存在文件中。-24 Account information settings

#### 2.7. Dashboard

"Dashboard" is the default screen when you log into the TapPay backstage; TapPay will announce recent adjustments and optimizations made to the system functions. The announcements are categorized as SDK-JS, SDK-Android, SDK-iOS, Backend API and Portal; you can freely switch between them for viewing (Figure 錯誤! 所指定的樣式的文字不存在文件中。-25).

TapPay 🗖	Activate • Market Place • Developer • Current Billing	er 😐
<u>edit</u>	Transaction analysis function has been upgrading, please refer to Billing if you would like to know the transaction detail.	
C Dashboard	In order to protect account security, it is recommended to 「Two-factor authentication」 enable Two-factor authentication	
🛗 Merchant Setting 🔹	Recent Updates	
⊖ Transaction Report •	SDK-JS SDK-Androld SDK-IOS Backend API Portal	
會 Payment Facility 🝷	v5.15.0 Update Date : 2022/12/29	
Payment methods •	(Feature) TayPay Fields supports updating placeholder.	
C-) Link Pay	v5.14.0 Update Date : 2022/11/17	
Shopify Merchant	IModify Web SDK use path - difference please refer to docs     Ifeaural Support CSP policy     Iloggi Fix TriDirectand setup default config error	
Affiliate Code 🔹 👻		
🐺 E-Invoice 👻	<b>v5.13.1</b> Update Date : 2022/9/7	
	(Feature) Optimize expiry date autofil issue of Chrome	
	v5.13.0 Update Date : 2022/8/12	
	Forture Mask confidential card number     Forture Mask confidential Card number     Forture Menos setux/WINRBA	
	Fikit covvalidation format	
	Market Place I Microsoft Teams	· ?
	Covright ©2023 Cherri Tech Inc.	

Figure 錯誤! 所指定的樣式的文字不存在文件中。-25 Dashboard

# 2.8. Merchant Setting

# 2.8.1. Create Merchant

Create Merchant is used to set the Merchant ID for when the TapPay payment service is used; the setting management page of the SandboxProduction and the "SMS Notification" for Merchant ID transaction failures are provided here. Their descriptions are as shown below:

 Sandbox: The TapPay system will generate the Merchant ID (Figure 錯誤! 所指定的 樣式的文字不存在文件中。-26) used for testing automatically to test the technical connections. You can obtain the list of card numbers (Figure 錯誤! 所指定的樣式的 文字不存在文件中。-27) that can be used in the Sandbox from the developer document on the official website of TapPay; URL:

https://docs.tappaysdk.com/tutorial/zh/reference.html#test-card.

 Prouduction: when you are obtaining the official Merchant ID, please switch to the Prouduction to perform settings (refer to Chapter 0); if you did not apply for the Merchant ID through TapPay, please contact customer service first to confirm the contents before filling them in.

TapPay 🗖				vate + Market Place + Developer + Cui	rrent Billing		
	odit	If your merchant account was not	applied by TapPay's assistance, plo	ase contact us to adjust settings via 02-2366-0080 or support	@cherri.tech.		
80 Dashboard	<u></u>	Sandbox     Production		Merchant			
Merchant Setting	-	Total : 154					
GC Transaction Report	•	Merchant ID	Acquirer	Acquirer Account	Merchant Setting	Description	
Payment Facility	-	world.pay.test.non3d	IP_TAPPAY		Tel: Tel: Tel: Tel: Tel: Tel: Tel: Tel:		
<ul> <li>Payment methods</li> <li>C-&gt; Link Pay</li> </ul>	•	ctbc_test_1678947807	🔮 тw_ствс	1000	10.0		
🐧 Shopify Merchant		CATHAYTEST.NPA.3D		11114			
Affiliate Code	•	CATHAYTEST3.3D	TW_CATHAY	10/10	22.004		
E-Invoice		test_0124_jyun	JP_TAPPAY		100 C		
		world.pay.test.paul.n3d	IP_TAPPAY		1000	10.00	
		world.pay.test.paul.n3d.recur		100.000	1	4.52	
		world.pay.test.paul.3d		10.000	10.00		

Figure 錯誤! 所指定的樣式的文字不存在文件中。-26 Create Merchant - Default data of the Sandbox

TapPay 🗖 docs	Test Card
Web SDK compatibility serverType status	What is it?
Status Code TapPay Fields Styles Test Card What is it? Related Topics	All the test cards below only support the test transaction in the test environment. To test Token Pay, please use real card in the test environment, You will not be charged if you use real cards to test in the test environment of Token Pay. Please contact TapPay Support to get the test information of all the wallet pay. PS: Use a valid future date for card expired year and expired month
time	Card Number CCV Result
time(filter) total_page_count TPDCard TPDCard.createToken()	3543 9234 8838 6426         123         0 - Success (type : JCB )           3454 5465 4604 563         1234         0 - Success (type : AMEX )           5451 4178 2523 0575         123         0 - Success (type : MASTERCARD )           Complete three-domain-secure transaction without OTP validation
TPDirect.card.createToken()	6234 5774 3859 4899 123 0 - Success ( type : Union Pay ) 4716 3139 6829 4359 123 0 - Success ( type : Visa ) The bank island issuer <i>z</i> in the will be blank. if you test with this test cand
English 繁體中文	4242 4202 3507 4242 123 915-Unknown Eror, please contact TapPay customer service

Figure 錯誤! 所指定的樣式的文字不存在文件中。-27 TapPay developer document -

Information on test card numbers

#### 2.8.1.1. New/Delete merchant

When you need to set the Merchant ID in the Prouduction, please perform settings with the following steps (Figure 錯誤! 所指定的樣式的文字不存在文件中。-28):

- Please first confirm that your merchant setting environment has been switched to the ① "Production;"
- 2. Please click on (2) "Create New Merchant" and the "Create New Merchant" setting window will appear;
- Please fill in the ③ remarks (optional) and select your "Connected Acquirer;" the system will show the contents that need to be filled in according to the bank that you selected. Please fill them in according to your actual situation and submit;
- In order to verify whether or not your Merchant ID exists, please enter a (4) real credit card number to perform a \$1 transaction for testing; it will be refunded automatically after testing has been passed;
- After the verifications mentioned above are completed, it will return to the "Create Merchant" page and show (5) that you have successfully created the acquiring information;
- 6. When verification failed (Figure 錯誤! 所指定的樣式的文字不存在文件中。-29), your new Merchant ID will not be created; the system will show the result of your \$1 transaction test, and you can click on ⑥ "Enter Card Number Again" to return to ④ and perform the \$1 transaction test again;
- If the test result is information related to Merchant ID error, please click on (7)
   "Recreate" and the system will take you back to (3) for you to perform settings again.

TapPay 🗖	Activate - Market Place - Developer - Current Billing	<ul> <li>••</li> </ul>
tarifan sdit	If your merchant account was not applied by TapPay's assistance, please contact us to adjust settings via 02 2366-0080 or support@cherriJech.	
8 Dashboard	Merchant     Sandox 0 Production	
Herchant Setting •	Create New Merchant	
Create Merchant Te	1:536	
MGID Setting	SMS Merchant ID Acquirer Acquirer Description	
KYC Verification Merchant Setting	• TW, SPGATEWAY	
⊖ Transaction Report +		*
A Payment Facility *	Greate New Merchant Create New Merchant	
③ Payment methods *	• 1 Fil De reclust info 2 Fill De card number 3 Mechanic Societies 2 Fill De card number	3 Merchant Test Result
<ul> <li>C) Link Pay</li> </ul>	Developing Head To a set of the s	d TapPay will make two transactions
Shopify Merchant	Control Kapita'     Sunctioner(ICUL BAYK     Carl Number'     Carl Number'     Carl Number'	
	Courts SM Mondat     Mondata     Mondata     Mondata	
t::/ˈt-/mvoice ¥	Annet Dynoldelle Analee, Joik in Processor SUNMacKey <sup>*</sup>	
	UDAMACKy	
	see	Test the merchant Cancel

Figure 錯誤!所指定的樣式的文字不存在文件中。-28 Merchant settings - New Merchant ID

#### TapPay Portal User Manual

# TapPay 🗖

TapPay 🗖	開始設置 - 加速服務 - 開始人用外容 - 修筆目錄		• •
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商家設置			
MGID 設置	TERMIN MARCH	RIE	
KYC 脑腔商家設置	growy Test Merchant Fail		
69 IT#28			
金 ######	潮紅結果		
① 支付管理	失效 回馈结束		
⇔ 建结付款	"status": 10008, "msg": "Bank morchant account data error",		
創 Shopify 開閉間記書	"rec_trade_id" 'D021011300arc-, "bank_result_code's 'G3', "bank_result_meg's 'Non-use special shop",		
② 聯名卡管理	"merchant_id": "rsd71252_02487" }		
@ \$F\$#			
	Carcel		
			?

Figure 錯誤! 所指定的樣式的文字不存在文件中。-29 Merchant settings - New merchant \$1 verification failed

If you need to delete the Merchant ID previously set due to factors such as switching cooperating banks, please locate the Merchant ID you want to delete and then click the "Delete" icon to the far right; the system will show the warning information (Figure 錯誤! 所指 定的樣式的文字不存在文件中。-30), please read it and then check "I have finished reading" and then click on "Delete" and the system will delete the Merchant ID officially.

	×
Please read the following message.	
WARNING: After deleting this merchantid ,it will no longer support any transaction related operation. But previous transactions belong to this mechantid will keep going. Transaction operation i.e Auth . Refund	
□ I have read the mes	sage.
Delete Car	icel

Figure 錯誤! 所指定的樣式的文字不存在文件中。-30 Create Merchant - Delete Merchant ID warning information

# 2.8.1.2. Enable/disable SMS notification

You can set whether or not to enable "SMS notification for failed transactions" for individual Merchant IDs. The notification for failed transactions has standard contents, and you can only set the "Merchant Name," "Merchant Phone Number" and "Merchant Email," please perform settings with the following steps (Figure 錯誤! 所指定的樣式的文字不存在文 件中。-31):

• Please locate the Merchant ID you want to set the "SMS Notification" for and click on the ① "Settings" icon to its far right.

- The system will open the ② "SMS Notification for Transaction Failure Setting" screen; please enter the name, phone number and Email in order and then click on "Submit."
- The system will take you back to "Creat Merchant" where you can see that the "SMS Notification" ③ light of that Merchant ID has turned green, meaning that setting has been completed.
- If you want to disable "SMS Notification," please go back to 2, switch off Enable and then click on 4 "Submit" to complete the settings.

TapPay 🗖		Activate 👻 Market Pl	ice + Develoj	eer 👻 Current Billin	ng -	•••
The first of the f	rchant account was not applied by TapPay	's assistance, please contact us to adjust :	ettings via 02-2366-	0080 or support@cherri.te	ech.	
Sill Sandbo Sp Dashboard Sandbo GM Merchant Setting  Create Ni	x 9 Production		Merchant			
Create Merchant Total: 536						
MGID Setting SMS Notification	Merchant ID	Acquirer	Acquirer Account	Merchant Setting	Description	
KYC Verification Merchant	20123-008	1 TW_SPGATEWAY	2610		1 • •	
CO Transaction Report →	2010/07/04/04		00003270604 mil		0	
Payment Facility  Payment methods  • • • • • • • • • • • • • • • • • •	PROFESSION	🔮 ТW_СТВС	1961	Kolonaer Rectinist Rec Rectinisticae Nacharaeren Rec Rectinisticae Rectinisticae	SMS Notification for Transaction Failure Setting           SMS Notification for Transaction Failure Setting           SMS Host Cattors for Transaction Failure Setting           Update Description           Cont	
Co Link-Jay     Affiliate Code     *	148274,0882	🍘 ТW_СТВС	3941	Non Stidenson Non annactivy Non Kantalay Non Commission (Rose Non Scienting)	Merchan Rane Merchan Pane Merchan Zhan	< 6911***** 0 【交易失地通知】 後期的 (編 客時的) 助分 或能的复数形式 名時的文明 - 助約 2023A04/33113000年間 第45時前期 自動 新奈爾
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					-	Submit Cancel

Figure 錯誤! 所指定的樣式的文字不存在文件中。-31 Create Merchant – SMS Notification for Transaction Failure Setting

#### 2.8.2. MGID setting

To make it easier for you to manage multiple Merchant IDs and use the Merchant IDs set to distribute transactions, the MGID setting function can set multiple Merchant IDs into groups (Merchant Group ID); multiple payment types, own-card acquiring banks and backup mechanisms can be configured for each MGID. TapPay will perform subsequent processes according to each of your transaction type and the corresponding Merchant ID that you set for MGID to be sent to for each type; please refer to the following scenarios and setting descriptions:

# 2.8.2.1. MGID application scenario

Multiple payment configurations can be set for each MGID; if backup Merchant IDs were not set and consumers conducted transactions without using the Merchant ID's own card, the transaction will fail.

MGID M	GID_test_1				(	Create Payment Setting Delete
Payment method	3D/ non 3D	type	On us merchant	Backup acquirer account	Description	
Direct Pay	3D	STANDARD	MID_A TW_ESUN MID_B TW_TAISHIN	MID_F 🚳 TW_CTBC		02
Direct Pay	3D	INSTANDARD		🚳 тw_ствс		¢ 7
Direct Pay	non 3D	REDEEM		🚳 тw_ствс		¢ 7
Direct Pay	non 3D	INSTANDARD		🚳 тw_ствс		¢ 7

Figure 錯誤! 所指定的樣式的文字不存在文件中。-32 Application example MGID configuration contents

Scenario application description, please read the following description based on the configuration example in Figure 錯誤! 所指定的樣式的文字不存在文件中。-32:

	Scenario one: Setting multiple	Scenario two: Setting backup accounts
	payment transaction types	
Transaction	Execute a 3D installment transaction	Execute a 3D general Cathay United
instructions		Bank transaction
MGID not set	You must pair and carry over MID_C	Assuming that you did not set up
	(3D installment) by yourself; if the	backup account, therefore, this Cathay
	wrong MID was carried over, it may	United Bank transaction will fail.
	cause the transaction to fail.	
Configuring	You have set up a MGID that	When the MGID that you set contained
MGID	contained different payment	own card and backup account, when
	configurations. When you perform a	you perform a transaction not using
	3D installment transaction; you only	the own card of the acquiring bank,
	need to carry over this MGID.	only this MGID needs to be carried
		over.
TapPay determined the transaction	TapPay determined that the card type	
------------------------------------	--------------------------------------	
type to be "3D installment" and	was a Cathay United Bank card and	
paired the corresponding Merchant	according to the MGID that you	
ID based on the MGID you	configured, there was no	
configured, therefore, TapPay will	corresponding own-card Merchant ID	
send this transaction as MID_C (3D	paired to it, therefore, TapPay will	
installment) in this scenario.	send this transaction as MID_F	
	(backup: CTBC Bank).	

### 2.8.2.2. How to set or delete MGID

When you already have the Merchant ID and want to set up MGID, please select MGID setting under Merchant Management in the menu to the left; the following are step descriptions:

- 1. Please first switch to the MGID ① environment you want to set;
- 2. Click on (2) "New MGID" and a fill in window will appear;
- 3. Please name the MGID name and then click on ③ "Next" (please note that the customized MGID name is the name that will be carried over when you submit the transaction; if you need to change the MGID name, please press "Previous" to change it. It can no longer be changed after created);
- Please set the ④ payment method (Direct Pay/wallet types), verification method (3D/non-3D) and payment method (Standard/Redeem/Instandard). (Please note that non-Direct Pay payment methods only support non-3D and Standard payment methods);
- 5. Please (5) set the "On us Merchant" and "Backup Acquirer Account;"
- 6. Please select and set the corresponding (6) acquiring bank according to (5); at least one has to be set, otherwise it cannot be created;
- Please read the warning information, then check ⑦ "Please read the following Message;"
- 8. After all items described above are completed, you can click on (8) "Submit" to complete the creation of this MGID.

TapPay 🗖			A	ctivate + Market Place + Developer +	Current Billing			• •
edit		Each MGID can have more than one payment setting, if the	ere is	no backup acquirer account, transaction will fail	when consumer uses non-self card		(x)	
89 Dashboard		1. MGID name and three_domain_secure setting must		Create MGID				
- Merchant Setting		2. If there's any adjustment on shoping setting, please to	Ĭ,	MGID (Self define, half shape english and number less t	han 50 character.)		_	
Create Merchant	0	Sandbox      Production		MGID_test_1				
MGID Setting	<u>ا</u> ا	Create MGID				Next	Cancel	
KYC Verification Merchant Setting		Total : 0	F					1
D have a factor to							×	
Payment Faculty			Ľ	MGID: MGID_type1				
(-) Link Pay				Description				
Shopify Merchant		(4	0	Payment method	3D / non 3D	Туре		
🖉 Affiliate Code 🛛 👻				Direct Pay -	3D -	一般	•	
E-Invoice •			6	On us merchant   Backup acquirer a	account			
				on us merchant		Merchant ID: TAISHII	Delete	
								0
			6	Greate on us merchant		Merchant ID:	Delete	
				選擇自行卡收單帳號			•	
		Q		Please read the following message. After submit on us merchant / backup acquire If there is no backup acquirer account, transac	r account will update immediately. tion will fail when consumer uses non-self card			
				Back		8	Submit Cancel	

Figure 錯誤! 所指定的樣式的文字不存在文件中。-33 MGID settings

Based on your actual usage situation, you can adjust MGID configurations (Figure 錯誤! 所指定的樣式的文字不存在文件中。-34) at any time; click on ① to delete the entire MGID, click ② to edit a single payment configuration in MGID, and click on ③ to delete a single payment configuration in MGID. Please note that deleting/editing any configuration in MGID will become valid immediately after "Submit" is clicked.

TapPay 🗖	Activate + Market Place + Developer + Current Billing	
edit	Each MGID can have more than one payment setting. If there is no backup acquirer account, transaction will fail when consumer uses non-self card If using Shopify	
82 Dashboard	1. MGID name and three_domain_secure setting must be the same as you set on Shopi/Setting, or transaction will fail. 2. If there's any adjustment on Shopi/Setting, please do the adjustment on MGID Setting as well, or transaction will fail.	
Merchant Setting	MGID Setting	
Create Merchant	• Sandbox • Production	
MGID Setting	Create MGID	
KYC Verification Merchant Setting	Teol:1 Search merchant group Q	
😚 Transaction Report 🗸	MGID MGID_Sym2 Create Payment Setting Delete ()	)
Payment Facility -	Payment method 3D/ non 3d Type on us merchant Backup acquirer account Description	
Payment methods	Direct Pay 3D STANDARD STANDARD O TW.(Takin)	
<ul> <li>Link Pay</li> </ul>		
Shopify Merchant		
🖉 Affiliate Code 🔹 👻	1 -	
E-Invoice		
	Copyright ©2023 Cherri Tech Inc.	

Figure 錯誤! 所指定的樣式的文字不存在文件中。-34 MGID deleting/editing

## 2.8.2.3. How to add or copy payment configurations

When you have already 2.8.2.2 set up a MGID (Figure 錯誤! 所指定的樣式的文字不存在 文件中。-33) and are going to add payment configurations in MGID, please add them by following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-35):

- 2. The system will pop up the window ② Please select and fill in the configuration content; please note that configuration methods that already exist in the MGID cannot be created repeatedly. Press "Submit" after filling in;
- 3. It will return to the MGID setting page (3), and the configuration you added will be display in that set of MGID, which means that the configuration was created successfully.

TapPay 🗖				Activa	ite + Market Place +	Developer - Current Billing		•
	odit	Each MGID can hav	e more than one paymer	it setting. If there is no bac	kup acquirer account, transact	ion will fail when consumer uses non-self car	d	
88 Dashboard	ean	1. MGID name 2. If there's any	and three_domain_secur adjustment on Shopify S	e setting must be the same ietting, please do the adjus	e as you set on Shopify Setting, tment on MGID Setting as we	or transaction will fail. I, or transaction will fail.		
Herchant Setting	•				м	ID Setting		
C Transaction Report	•	O Sandbox O	Production					
金 Payment Facility	•	+ Create MGID						
Payment methods	•	Total : 47					Search merchant grou	
C→ Link Pay		MGID					Create Payment Setting	Delete
Shopify Merchant		Payment method	3D / non 3D	type	On us merchant	Backup acquirer account	Description	
🖉 Affiliate Code	•	Direct Pay	non 3D	STANDARD	TW_TAPPAY		0 Z	
E-Invoice						OMGID :		
		The second se	Alter A		and the second sec	Description		
						Drument method	2D ( non 2D	ture
					-	Payment method	Select validate type	Select type
		10010	100 C	1.000		On us merchant Backup	acquirer account	
						Create on us merchant		
						Select on us merchant		
						<ul> <li>Please read the following messag</li> <li>After submit on us merchant / back</li> <li>If there is no backup acquirer according</li> </ul>	e. sup acquirer account will update immediately.	

Figure 錯誤!所指定的樣式的文字不存在文件中。-35 Adding payment configurations in MGID

If you want to copy a set of "Payment Setting" as the basis for the setting of a new payment configuration, please do so using the following steps (Figure 錯誤! 所指定的樣式的文字不存 在文件中。-36):

- 1. First, confirm the MGID that you want to set: 1) The example is "MGID\_type2;"
- Select and confirm the configuration you want to use and click on (2) "Copy": The example is "Direct Pay/Non-3D/STANDARD/on us merchant ESUN /Backup NCCC;"

- The system will pop up the window ③ showing the configuration under MGID; you can make adjustments according to your needs and then click on "Submit": the payment method was adjusted to "Apple Pay" in the example;
- After completed copying, the payment configuration: "Apply Pay/Non-3D/STANDARD /On us merchant ESUN/Backup NCCC" that you added will appear under MGID (4), which means that setting is completed.

TapPay 🗖 👘	网络松果 化加强型精 化 网络人类内容 化 韩星目錄	• •
÷		
	Each MGID can have more than one payment setting. If there is no backup acquirer account, transaction will fail when consumer uses non-self card	
202 0	If using Shopify	
D8 Creationard	<ol> <li>MGID name and three_domain_secure setting must be the same as you set on Shopify Setting, or transaction will fail.</li> <li>If there's any adjustment on Shopify Setting, please do the adjustment on MGID Setting as well, or transaction will fail.</li> </ol>	
Merchant Setting	MGID Setting	
Create Merchant	Sandbox     O     Production	
MGID Setting	Create MG/D	
KYC Verification Merchant	Teal:1 Search merchant group Q	
O Transaction Report	MGID MGID 59902 Create Payment Setting Delete	
B7 Handelson traject	3Paumant method 2D / ann 24 TVDP on 16 morchant Backup augular account Description	
Payment Facility -		4
Payment methods •	Apple Pay non 3D STANDARD 🤯 TW_ERAN	•
<ul> <li>Unik Pay</li> </ul>	Direct Pay 3D STANDARD STANDARD STANDARD	
Shopify Merchant		i
<b>.</b>	Direct Pay non 3D STANDARD Try, ISAN O TW, ISAN 20 TW, ISCC	
👷 Afhiliate Code 🔹 👻		
PE-Invoice -	MGID_type2	
	Description	
	Payment method 3D / non 3D type	
	3 Direct Pay - non 3D - STANDAR	D
	On us merchant   Backup acquirer account	
	On us merchant	
	TW_ESUN Merchant ID: 2495	i1774_ESUN Delete
	Create on us merchant	
	Select on us merchant	
	Please read the following message.	
	After submit on us merchant / backup acquirer account will update immediately.     Home is no backup acquirer account if fail when consume uses non-self card	
		Submit

Figure 錯誤!所指定的樣式的文字不存在文件中。-36 Copying payment configuration

## 2.8.3. KYC verified merchant settings

If your transaction type need to support KYC verification (only verification and not authentication), you must first go to KYC verification merchant settings in Merchant Management to create a 1KYC verification account; if you choose to perform KYC verification and authentication with Taishin Bank/ESUN Bank, you just need to create a Taishin Bank/ESUN Bank Merchant ID in "Merchant Settings." Refer to 2.8.1.1 on how to create the account. The following are descriptions on the steps for KYC settings (Figure 錯誤! 所指定的 樣式的文字不存在文件中。-37):

- 1. Please first switch the setting environment ① to "Proudction" (The Sandbox was already generated by the TapPay system).
- 2. Please click (2) "Create New Verification Account" and the system will pop up a filling window.
- Please select (3) "Connected Acquirer" and fill in the "Acquirer Account Number,"
   "Terminal ID" and Description (optional), then press "Submit."
- 4. The ④ KYC "KYC Verification Merchant ID" you added is displayed after returning to the page; please note the "KYC Verification Merchant ID" because this value needs to be carried over when you submit transactions that require the execution of KYC verification.

TapPay 🗖				Activate 👻	Market Place * Developer *	Current Billing		•
1076		ſ	Sandbox     Production					
82 Dashboard	<u>edit</u>		1. Support Industry : property and lif 2. If your acquiring bank isn't Taishin	e insurance industry / electronic payment i Bank or E.SUN BANK and you want to do i	industry identity verification, please apply for an accou	int for verification.		
Merchant Setting	•				KYC Verification Account			
			Create New Verification Account	JØ				
MGID Setting			KYC Verification Merchant ID	Verification Acquirer	Verification Account	Description		
KYC Verification Merc Setting	hant		1907010-0110-0004		68.00	Technologia (Carlos Sectors), 20		
3 Transaction Report	*		water-modernm?		104-000401	1211040	× =	
Payment Facility	-	Ø	territor responsible and	TW_NCCC	1999/001	#1401P		
Payment methods	-	<b>↓</b>						
			3 Create New Verification Acco	unt	(8	Update Description		
Shopify Merchant			Description			Description		
Affiliate Code	-		- Consected Acadime"			MARK DON'S		
F E-Invoice	-		Select Bank					Submit Can
			=					
					Submit Cancel	1		

5. Clicking (5) "Settings" only allows editing of the "Remarks" information.

Figure 錯誤! 所指定的樣式的文字不存在文件中。-37 Setting the KYC verification account

If you have the need to delete the KYC verification Merchant ID, please click on the "Delete" button in the icon, read the deletion warning information and then press "Submit" to delete (Figure 錯誤! 所指定的樣式的文字不存在文件中。-38). Please note that delete is

<sup>1</sup> KYC verification account - Currently, only NCCC verification is supported; please apply for a Merchant ID from NCCC first before setting

effective immediately; the verification account can no longer be used to perform KYC verification after it is deleted.

	×
Please read the following message	
WARNING: After deleting this verification account, it will no longer support any identity verification related operation	on
	$\Box$ I have read the message.
	Submit Cancel

Figure 錯誤! 所指定的樣式的文字不存在文件中。-38 Warning information for deleting KYC verification

# 2.9. Transaction Report

# 2.9.1. All Transactions

# 2.9.1.1. How to use the search function

You can query the transaction data and export transaction record reports of the Sandbox/Production on this function page; to make it easier for you to query transaction records, basic conditions and advanced search functions are provided for you to query transaction records using specific conditions.

- You can switch between the Sandbox/Production here ①.
- This is (2) basic query setting, which includes "Start/End Date," "Time Interval," "Merchant ID," "Bank Transaction ID" and "Currency."
- To search for information on specific transactions, ③ "Advanced Search" can be clicked on to set filter conditions including the "Transaction Type," "Transaction Information" and "Card-holder Information."
- After finished entering the conditions described above, click on ④ "Search."
- The system will display the filtered data in (5) this list according to the search conditions.

TapPay 🗖	Activate • Market Place • Developer • Current Billing	•
1414	3 Sandbox Production	
edit	All transactions	
월급 Dashboard	Start Date April 13, 2023 12:00 AM - End Date April 14, 2023 12:00 AM Today Vesterday 7 days This month	
🖽 Merchant Setting 🗧	Same         Bank Transaction ID         TWD         •	
음 Transaction Report	3 • Advanced search Transaction type 0: 🚍 🗉 G 🗢 🗶 🕼 🗛 🕼 🚥 🛞 🗮 X	
All transactions	TopPay will automatically capture the payment for another two times while the result of the first capture is failed. Assume that the first capture day is T, we will automatically capture the payment on day T+1 and T+2 until the capture is successful or neet the capture line capture the payment for can search the transaction with practical payment capture time in this filter.	
Capture and Refund Report	Transaction type	
Setting of Capture and Refund Repo	General Transaction	
僮 Payment Facility 👻	<ul> <li>TSP Transition</li> </ul>	
Payment methods -	Transaction Information	
G) Link Pay	Order Number AuthCode	
🙆 Shopify Merchant	Amount 0 – 0	
🖉 Affiliate Code 🔹	Cardholder	
E-Involce -	Cardholder Name Cardholder Phone Number Cardholder Email	
	( <b>0</b> )	
	Teal:0 Expert Transctions	
	5 RecTradeID Q Payment Method TWD = Date - • Status -	

Figure 錯誤!所指定的樣式的文字不存在文件中。-39 Description of the transaction record function

# 2.9.1.2. How to read transaction records

If you entered related conditions and a transaction was filtered out, you can find out related information of this transaction based on the following descriptions (Figure 錯誤! 所指定的樣 式的文字不存在文件中。-40):

• The current (1) "Status" of the order will be displayed on the order list; the status includes: All, Error, Authorized, Captured, Partially Refunded, Refunded, Pending and Cancel.

- Click on a transaction on the order list and information related to the order will be displayed on the right; (2) shows the merchant information of the order, including the Merchant ID and merchant name.
- Contents of the ③ "Transaction Information" includes the bank's authorization information, transaction amount and refund information, bank/merchant order number and other records.
- ④ "Trade History" shows the change history of "Status"; if any of the status transformation was unsuccessful, the related error code will be displayed.
- (5) "User Information" is the consumer information; it is information that can be used to identify the consumer.
- These are the related operation ⑥ "Functions", there are execution conditions for different statuses: (1) If the order status is "Authorized" (Figure 錯誤! 所指定的樣式 的文字不存在文件中。-41), you can perform "Request Payment On The Day" or "Full Refund" (this stage is the same as canceling authorization) operations here; (2) If the order status is "CapToday," you can perform the "Refund" operations or enter partial amounts to perform "Partial Refund" here.

If your request payment condition is an "Automatic Payment Request", you will not have to operate the "CapToday" function one by one on the backstage; in addition, after "CapToday" is pressed, the request payment operation will be performed in the evening of the same day.

# TapPay 🗖

	_			_	_	_			_	_
TapPay 🗖				Activate +	Market Place + I	Developer - Cur	rent Billin	ne		
Signifian	Sandbox	Production								
edit					All transa	ctions				
88 Dashboard	Start Date	April 7, 2023 12:00 AM	-	End Date April 1	4, 2023 12:00 AM			Today Yesterday	7 days	This month
🖽 Merchant Setting 🔹	ទ			Bank Transactic				TWD		•
C Transaction Report	<ul> <li>Advanced set</li> </ul>	earch Transaction type 🛛 : 💼		🛛 🚥 🕘 📨 🗙						_
置 Payment Facility -	Total:8	Export Transactions				~				٩
C Payment methods •		RecTradeID Q	Payment Metho	nd TWD 0	Date +	<ul> <li>Status -</li> </ul>	0	2023		
C) Link Pay		=2023	100.00	1	and a second	Captured		2023/ 上午11:46:13		Captured O
3 Shopify Merchant		Annessan			22001	Captured		Manhandada		
Affiliate Code 🔹					1.740.000	Contract		Merchant ID		
P E-Invoice -			with the		10.00	Captured		Merchant Name		The second second
		100000-040	inerity.		The second	Captured	0	Trade Info		
		10000000	10,000		10.00	Captured		AuthCode		
		0.000	1000	1	1222.	Captured		Enable 3D Secure		
		A00040044	(10)M	1	1000	Captured		Enable Identity Verification(KYC)		-
		4000000004	1000	1	100.00	Captured		Amount		_
					T D D D D D			RecTradeID		Contraction of the local division of the loc
								Payment Method		1 days
								Refunded Amount		
								Original Amount		
								Estimate CapTime		00000
								is Payment Captured?		
								Bank Transaction ID		10000
	-							Bank Transaction Time		
	1							Instalment		
					Copyright ©2023	Cherri Tech Inc.		redeem		
							4	Trade History		
							Ĭ	Action Refund ID Result Time	Bank Resul	Code Bank Result MSC
								Authorize Success	CODA-D	
								Capture Success	(100 m m)	
							6	User Information		
								Partial Card Number		
								Details	international Theory international	20.002
								Cardholder Phone Number		10000
								Cardholder Name		1000
								Cardholder Email		
							6		Ref	und

TapPay 🗖				Activate +	Market Place - Dev	eloper + Current B	Billing
'hriv		জ	•	Bank Transaction	ID		TWD
	edit	Advanced search Transaction type 0 : 🚍 🗉 🤇		* 🕘 🖂 ×			
88 Dashboard		Total: 60 Export Transactions			_		
	•	RecTradeID Q	Payment Method	TWD 0	Date 🗸	Status •	
	•	PROTECTION OF	100 %		10000	Authorized	Estimate CapTime
Payment Facility	•	And an and a second sec	100.00		.7.55	Authorized	Is Payment Captured?
Payment methods	•		stage Aur		300	Authorized	Bank Transaction ID
<ul> <li>Unk Pay</li> </ul>		10000000	int in		10100	Authorized	Bank Transaction Time
Shopify Merchant		and the second second	can be		200	Authorized	redeem
C Affinate Code		100000000	100.50	1		Authorized	Trade History
<u> </u>		And the state of	100.00		355	Authorized	Action Refund ID Result Time Bank Result Code Bank Result
		400000-00404	stage Aus		322	Authorized	Authorize Success
		A REPORT OF A REPORT OF	the first first		-	Authorized	Partial Card Number
		100/07/09/08	The De			Authorized	Details
		171203-0200	11.00			Authorized	Cardholder Phone Number
		1000000000	10.00		,7123	Authorized	Cardholder Name
		Description of Parameters	(And Ang		322	Authorized	CapToday Refund
		1 2					

Figure 錯誤!所指定的樣式的文字不存在文件中。-40 Instructions for displaying order details

Figure 錯誤! 所指定的樣式的文字不存在文件中。-41 Order Details - Request Payment On The Day function

## 2.9.1.3. How to export transaction records

When you filtered data using the conditions described above and need to export the data, please do so using the following steps:

- Filter the data range to download through conditions (1).
- Click on (2) "Export Transaction" and click "Download transaction record by pressing this button within 15 seconds".
- Your file ③ will be downloaded; you can go to the space that you set to save the downloaded file to open the file for browsing (Figure 錯誤! 所指定的樣式的文字不存 在文件中。-43), the file name is "Tappay\_records.csv."

					All transact	tions			
	dit	Start Date April 7, 2023 12:00 AM	- Enc	Date April 14, 2	023 12:00 AM		Today Yesterday	7 days This month	
		ଞ	•	Bank Transaction II			TWD		
	-	• Advanced search Transaction type 🛛 : 🚍 🗉	G <b>\$ \$ \$</b> \$ \$ \$ \$ \$ \$ \$	- @ = ×					
	•	Total: 60 Export Transactions							
ayment Facility		RecTradeID Q	Payment Method	TWD \$	Date +	😑 Status 🕞	Enable 3D Secure		
ayment methods		1.111	100			100	Enable Identity Verification(KYC)		
		1000	100		100	100	Issuer Chinese Name	10000	
						_	Issuer English Name		
ffiliate Code							Amount		
Invoice	•						Currency		
					100		RecTradeID	100000	
			1000		100		Payment Method	100	
			1000		1000		Refunded Amount		
							Original Amount		
					100		Estimate CapTime		
							Is Payment Captured?		
					100		Bank Transaction Time		
							Instalment		
					1000		redeem		

Figure 錯誤! 所指定的樣式的文字不存在文件中。-42 Exporting the transaction record file

交易日期及時	時間↩	交易狀態。	付款方	र्निद€	交易	前式別(場)	11-中-46630	·	(1)	(2)
Date		Record State	s Paymer	nt Method	Reci	Trade ID	Bank Order	Id / Bank Transaction II	Order Number	TapPay Merchant ID
Mon, Aug 31	, 2020 3:49 PM	M Authorized	Direct P	Pay	D202	200831peuWt4	TP1P1E1U0	W1T04	ASD	ESUN.TEST.3D
Ч										
收單帳戶調	說明↩	收單帳戶名稱↩	授權碼~ "	幣別← 金	≿額(3)	」原始金額↔	退款金額↔	待退款金額(5)	卡號(前6後4	いや 卡片識別碼や
TapPay Mercha	nt Description	Merchant Name	Auth Code	Currency A	mount	Original Amount	Refunded Amou	nt Refunded Pending Amou	nt Partial Card Nun	nber Card Identifier
			800008 T	TWD	1	1		0	524255-1022	0546d06b2a914e97a3
Details										
Details -二三四五六七/ <del>(</del>		□六七八九十三二三日 時 <b>卡人姓名</b> ~	四五六七八九十 務長人賞	+四二三四五:	六七八け	れ十五二三四五六七/ 持七人 Emaile	( <b>4</b> )-	★教日期 <del>。</del>	是否為分期交易。	分類調整性
Details ーニ三四五六七/ 会卡銀行・ Issuer Bank	N九十二二三四五 卡種e :: Card Type Ca	i六七八九十三二三日 持卡人姓名+- ardholder Name	阳五六七八九十 持卡人電 Cardholder	+四二三四五: 話⊷ Phone Nun	、 六七八づ mber (	れ十五二三四五六七/ 持卡人 <u>Email</u> er Cardholder Email	へ九十く (4)や Captured Ca	唐歌日期⊷ ∋ Date	是否為分期交易≪ Pay by instalment	分類期數" Number of instalments
Details 一二三四五六七/ <del>② 卡銀行"</del> Issuer Bank 玉山銀行	N九十二二三四五 卡種・ : Card Type Ca MasterCard	i六七八九十三二三日 特卡人姓名 <sup></sup> ardholder Name	招広六七八九十 特卡人電 Cardholder	十四二三四五: 話 <sup>。)</sup> Phone Nun	·六七八づ mber (	れ十五二三四五六七/ 持卡人 <u>Email</u> er Cardholder Email	(4)⊷ ا <b>Captured Ca</b> No Mo	<b>请款日期</b> ⊷ <b>5 Date</b> n, Aug 31, 2020 11:30 PM	<mark>是否為分期交易</mark> ↔ <b>Pay by instalment</b> No	分朔朔數** Number of instaiments
Details Details ーニ三四五六七ノ 会卡銀行・ Issuer Bank 五山銀行 ビ 首期金額・ First Paymer	Nル+二二三四五 - 大種・ Card Type Ca MasterCard 毎期金額・ 和 Each Payn	i六七八九十三二三日 持卡人姓名·· ardholder Name	R五六七八九十 <b>持卡人電</b> Cardholder 왕(代语~ sult Code	+四二三四五: I話。 Phone Nun 銀行錯誤 Bank Res	六七八 mber ( 與訊息 sult MS	九十五二三四五六七/ <del>持卡</del> 人 <u>Email</u> e <sup>2</sup> Cardholder <u>Email</u> e <sup>2</sup> SG	(4) بر Captured Ca No Mo	廣歌日期⊶ D <b>Date</b> n, Aug 31, 2020 11:30 PM	是否為分期交易 <sup>。。</sup> <b>Pay by instalment</b> No	分词加致。 Number of instalments

Figure 錯誤! 所指定的樣式的文字不存在文件中。-43 Transaction record csv file

# 2.9.2. Invoice and refund records

You can query the invoice and refund transaction data on specific time intervals on this page, and export them into an excel report and send it to specific Emails. Please do so by following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-44):

- 1. Customize the ① "Time Interval" of the report to download, or select the "Default Time Options."
- 2. Select the (2) status types to download: Capture/Refund/All.
- 3. Select the (3) "Merchant ID;" if the Merchant ID is not selected, the invoice and refund records for all of your Merchant IDs will be downloaded.
- 4. Click on ④ "Send Report" and the options "Send to Default Email" and "Edit Default Emails" will appear.
- 5. Selecting ⑤ "Send to Default Email" will send the file to the Email you used to apply for the TapPay account (Figure 錯誤! 所指定的樣式的文字不存在文件中。-45).
- 6. Selecting (6) "Edit Default Emails" and the system will open a window for you to add other recipient addresses.
- 7. After moving the cursor to ⑦ "Email to send," enter the recipient's address directly.
- 8. After clicking on (8) "Add the Email set," the system will check whether or not the Email you set is valid.

TapPay 🗖					Activa		Market Place	- Developer - Cu	rrent Billing				
÷-	edit		i This page only s	upport to search and expo	ort report of trans	action after	2020/10/16.						
8 Dashboard		0	Start Date		~	End Date			Yesterday	7 days	This month	Last month	
Herchant Setting	÷	0	All	• ③ Searc	ch by Merchant IE	~						<b>4</b>	
C Transaction Report	-		Please send the report i capture and refund time	in this page to your Email a e of each bank in <mark>Each B</mark> an	after TapPay finish hk Capture Time a	iing capture nd Each Bar	and refund wi	th banks. Please refer the	6	Send to defau	It emails	Send Report	
a Payment Facility	-		We will send the report	to the Email that you use	to login TapPay Po	ortal after ye	ou press the se	nd report buttom		Edit default ei	nans		
Payment methods	-												†
								Edit default emails					×
Shopify Merchant								Eurrent email count 1/5 Send to emails					
🖉 Affiliate Code	-							×	and the second	0			
E-Invoice	-							A00					+ () [sav

Figure 錯誤! 所指定的樣式的文字不存在文件中。-44 Capture and refund records

TapPa	y Capture and Refund Report 請退款報表 - TapPay (2021-01-01 00:00_2021-01-3	31 23	:00)		0	1~
T	tappay_service@cherri.tech Mon 3/8/2021 4:21 PM To:	3	5	"	$\rightarrow$	
	TapPay Capture and Refund R 7 KB					
	Dear TapPay,					
	請參考附件 / Please refer to: TapPay Capture and Refund Report 請退款報表 - TapPay	(202	1-01-	01_2	021-0	1-
	31).xlsx					
	Transaction Date 交易日期區間:2021-01-01 00:00_2021-01-31 23:00					
	Currency 幣別: <b>TWD</b>					
	Total Capture Trade - Success 請款成功總筆數:5					
	Total Capture Amount - Success 請款成功總金額: <b>5.0</b>					
	Total Refund Trade - Success 退款成功總筆數: <b>0</b>					
	Total Refund Amount - Success 退款成功總金額: 0.0					
	Total Trade - Success 總請款成功 + 總退款成功 交易筆數: <b>5</b>					
	Total Amount - Success 總請款成功交易金額 - 總退款成功交易金額: <b>5.0</b>					
	Best,					
	TapPay					

Figure 錯誤! 所指定的樣式的文字不存在文件中。-45 Email format of the invoice and refund

record file

## 2.9.3. Delivery settings for invoice and refund record reports

In order to allow you to easily receive the report data automatically after you have completed the invoice and refund operations of the bank, you can perform related settings in the "Delivery settings for invoice and refund record reports" in "Order Transaction". Currently, there are several rules according to the different acquiring banks; please open the related delivery settings based on your usage needs. TapPay will send an invoice and refund reports on the date and time; please perform settings by following the steps below (Figure 錯誤! 所 指定的樣式的文字不存在文件中。-46):

- 1. Open one of the (1) "Delivery Rules" based on your needs;
- 2. Click on (2) "Edit" to the far right of the rule and the system will open an "Edit Default Emails" window;
- 3. Fill in the Email to receive the file under this setting and click on (3) "Save;"
- 4. Return to the page and you can confirm that the Email you set is displayed in the "Delivery Email Setting" field; this means that setting is completed.

Setting of Capture and Refund Report         Color	TapPay 🗖		Activate + Marke	t Place • Developer • Current Billing			٠
Rule Switch       Rule Switch <thrule switch<="" th=""></thrule>	lagePage in Front Thirt edit	You've chosen 3 send	ling rule.	ig of Capture and Refund Report			
Merchards Setting Transaction Report All ransactions Capture and Refund Provmert Facility Provmert Facility Provmert Facility Cubic Pay	8 Dashboard	Rule Switch	Rule Description		Email setting		
Capture and Redurd Report Capture and Redurd	Merchant Setting     Fransaction Report     All transactions	1	The report will be sent automatically after the rule has been tu - Sending the report of the day before vesterday on every Tu - Sending the report of Thursday to Saturday on every Mond Transaction Action: All Arwhat time that the report will be sent: 13:00 pm - Searching by acquirer: Global Payments	rned on. sxday to Friday. ay.		) @	
CS Link Pay United Bails, E.Sark Commercial Bails (E.Sark Commercial Bails) Edit default emails	Capture and Refund Report Setting of Capture and Refund Report Poyment Facility Payment Facility Payment methods P		The report will be sent automatically after the rule has been tu - Sending the report of last do yon every Tuesday to Frday. Sending the report of Friday to Standard on every Monday. Transaction Action: All At what time that the report will be sent: 13:00 pm - Saarching by acquire: RAZER PM, Ray, Wallet, XAIG Commercial Bank, Fruhen Bank, MARX COMMERCULA BANK, Trinst Bank, Bank, Singhar Songhar Saarching Kang Share Saarching Share Saarchi	med on. k. Changhwa Bank, Bank SinoPac (New) , Union Bank of Tai . Bank of China , JP. TaipPay, National Credit Card Conter of AL RANK, TAWAN COOPERATUR EANK, NewebPay, Ca	Name of the state	3.	
Sonding the report of last days one every Tuesday to Friday	<ul> <li>Link Pay</li> </ul>		The report will be sent automatically after the rule has been t	Edit default emails			
Shoppin Merchant     Sinding the report of Friday to Sunday on every Monday     Affiltate Code     P     Ennote     P     Ennote     P     Ennote     P	a Shopify Merchant 2 Affiliate Code P E-Invoice		Sending the report of Friday to Studiay on every Monday. Transaction Action: All At what time that the report will be sent: 13:00 pm Searching by acquirer: ATOME, LINE Pay, JKOPAY, Pi Wallet	Current email count 2/5 Send to emails			

Figure 錯誤! 所指定的樣式的文字不存在文件中。-46 Automatic delivery settings of invoice

and refund reports

### 2.10. Payment Facility

If the cash flow service that you use is the TapPay cash flow service, you can browse the account records for collection and payment in "Payment Facility"; this includes recent accounts, Recent withdrawasl, stop transaction payments (DIspute), account application record and other information. Your deposit information and business conditions with TapPay will also be displayed here. The following are descriptions on the sub-functions of this service:

## 2.10.1. Account overview

When you applied and obtained a collection and payment Merchant ID, TapPay will help create your data in the system; you can check the current account statuses and the conditions agreed with TapPay for payment collection here. The following are descriptions of the information that each block represents (Figure 錯誤! 所指定的樣式的文字不存在文件 中。-47):

TapPay 🗖	≡	ACTIVATE ~ MARKETPLACE ~ DE	VELOPER 👻 CURRENT BILLING	· •
Edit	This is your TapPay virtual account overview.			TW *
Bashboard     Merchant Setting     Verchant Setting     Pageart     Pageart     Pageart     Pageart     Verview     Transaction Details     Balance Management     Pageart     Pageart	Balance ① Withdrowable Funds on hold Clearing Total Captured	NTS (), NTS () NTS (), MTS (),	Your bank account and clearing condition Acount Name === Bank and Bank code Branch and Branch Code Account Number: Withdraw process: Manual Clearing condition::: days after captured	0
Herbods     Link Pay     Shopify Merchant	Recent Activities 3	Recent Withdrawals	Fees: IM for domestic cards. IM for international cards.	Request Records 6
	Cleared         2023/03/24           Cleared         2023/03/23           Captured         2023/03/23           NTS 99         NTS 99	Withdraw 2023/03/25 NT\$ 16	· · ·	Nithdraw Report           Roquest         2023/03/24           Est. Remit         2023/03/25           NT\$ 17
	Cleared         2022/12/02           Captured         2022/11/09           NTS -9.9	Withdraw         2023/03/25            NT\$ 16		Withdraw Request         2023/03/24           Request         2023/03/25           Est. Remit         2023/03/25           NT\$ 16
	Cleared 2022/12/02 Captured 2022/11/29 NTS - 12.87	Withdraw         2023/03/25            Withdraw         2023/03/25            NT\$ 17	· · ·	Withdraw Request         2023/03/24           Request         2023/03/24           Est. Remit         2023/03/25           NT\$ 16
	Cleared 2022/12/02 Captured 2022/11/29 NTS -47.52	withdraw 2022/11/15 NTS -1		2
	Cleared         2022/11/26           Captured         2022/11/23           NTS 9.9         NTS 9.9	Withdraw         2022/10/19            NT\$ 198		
	CHECK HISTORY	CHECK HISTORY	CHECK HISTORY	CHECK HISTORY

Figure 錯誤!所指定的樣式的文字不存在文件中。-47 Configuration of the account overview function

### ① Descriptions of "Account Overview" are as follows:

Field	Description
	Actual withdrawable amount of the account. The amount in the account
	after deducting the amount with the status "On Hold" according to the
Withdrawable	agreed to deposit date after payment request is completed.
	[Calculation method] Withdrawable = deposited - recently stopped
	payments

# TapPay 🗖

Field	Description			
	Amount blocked by TapPay to stop payment; block types include:			
Eundo on	• Disputed payments: Disputed transaction amount that awaits			
	clarification.			
ΠΟΙΟ	• Risk control reserved: Pledged amount retain by TapPay temporarily			
	according to the contract.			
	Transaction amounts that have payment requested, but have not yet			
Clearing	reached the agreed upon deposit date.			
Total	All amounts currently in the TapPay cash flow service account.			
Captured	[Calculation method] Total = withdrawable amount + on hold + pending			
Capitred	deposit			

# (2) Contents of automatic transfer bank accounts:

Field	Description
Account	The bank account name you provided when opening the TapPay cash flow
Name	service
Bank and	The bank code you use for money transfer when using the TapPay cash
Bank code	flow service
Account	The bank account you use for money transfer when using the TapPay cash
Number	flow service
	Withdrawal method of deposited money stipulated in the contract between
	you and TapPay
	• Automatic withdrawal: After money is deposited, TapPay will
Withdrawal	automatically transfer the withdrawable amount into the bank account
process	mentioned above
	<ul> <li>Manual withdrawal: After money is deposited, you can apply for</li> </ul>
	withdrawal with TapPay, and TapPay will transfer the withdrawable
	amount into the bank account mentioned above
Clearing	The number of days to deposit money stipulated in the contract between
condition	you and TapPay
	Based on the handling fee for each transaction stipulated in the contract
Fees	between you and TapPay, handling fee will be deducted after payment
	request is completed for each transaction

# ③ Recent Activities

TapPay 🗖	≡	ACTIVATE 🗸 MARKETPLACE 🗸	DEVELOPER 👻 CURRENT BILLING	🗰 - O
E dit	This is your TapPay virtual account overview.			TW
Bashbaard       Image: State of the state of	Balance Withdrowable Funds on hold Clearing Total Captured	NTS I.M	Your bank account and clearing condition Account Name Bank and Bank code Branch and Branch Code Account Number: Withdraw process: Manual Clearing condition: days after captured	
<ul> <li>C Link Pay</li> <li>▲ Shopify Merchant</li> <li>▲ Affiliate Code ✓</li> <li></li></ul>	Recent Activities	Recent Withdrawals	Fees IM for domestic cards. IM for international cards.	Request Records
	Captured 2023/03/23	NT\$ 16		Est. Remit 2023/03/25 NT\$ 17
	Cleared         2022/12/02           Captured         2022/11/29           NT\$-9.9	Withdraw 2023/03/23 Ca	ptured Details Cleared	2023/03/24 2023/03/25 NT\$ 16
	Cleared         2022/12/02           Captured         2022/11/29           NT\$ -12.87	Withdraw Number of order 1	rs Total Capture	ed Amount 2023/03/24 NT\$ 100 NT\$ 16
	Cleared         2022/12/02           Captured         2022/11/29           NT\$ -47.52         11	Withdraw Processing fee ra	stes     Total Proc       %, International cards 2%     I	essing fee ?
	Cleared         2022/11/26           Captured         2022/11/23           NT\$ 9.9	Withdraw Clearing ID E202 Cleared Date 20	3032300001 Total No 23/03/24	et Amount NT\$ 99
			CHECK RECORDS	CHECK HISTORY

Figure 錯誤! 所指定的樣式的文字不存在文件中。-48 Recent Activities - single checkout content

# TapPay 🗖

Field		Description			
Checkout date	The da	The date that the payment request is completed with the bank.			
Estimated deposit	The da	ate to transfer money into the TapPay cash flow service			
date	accou	nt according to the agreed upon daily account date.			
	1	Statuses of the account:			
		<ul> <li>"Pending Deposit:" Transaction amounts that have</li> </ul>			
		payment requested, but have not yet reached the			
		agreed upon deposit date.			
		"Deposited:" Transaction amounts that have payment			
		requested and passed the agreed upon deposits date.			
		<ul> <li>"Fee Deduction:" The agreed fee for using the TapPay</li> </ul>			
Others fields		cash flow service.			
Other fields	2	The total amount of the account.			
	3	Click to view the details of the account. This includes			
		information such as the number of transactions, the total			
		amount of orders, the total handling fee deducted and the			
		total amount deposited (Figure 錯誤! 所指定的樣式的文字			
		不存在文件中。-48).			
	4	Click to enter the "Batch Checkout" page to view more			
		account details.			

## ④ Recent withdrawals

TapPay 🗖	≡	ACTIVATE - MARKETPLACE - DEVE	EVELOPER V CURRENT BILLING	· <b>•</b> •
Edit	This is your TapPay virtual account overview.			TW *
B     Dashbaard       107     Marchant Setting     ~       108     Report     ~       109     Pagment Resilty     ~       100     Overview     ~       100     Transaction Details     Marchaolt       101     Balance Management     ~       102     Pagment     ~       103     Pagment     ~       104     Marchaolt     ~       105     Nethods     ~	Balance Withdrawakie Funds on hold Cloving Total Captured	NTS IN NTS O NTS LIM	Your bank account and clearing condition Account Name Bank and Bank code: Account Number: Account Number: Withdraw process: Manual Clearing condition:: days after captured Fees: We for domestic cards. (% for international cards.	
<ul> <li>G Shopify Merchant</li> <li></li></ul>	Recent Activities	Recent Withdrawals	Dispute Request Records	2023/03/24 2023/03/25 NT\$ 17
	Cleared         2022/12/02            Captured         2022/11/29            NT\$ -9.9	Withdraw 2023/03/25 NT\$ 16	2023/03/25 Withdraw Details Withdrawn	8
	Cleared         2022/12/02           Captured         2022/11/29           NTS - 12.87         NTS - 12.87	Withdraw 2023/03/25	Withdrawer 商會測試店	Withdraw Method Manual
	Cleared 2022/12/02 Captured 2022/12/02 Captured 2022/11/29 NTS -47.52	Withdown         2022/11/16               NT\$ - 1	Payee	Bank Name 玉山銀行
	Cleared         2022/11/26           Cleared         2022/11/26           Captured         2022/11/23	Withdraw 2022/10/19	• withdrawID W2023032500003 Account Number 0912979090835	Withdraw Amount NT\$ 16
	CHECK HISTORY	CHECK HISTORY	CHECK RECORDS	

Figure 錯誤! 所指定的樣式的文字不存在文件中。-49 Recent withdrawals - Contents of a single withdrawal

Field	Description						
Withdrawal data	The o	The date that TapPay transferred this amount into the agreed upon					
Withdrawai date	bank	bank account.					
		Withdrawal status of the account.					
		Under review: The merchant has applied for the amount to					
	4	withdraw from TapPay. Only applicable to merchants					
		withdrawing manually.					
		Withdrawn: The date TapPay transferred money into the					
Other fields		agreed upon bank account.					
	2	The withdrawal amount.					
	3	Click to view the details of this withdrawal (Figure 錯誤! 所					
		指定的樣式的文字不存在文件中 • -49).					
	4	Click to enter the "Withdrawal Record" page to view more					
		withdrawal details.					

# (5) Dispute

арғау 🖬						ING 💼 🖶 🕀
Edit	This is your TapPay virtual a	ccount overview.				
8 Dashboard	Balance				Your bank accour	nt and clearing condition
🗄 Merchant Setting 🗸 🗸					Account Name:	CHEWRON .
O Transaction	Withdrawable			NTS -	Bank and Bank code:	and the second se
* Report	Funds on hold			NT\$	Branch and Branch Code	
B Payment Facility ^	Clearing			NT\$	biolicit and biolicit code	
Overview					Account Number:	Loss M
Transaction Details	Total Cantured			NTŚ	Withdraw process: #	
Palance Management	iotal captured				Clearing condition:	A CONTRACTOR OF
Paumant					Fees: == % for domestic of	ards. IP6 for international cards.
Methods					Л	
D Link Pay						
Shonify Marchant	Recent Activities		Recent Withdraw	rals	Dispute	Request Records
	Changing		Withford			
Affiliate Code 🛛 🗸	Cleared	ALC: 10.00	Withdraw	ALC: NO. 10	Hold	2023/10/13
E-Invoice V	Captured	(M.). (0.001)				
		1010 4,444 10		105.0004		(2) NTS
	Clearing		Withdrawn		Dispute	
	Cleared	100,000	Withdraw	included in	Hold	100001 · · · · · · · · · · · · · · · · ·
	Captured	303.04.0				
		101,000		10.000		2023/H/13 Dispute and Funds on hold Dispute
	Clearing		Withdrawn		Dispate	
	Cleared		withdraw		Hold	Hold Number
	coproreo	1071-0109-00		111 10 10		
	Clearing		Withfram		Dispate	
	Cleared	100.00.0	Withdraw	A100,000,00	Hold	Demails
	Captured	1000.00.00				Remark
		110.00.0		10.000		爭議保留敗 ( )
	Cleared		Withdrawn		Dispate	
	Cleared		Withdraw	in the second se	Hold	
	Captured	10000				
	СНЕС	K HISTORY	Сн	CK HISTORY	(4) (che	CK HISTORY
						CHECK RECORDS

Figure 錯誤!所指定的樣式的文字不存在文件中。-50 Dispute - Contents of a single retention

Field	Description						
Retention date	The o	date the retention item occurred.					
	1	The amount blocked by TapPay to stop payment; block					
		types include:					
		• Disputed payments: Disputed transaction amount that					
		awaits clarification.					
		<ul> <li>Risk control reserved: Pledged amount retain by</li> </ul>					
Other fields		TapPay temporarily according to the contract.					
	2	The retention amount					
	3	Click to view detailed information of the retention (Figure 錯					
		誤! 所指定的樣式的文字不存在文件中。 <b>-50</b> ).					
	4	Click to go to the "Stop Payment" page to view more					
		retention details.					

# 6 Request Records

TapPay 🗖	=	ACTIVATE - MARKETPLACE - DEVI	LOPER 🖌 CURRENT BILLING	<b>ii</b> - O
Edit	This is your TapPay virtual account overview.			TW
Bashboard     Marchant Setting     Verchant Setting     Setting     Setting     Setting	Balance Withdrawable Funds on hold Clearing Total Captured	NTS NTS NTS IN	Your bank account and clearing condition Account Name Bank and Bank code Branch and Branch Code Account Number: Windraw process: Mnual Clearing condition: days after coptured	
<ul> <li>G Fayment</li> <li>✓ Methods</li> <li>✓ Link Pay</li> <li>G Shopify Merchant</li> </ul>	Recent Activities	Recent Withdrawals	Fees: II% for domestic cards, II% for international cards.	Request Records
<ul> <li></li></ul>	Cleared         2023/03/24            Cleared         2023/03/23            Captured         2023/03/23            NTS 99	Nithdraw 2023/03/25 NT\$ 16		Withdraw Request           Request         2023/03/24           Est. Remit         2023/03/25           Q         NT\$ 17
	Cleared 2022/12/02 Captured 2022/11/29 NT5 -9.9	Withdraw 2023;03;25 NIT\$ 16		Withdow Request           Request         2023/03/24           Est. Remit         2023/03/25           NT\$ 16
	Cleared 2022/12/02 Ceptured 2022/11/29 NT\$ -12.87	Withdraw 2023/03/25 NT\$ 17	· ·	Withdraw Request 2023/03/24 Est. Remit 2023/03/25 NT\$ 16
	Cleared 2022/12/02 Captured 2022/11/29 NTS -47.52	Withdraw 2022/11/16		2
	Cleared         2022/11/26           Cleared         2022/11/23           Captured         2022/11/23           NT\$ 9.9	Withdraw 2022/10/19 NT\$ 198		
	CHECK HISTORY	CHECK HISTORY	CHECK HISTORY	3 CHECK HISTORY

# Figure 錯誤! 所指定的樣式的文字不存在文件中。-51 Request records

Field		Description					
Application date	Date	Date applied for automatic withdrawal					
Estimated	Estin	Estimated date when you will actually receive the payment for this					
appropriation date	appli	pplication					
	1	Types of applications for this account.					
		<ul> <li>Withdrawal application: there are only record</li> </ul>					
Other fields		application records if manual withdrawal is applied					
Other lields	2	Application amount for this type.					
	3	Click to enter the "Account Application Record" page to view					
		more application records.					

## 2.10.2. Transaction Details

You can view batch checkout (recent accounts), account details (transaction details within the deposit number), withdrawal records, stopped payment and account application records on the "Account Statement" page; you can click on the corresponding page of the item to view. The following are descriptions of each query subject:

# 2.10.2.1. How to view the account details of a single batch checkout

When you want to confirm the account details of a single "Batch Checkout," you can query from the different portals of "Account Overview" or "Account Statement;" the following are the query steps of the "Account Statement" (Figure 錯誤! 所指定的樣式的文字不存在文件中。-52):

- 1. Go to (1) "Transaction Details" and locate the "Recent Account Activities" record that you want to view.
- Click on ② "Details" on the record and the system will open the "YYYY/MM/DD content of this checkout" window (same as Figure 錯誤! 所指定的樣式的文字不存在文件中。-48 number C).
- 3. Please click on ③ "Check Records" and the system will take you to the "Recent Account Activities" page.
- 4. The system will filter and display the ④ "Batch Checkout" details; you can browse all transaction details about this checkout.

TapPay	•	=			ACTI	VATE ~ MARKETPLAC	E – DEVELOPER – CURRE	NT BILLING		
<b>.</b>	<u>Edit</u>	C	)							TW *
8 Dashboard	i Setting ∽	The net a	G BATCH REC	ENT ACCOUNT ACTIVITIES rred to your TapPay virtual accou	RECENT WITHDRAW	ALS DISPUTE & FUNDS	ON HOLD REQUEST RECORDS			
Report		Clea	ring Bate	ch						
Payment Fi	acility ^		Status	Capture Date	Cleared Date	Clearing ID	Details	Captured a	mount Processing fees	Net Amount
Transaction Balance Mar	nagement		Cleared	2023/03/23	2023/03/24	E2023032300001	2 - temits	NTS 1	00 NT\$1	NT\$ 99.0000
Payment Methods			Cleared	2022/11/29	2022/12/02	E2022112900008	Details	NTS -	2023/03/23 Captured Details Clea	red
<ul> <li>Link Pay</li> <li>B Shopify Me</li> </ul>	erchant		Cleared	2022/11/29	2022/12/02	E2022112900007	Details	NTS -	Number of orders	Total Captured Amount NTS 100
			Cleared	2022/11/29	2022/12/02	E2022112900001	Details	NTS -	Processing fee rates	Total Processing fee
Lif E-invoice	, in the second s		Cleared	2022/11/22	2012/11/26	53023113300007	Detaile	NTS 3	Domestic cards 1%, International cards 2%	NT\$ 1.0000
	CLEARING BATCH	RECENT ACCOUNT AC	virtual account at cleare	NITHDRAWALS DISPUTE & FUNDS O	N HOLD REQUEST RECO	RDS		NTS	Cleared Date 2023/03/24	iotai net Amount NT\$ 99
	Captured	details				E 2023/03	/23 - 2023/03/24	C EXPORT	CHECK RECOR	abs
	E20220032300001	Coptant Date	Q.	Clearing 10 recTr	sent	Captured amount	ALL CLEARED CLI	ARING FEES	i	
	Geared	2022/03/23	2023/03/24	E2022002200001 0202	13132312d5#E	NT5 200	NT51 NT599.0000 #	14y B		
							Rown per page: 20 • 1-1 of 2			

Figure 錯誤! 所指定的樣式的文字不存在文件中。-52 Batch checkout - Querying account details

# 2.10.2.2. How to view withdrawal records

When you want to confirm recent automatic/manual withdrawal records from the TapPay account, you can go to "Transaction Details" and query withdrawal records according to date intervals (Figure 錯誤! 所指定的樣式的文字不存在文件中。-53) or enter this page from "Recent Withdrawal " in "Overview."

TapPay 🗖				MARKETPLACE ~ DEVEL	OPER - CURRENT BILLING			
786								TW *
20 Daubhaard	CLEARING BATCH REC	ENT ACCOUNT ACTIVITIES	RECENT WITHDRAWALS	ISPUTE & FUNDS ON HOLD F	REQUEST RECORDS			
(III) Merchant Setting ~	TapPay remits the withdraw	n amount after the withdrawal	request is confirmed. It takes 3-5 day	s to complete the remittance.				
Report	Withdraw his	story					2023/03/01 ~ 2023/03/31	
盦 Payment Facility へ	Withdraw ID	Q						ALL IN REVIEW WITHDRAWN
Overview Transaction Details	Status	Company Name	Withdraw time	Withdraw ID	Withdraw Amount	Balance	Last 5 digit of the bank account	Remark
Balance Management	Withdrawn	营营测试店	2023/03/25 PM 3:34:25	W2023032500003	NT\$ 16	NT\$ 51	1000	已匯款給廠商
···································	Withdrawn	詹普测试店	2023/03/25 PM 3:34:25	W2023032500002	NT\$ 16	NT\$ 67		已運收給廠商
Shopify Merchant	Withdrawn	詹奋测试店	2023/03/25 PM 3:34:25	W2023032500001	NT\$ 17	NT\$ 83		已匯款給原商
Affiliate Code							Rows per page	: <u>20 ♥</u> 1-3 of 3 < >

Figure 錯誤! 所指定的樣式的文字不存在文件中。-53 Recent Withdrawal record details

#### 2.10.2.3. How to view Dispute

Stopped payments are divided into "Disputed Payments" and "Risk Control Reserves," which are both blocked payments of TapPay in the "Withdrawable" of merchants and are defined according to the situation: (1) if TapPay received retrieval requests/deduction notifications from the bank, it means that the consumption the consumer made in your store has transaction disputes and there are concerns; therefore, TapPay will block the amount (disputed amount) of that transaction in your account, and relative actions will be conducted according to the subsequent ruling notice of the bank; (2) temporary retention of funds (risk control reserves) by TapPay based on the risk assessment management of merchants; subsequent actions will be performed according to the risk control standard of TapPay. You can query details on "Stopped Payments" in the "Transaction Details" function and you can search by date (Figure 錯誤! 所指定的樣式的文字不存在文件中。-54).

# TapPay 🗖

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Canada and a second set of the second set of a second set		Edit	CLEARING BATCH RECENT	ACCOUNT ACTIVITIES	RECENT WITHDRAWALS	E & FUNDS ON HOLD	UEST RECO	RDS	
Windball   Windb	👸 Dashboard		<ul> <li>TapPay holds onto the amount u</li> </ul>	inder dispute for risk control.	. The amount will be transferred to your vi	rtual account once it's cleared.			
Image: State Stat		~	Funds on hold					End 2023/04/07 ~ 2023/04/13     End 2023/04/07 ~ 2023/04/13	
Payment facility         Cased Sate         Digate Number         Audust wind Number         Number Number         Number Number Number         Number Numbe	Report	~	Search by hold ID	0				ALL FUNDS ON HOLD DI	SPUTE
Coverview     Eates     Claned Data     Paped table     Paped table       Transaction Orbails     Dispute     2023/04/13     R2023/0130004     Patel table       Shainer Management     Dispute     2023/04/13     R2023/0130004     Patel table       Shainer Management     Dispute     2023/04/13     R2023/0130004     Patel table       Shainer Management     Dispute     2023/04/13     R2023/0130002     Patel table       Shainer Management     Dispute     2023/04/13     R2023/0130002     Patel table       Shainer Management     Dispute     2023/04/13     R2023/0130002     Patel table       Missier Code     Dispute     2023/04/13     R2023/0130002     Patel table       Missier Code     Dispute     2023/04/13     R2023/0130002     Patel table       Entwole     W     V     V     V     V	🚊 Payment Facility	^		Q					
Transaction Details         Dispute         2023/04/13         E0203/04/1300004         FMERE           Salance Management         Dispute         2023/04/13         E0203/04/1300004         FMERE           O inpute         2023/04/13         E0203/04/1300002         FMERE         FMERE           A shorly Merchant         Dispute         2023/04/13         E0203/04/1300002         FMERE           Millist code         Dispute         2023/04/13         E0203/04/130002         FMERE           E timole         2023/04/13         E0203/04/130002         FMERE         Emere	Overview		Status	Cleared Date	Dispute Number	Pu	nds on hold	Remark	
© Pupurkt Methods         Dippurk         2023/0/13         R202304/30003         \$H#H#R           © Luk Pup         Dippurk         2023/0/13         R202304/30002         \$H#H#R           & Shortly Mechanit © Etimole         Dippurk         2023/0/13         R202304/30002         \$H#H#R	Transaction Details Balance Management		Dispute	2023/04/13	R2023041300004			爭議保留敵	
C: Link Py         Dispute         2023/04/13         R2023/04/30002         Fdffffff           di Shopfy Kerchant         Dispute         2023/04/13         R2023/04/30002         Fdffffff           di Mfliste Code         Dispute         2023/04/13         R2023/04/30002         Fdffffff           Dispute         2023/04/13         R2023/04/30001         Fdfffff         Fdfffff           Dispute         2023/04/13         R2023/04/30001         Fdffff         Fdffff	Payment     Methods	~	Dispute	2023/04/13	R2023041300003			季递得留数	
⊘ Affiliare code         Dispute         2023/04/13         P2023/04/30001         #44/#16/16           ⑦ Extravole	<ul> <li>Link Pay</li> <li>Shopify Merchant</li> </ul>		Dispute	2023/04/13	R2023041300002			爭谨律留敵	
Emotion v	🖉 Affiliate Code	~	Dispute	2023/04/13	R2023041300001		100	爭議保留数	
	E-Invoice	~						Rows par page: 20 💌 1.4 of 4 <	>

Figure 錯誤! 所指定的樣式的文字不存在文件中。-54 Details on stopped payments

#### 2.11. Payment Methods

TapPay currently supports Apple Pay, Apple Pay on the Web, Google Pay and Samsung Pay; please perform related enabling settings according to the following chapters.

## 2.11.1. Apple Pay

Before you start setting the Apply Pay function, please go to Apple Developer and apply for a Merchant ID first, and then upload the obtained CER credentials to TapPay. Once execution is complete, the enabling status of Apple Pay and Apply Pay on the Web can be viewed on this list. Please perform the adding, updating and deleting operating steps according to the following chapters.

## 2.11.1.1. How to create Apple Pay Merchant

When you go to Apple Developer to apply for Apple Pay Merchant, please first go to TapPay and download the CSR file (file name: Payment\_Processing\_certificate.csr) and then perform subsequent operations. Please refer to the steps below (Figure 錯誤! 所指定的樣式 的文字不存在文件中。-55):

- Click on ① "+" and the system will show a "New Apple Pay Merchant" window.
   6
- 2. Please download the file <sup>(2)</sup> "Payment\_Processing\_certificate.csr" and then click on "Next."
- Please go to Apple Developer and apply according to the instruction steps of TapPay (3) and upload the CSR file downloaded from the TapPay backstage (please refer to the document on the official website of TapPay https://reurl.cc/V85aO5 for the steps of this stage).
- 4. (5) "Upload" the Payment Processing Certificate file you obtained from Apple Developer using (4) Select file (the file name is apple\_pay.cer).
- 5. After uploading, go back to the list page and check the Apple Pay merchant you created; if the "In App" light is "Green," it means it was created successfully and you can perform Apple Pay connection operations.

#### TapPay 🗖

TapPay 🗖	Activate + Market Place +	Developer • Current Billing	•
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ලිළි Dashboard	Merchant Identifier	In App On the Web 🚯 🕇	
(III) Merchant Setting *	and the second se	• • •	
😜 Transaction Report 🗸	and the second second		×
Burnant Endling *	and the second se	Create Apple Pay Merchant	
- Fayinein Faumy			
Payment methods		1 Download CSR	2 Upload Certificate
Apple Pay		To create a Payment Processing Certificate for Apple Pay, download the C	SR file and upload to Apple Developer
Apple Pay On The Web		ayment_processing_certificate.csr	
Const. Dr.			
Objeray			rext
Samsung Pay			×
C-3 Link Pay		Create Apple Pay Merchant	
A Shopify Merchant			
		V Download CSR	2 Upload Certificate
2 Affiliate Code			Select apple_pay.cer
E E-Invoice +		2. Create a Merchant ID if you don't have one 3. Edit Merchant ID	
		4. Create Payment Processing Certificate 5. Upload the CSR file you just download	
		6. Download Payment Processing Certificate(apple_pay.cer) 7. Upload apple_pay.cer using the button on the right 8. Visit our Document for more information	
			(5) 1 Upload

Figure 錯誤! 所指定的樣式的文字不存在文件中。-55 Apple Pay merchant creation

# 2.11.1.2. How to modify/delete created Apple Pay Merchant

If you need to update the CER file (Payment Processing Certificate) or the domain name, please do so by following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-56):

- Locate the Apple Pay Merchant you want to update and then click the ① "i" button to the far right; Apple Pay and Apple Pay on the Web related settings will appear (please refer to 2.11.2 for details on Apple Pay on the Web).
- 2. If you want to update the CER file, please click on (2) "Update Certificate"; the Update steps are similar to the Add steps, please refer to 2.11.1.1.
- 3. If you want to update the "Domain," please click on (3) Text fields and then enter the domain name you want to update.
- 4. After completing the operations above, please click on ④ "Save" to complete the update.

If you need to delete the Apple Pay Merchant, please click "Delete;" if you do not need to perform "Update" or "Delete," please click on "Back" to return to the page.

# TapPay 🗖

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edit		
	Merchant Identifier	In App On the Web 🕕 🕇
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•	and the local sector of	
	and the second sec	Merchant Identifier: merchant.Joseph lest
		Apple Pay
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eb		type: Expires
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	a fear thread and	Domain
	and a strength over	Merchant Identity Certificate
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	- includes	Туре:
		Expires:
		1 Upload Certificate
		+ Back

Figure 錯誤! 所指定的樣式的文字不存在文件中。-56 Modifying Apple Pay Merchant

### 2.11.2. Apple Pay on the Web

Based on your business needs, if you only need the web version of Apple Pay, you can apply for an Apple Pay on the Web Merchant ID through TapPay (refer to 2.2.2 for the application process); there is no need to go to Apple Developer.You can complete Apply Pay related settings on this function; please follow the steps below (Figure 錯誤! 所指定的樣式的 文字不存在文件中。-57):

- 1. Click on ① "Create Apple Pay Settings."
- 2. Please enter (2) your "Domain Name.".
- 3. Please ③ "Download" this file (file name: apple-developer-merchantid-domain-association).
- 4. Please place the downloaded file (4) in the path of your server.
- 5. Please (5) "Check" and confirm whether or not (4) is completed.
- 6. Click on <sup>(6)</sup> "Submit" to return to this function and you will see the information of the domain you set.

TapPay 🗖				ctivate - Market Place - Developer - Current Billing	€
1605				Apple Pay on the Web	
88 Dashboard	<u>edit</u>	i If you enable this servi i This service is for Appl	ce, you don't have to register Apple Pay e Pay on the Web only.	/ Developer Account, You just need to set up the relevant information here and you will get Apple Paymerchant identifier.	
Merchant Setting	-	+ Create Apple Pay Se	tting ①		
⊖ Transaction Report	•	Total : 17			
窟 Payment Facility	•	Apple Pay Merchant Identifier	Domain	Storage Path	
Payment methods					×
Shopify Merchant				Create Apple Pay Setting	
Affiliate Code	•				
E-Invoice	•			1. Domain name(s) (Use ';' to separate multiple domain names) 🕗	
			Prove de la region	2. Host the domain verification file under the path	
				3. Storage Path Host the domain verification file under the path	
				ttps://DOMAIN_NAME/well-known/apple-developer-merchantid-domain-association	Сору
				Already host the domain verification file under the storage path 5	
				Submit	Cancel

Figure 錯誤! 所指定的樣式的文字不存在文件中。-57 Apple Pay on the Web domain settings

If you need to delete the domain that is set, please locate and click on the "Recycle Bin" button to the far right of the domain name to delete; this will delete the domain (Figure 錯誤! 所指定的樣式的文字不存在文件中。-58).

+ Create Apple Pay Set	ting	
Apple Pay Merchant Identifier	Domain	Storage Path
	Manual Street, Square, Street, Square,	

Figure 錯誤!所指定的樣式的文字不存在文件中。-58 Deleting Apple Pay on the Web domain

# 2.11.3. Google Pay

If you applied to use this after 2017.12.14 (Android SDK V2.1.5 or Web SDK V4 or above), you don't need to perform this setting; please refer to the official website of TapPay (<u>https://reurl.cc/pLxXXQ</u>) for details on the technical connection.

# 2.11.3.1. How to create Google Pay merchant

If you applied to use Google Pay before 2017.12.14, please perform Google Pay merchant related settings on this page; please perform settings using the steps below:

- 1. Please click on ① "Create Google Pay Merchant"
- 2. In the ② "Create Google Pay Merchant" window, enter your Google Pay Merchant ID (you can customize it) and the domain name.
- 3. When you have finished filling in the information, click on (3) "Submit." (4)
- 4. Return to the list page and you will see Google Pay Merchant that you added will be displayed on the list.

TapPay 🗖		vate - Market Place - Developer - Current Billing	•
		Google Pay Merchant	
<u>edit</u>	i If you use Google Pay (Android SDK V2.1.5, Web SDK V4	version or above) after December 14th 2017, you don't have to create Google Pay merchant.	
20 Dashboard	Create Google Pay Merchant 🕚 1	1	
🛗 Merchant Setting 👻	Total: 2		
台 Transaction Report 🗸	Google Pay Merchant Identifier	Domain	
💼 Payment Facility 👻	Copy Public Key tappay.googlepay	tappaysdk.com	
Payment methods	Copy Public Key tappay.googlepay2	tappaysdk.com	Ø <b>1</b>
Apple Pay		0	×
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G⊃ Link Pay		example.androidpay	
🛐 Shopify Merchant		Domain name(s) (Use ',' to seperate multiple domain names)	
🖉 Affiliate Code 🛛 👻		сарраузик.com,portal.cappaysuk.com	
		_	3 Submit Cancel

Figure 錯誤! 所指定的樣式的文字不存在文件中。-59 Google Pay merchant domain settings

# 2.11.3.2. How to modify/delete created Google Pay merchant

If you want to modify the domain of the Google Pay merchant, please locate the Google Pay merchant you want to change and click on the "Edit" icon; the system will open "Update Google Pay Merchant" 1

Jpdate Google Pay Mercha	nt		
Self-defined Google Pay Merchant Identi	fier, i.e. tappay.googlepay		
tappay.googlepay			
omain name(s) (Use ';' to seperate multip	le domain names)		
and the second se			
ublic Key			

Figure 錯誤! 所指定的樣式的文字不存在文件中。-60), and you can update the data in the "Domain Name" text field then press "Submit" to finish updating. If you want to delete the Google Pay merchant, please press the "Delete" icon; the system will open the confirmation window (Figure 錯誤! 所指定的樣式的文字不存在文件中。-61). If you are sure you want to delete it, please click on "OK" to finish deleting; it cannot be recovered once deleted, so please operate carefully.

	×
Update Google Pay Merchant	
*Self-defined Google Pay Merchant Identifier, i.e. tappay.googlepay	
tappay.googlepay	
Domain name(s) (Use ';' to seperate multiple domain names)	
and the second sec	
Public Key	
the stage significant of the second stage of the stage of the second stage of the seco	
Submit	Cancel

Figure 錯誤! 所指定的樣式的文字不存在文件中。-60 Updating Google Pay Merchant

Delete Google Pay Merchant:	
You can't undo this operation	
	NOOK

Figure 錯誤! 所指定的樣式的文字不存在文件中。-61 Deleting Google Pay Merchant

#### 2.11.4. Samsung Pay

If you have the need to use Samsung Pay in APP, before applying an account at Samsung Pay Developer, please make the preparations of setting the Samsung Pay Merchant ID in this function and obtaining the CSR file.

#### 2.11.4.1. How to add new Samsung Pay merchant

When you go to Samsung Developer to apply for a Merchant ID, you need to upload the CSR file downloaded from TapPay, add Samsung Pay merchants to be following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-62):

- Click on ① "Create Samsung Pay Merchant" to open the "New Samsung Pay Merchant" window.
- 2. Please 2 enter your custom "Merchant ID" and click on "Submit."
- 3. Return to the page and you will see ③ "New Samsung Pay merchant added successfully!" on the top. The Merchant ID you added is displayed on the list.
- Please click on ④ "Download CSR" on the top or from the list and then go to Samsung Developer to apply; please refer to the official website of TapPay (<u>https://reurl.cc/klLv2L</u>) for details on the steps

TapPay 🗖	Activate + Market Place + Developer + Current Billing	•
	Samsung Pay Merchant	
edit Samsung Only Samsu	<b>1g Pay In App Only</b> nsung Pay In App Integration need a Samsung Pay Merchant.	
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Payment Facility	townload CSR ∎	
C Payment methods		
Apple Pay		
Apple Pay On The Web		
Google Pay		
Samsung Pay	0	×
G) Link Pay	Create Samsung Pay Merchant	
🗿 Shopify Merchant	Self-defined Android Pay Merchant Identifier, i.e. com.tappaysamsung.pay	
🖉 Affiliate Code 🗸	com.tappay.samsung.pay	
	Submit	Cancel

Figure 錯誤! 所指定的樣式的文字不存在文件中。-62 New Samsung Pay Merchant

### 2.11.4.2. How to delete created Samsung Pay merchant

If you want to delete the Samsung Pay merchant, please click on the "Delete" icon; the system will open the confirmation window (Figure 錯誤! 所指定的樣式的文字不存在文件 中。-63). If you are sure you want to delete, please press "OK" to finish deleting; it cannot be recovered once deleted, so please operate carefully.

Delete Samsung Pay Merchant: samsung	
You can't undo this operation	
	NOOK

Figure 錯誤! 所指定的樣式的文字不存在文件中。-63 Deleting Samsung Pay Merchant

#### 2.11.4.3. Link payment

You can create order links and send orders to the Emails of consumers here; after the consumers open the order link, they can complete payments with credit card, Apple Pay, Google Pay or other payment methods according to the contents and payments of the product. You can view the order information of the link payment when the order payment is completed, and you can also set a payment successful notification to the Email of the creator in the background. For the currently supported payment methods, please refer to information on the banks that support link payment (Figure 錯誤! 所指定的樣式的文字不存在文件中。-65).

Supported Banks
# 3D Verification Transaction:
CTBC BANK, E.SUN BANK, Taishin Bank, National Credit Card Center of R.O.C., NewebPay, Bank SinoPac, Taipei Fubon Bank, Cathay United Bank, CHANG HWA Bank, RAZER PAY
# Instalment Transaction:
CTBC BANK, E.SUN BANK, Cathay United Bank, National Credit Card Center of R.O.C., NewebPay, globalpayments
# Apple Pay/Google Pay:
CTBC BANK, E.SUN BANK, Taishin Bank, Taipei Fubon Bank, Cathay United Bank, National Credit Card Center of R.O.C., NewebPay, UNION BANK OF TAIWAN, Bank SinoPac, BANK OF
CHINA#Wallet Pay:
LINE Pay, JKOPAY, Easy Wallet

Figure 錯誤! 所指定的樣式的文字不存在文件中。-64 Information on the banks that support link payment

# 2.11.5. Pre-setting

### 2.11.5.1. Setting link and payment information

If you want to modify the merchant name, logo, payment and related settings of link payment orders, please do so by following the steps below (Figure 錯誤! 所指定的樣式的文 字不存在文件中。-65); this setting will be activated immediately once changed:

- 1. Please first confirm the ① environment you want to set and click on the ② "Setting" button to the right
- 2. The system will open the ③ "Link Pay Setting" window; please perform settings according to your business needs.
- 3. "Installment Payment" and "3D" verification settings are only applicable if you created link payment with Merchant ID:
  - Check ④ order "Installment Payment," please click on "Settings" to open the ⑤
     "Installment Settings" window and select the installment information based on the bank you are cooperating with. When you have finished setting, click on ⑤
     "Submit" to complete the installment payment settings.
  - If you checked "3D verification", consumers will need to receive the OTP code for verification when paying.
- 4. Return to the "Link Payment Settings" window and click on <sup>(6)</sup> "Submit" to complete related settings of link information.

## TapPay 🗖

TapPay 🗖	Activate - Market Place - Developer - Current Billing	• •
edit	Supported Banks	
B     Dashboard       B     Merchant Setting	Sandow     Production	
을 Transaction Report 🗸	Start Date April 14, 2023 12:00 AM - End Date April 14, 2023 12:00 AM Today	۲
Payment Facility •	Merchant ID	
Payment methods	Advanced search      1 You're using testing environment.      Sour Name	
⊂∋ Link Pay	Total:0 目前 10 Logo	
Shopify Merchant	You're using testing environment.	
🖉 Affiliate Code 🔹 👻	Order ID Title Coder 7 Zuts capture' default setting	
따 E-Invoice +	Conv Standard Acting Standard Stan	
	Instalment Setting 5	
	You're using testing environment.	Cancel Submit
	Talshin Bank CTBC Bank NCCC E.SUN Bank Cathay United Bank NewebPay globalpayments	
	3     5     9     10     12     18     24     30     36       Periods     Periods     Periods     Periods     Periods     Periods     Periods	
	Cancel Submit	

Figure 錯誤! 所指定的樣式的文字不存在文件中。-65 Link information and payment settings Description of "Installment Payment:"

- When the acquiring behavior is not installment acquiring with own-card, please select the issuing banks that you have signed contract with first and then perform settings for the number of installments supported by each bank. JP\_TAPPAY currently does not support the installment payment function.
- Once the order is created, you can see the bank and number of installments that you set on the payment page (Figure 錯誤! 所指定的樣式的文字不存在文件 中。-66); the information here is for consumer reference only, TapPay will not perform verification. This verification will be executed by the acquiring bank.

Credit card				
	Or	ne-time payment	instalment	
	Choose n charged i	Choose number of instalments (The remaining amount will be charged in the first instalment)		
		Number of instalments	Supported banks	
		NT\$ 33 x 3 instalments	台新銀行(Taishin Bank)、中國信託 銀行(CTBC Bank)、玉山銀行 (E.SUN Bank)	
		NT\$ 16 x 6 instalments	台新銀行(Taishin Bank)、中國信託 銀行(CTBC Bank)、玉山銀行 (E.SUN Bank)	
		NT\$ 11 x 9 instalments	台新銀行(Taishin Bank)、中國信託 銀行(CTBC Bank)、玉山銀行 (E.SUN Bank)	

Figure 錯誤! 所指定的樣式的文字不存在文件中。-66 Payment page - Installment payment

information
#### 2.11.5.2. Editing Email templates

You can set the standard content of Emails here; please perform settings by following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-67):

- 1. Please confirm the environment you want to set and click on the ① "Edit Email Template" button.
- 2. The system will open the "Email Preview" setting window; you can adjust the standard text of the Email in <sup>(2)</sup> "Edit".
- 3. And confirm the style of the letter received by the consumer in ③ "Browse;" if you want to change back to the default content after editing, click on ④ "Reset" and the system will restore the default contents of TapPay.
- 4. After finished editing, click on (5) "Save" to complete the settings.

TapPay 🗖	Activate + Market Place +	Developer + Current Billing	•
100000000000000000000000000000000000000	4 u	ink Pay	
sdit	Supported Banks		
80 Dashboard	Sandbox Production		
🖽 Merchant Setting 👻	+ Create Link	Ű	Edit Email Template
⊖ Transaction Report -	Start Date April 14, 2023 12:00 AM - End Date April 14, 2023 12:00 AM	Today Yesterday	Email Preview
a Payment Facility ・	Merchant ID •	OrderID	You're using testing environment.
Payment methods •	Advanced search		Edit
C Link Pay	Total: 0		
👔 Shopify Merchant	You're using testing environment.		A D 通 因 词 与 F P P P F F F P M M E A P M M F F P M M F F P P M F F P M M F F P P P M F F P P P M F F P P P M F F P P P M F F P P P M F F P P P P
🖉 Affiliate Code 🛛 🗕	Order ID	Title	親愛的藥著包約。 總部型的交持,請你點擊以下"連結的成分款:
E-Invoice +			A
			xiputer × 0 楽 B 楽 4 か ♥・ = ッ 声 日 面 田 Ω   X   B million   B 7 5 7 1 2 12 12 12 14 14 14 1 14 1 1 14 1 1 14 1 1 12 1 14 1 14 14
			D Reset
			Preview 3
			付款通知
			1 TapPay <tappayservice@gmail.com></tappayservice@gmail.com>
			類變的顧客信好 · 國謝彻的支持 · 請問點擊以下連結問或付款 :
			https://inkpay.devtappaysdk.com/test/5.kit.lepFb

Figure 錯誤! 所指定的樣式的文字不存在文件中。-67 Setting the link payment Email template

#### 2.11.6. How to create payment links

#### 2.11.6.1. Creating MID link payments

Please perform settings by following the steps below (Figure 錯誤! 所指定的樣式的文字 不存在文件中。-68): When you want to create a "Link Payment" in the ①

Sandbox/Prouduction, please click ② "New Link"; the system will open the ③ link order setting window. If you want to create a payment link using C "Merchant ID", you need to fill in the information; please refer to Table 錯誤! 所指定的樣式的文字不存在文件中。-1.

TapPay 🗖	開爆設置 + 加固度防 + 開發人員內容 - 械單目錄	• •
Teller	✓ 連結付款	
修改	● 支援銀行	
	別は現境 正式環境	
四 商家管理 •	→ 新婚連結	
	開始時間 March 2, 2023 12:00 AM - 結束時間 March 2, 2023 12:00 AM 今日 3	
	Merchant ID · IT#MRM	
<u>■</u> 戦扬管理 ◆	→ 追席復尋 正理書記 (たの様式 A	
<ul> <li>(5) 支付管理</li> </ul>	Total 0	В
C-> 連結付款	downed b     trachiestrement     trachiestrement	
🗿 Shopify 商家設定		D
◎ 聯名卡管理 🔹	打草編號 品項名稱 5 2 FND -	建结有放天数 (天) G
EP 電子發票 -		н.
	<u>ачен</u>	M
		N Submit Cancel

Figure 錯誤! 所指定的樣式的文字不存在文件中。-68 Creating MID "Link Payment" order

Number	Function name	Function description
А	Single / batch mode	Single mode: this order generates only one link
		Batch mode: this order can generate multiple links
В	Order number	Single mode: the number can be customized or
		generated automatically by the system
		Batch mode: generated automatically by the system
С	Merchant ID / MGID	Please select whether or not to create this order with
		Merchant ID or MGID
		Merchant ID: a single acquiring code. If your order
		acquiring code supports 3D / Installment, then the
		corresponding switches can be checked for this order.
		Currently, JP_TAPPAY does not support the 3D and
		installment functions.

# Table 錯誤! 所指定的樣式的文字不存在文件中。-1Description of the Link Payment (Merchant ID) setting field

		MGID: a MGID can contain multiple Merchant IDs;
		please create them on the MGID page in advance. The
		party creating the order can select the MGID and the
		payment configurations included in the MGID will be
		displayed below.
D	Title	Item name, the main product name displayed on the
		order page
Е	Amount	Item amount, displayed in the amount field on the order
		page
F	Currency	Required field; please select the order currency.
		Currently, JP_TAPPAY only supports the JPY
		currency.
G	Time until Expiration	Once the valid days is exceeded, this link will become
	(Days)	invalid; the default is 7 days.
н	Customer service	The contents of this field will be displayed at the top of
	message	the payment page as a reminder; it is recommended to
		place the contact information of customer service or
		important announcements.
I	Auto Capture	Payment will be requested on the same day if checked;
		payment needs to be requested manually if not
		selected.
J	3-D Secure	Whether or not 3D verification needs to be performed
		during transactions; if the acquiring code does not
		support 3D verification, checking it will cause the
		transaction to fail.
		Currently, JP_TAPPAY does not support the 3D
		verification function.
К	Ask Personal info	When you check it, related information of the buyer will
		be displayed in the order for consumers to fill in;
		information that needs to be filled in include: Name
		(required), ID number, mobile phone number
		(required), home phone number, Email address
		(required), information related to issuing receipts and
		remarks.
		If the order currency = JPY, this field will be checked
		by default.
L	Installment	Whether or not to support the installment payment
		function for the transaction; if the acquiring code does

		not support installments, checking it will cause the
		transaction to fail.
		Currently, JP_TAPPAY does not support the
		installment function.
М	Item Description	Any detailed description of this product can be filled in
		here; the contents will be displayed at product
		information. This is optional.
Ν	Submit/Cancel button	Submit is used to create the order and Cancel is used
		to cancel the creation action.

#### 2.11.6.2. Creating MGID link payment orders

If you created a distributed order with MGID, please refer to the following process (Figure 錯誤! 所指定的樣式的文字不存在文件中。-69): When you want to create a "Link Payment" in the ① Sandbox/Prouduction, please click on ② "Create Link" and the system will open the setting window for ③ link order. If you want to create payment link with A "MGID," you need to fill in the information. Please refer to Table 錯誤! 所指定的樣式的文字不存在文件中。-2.

TapPay 🗖 Activate - M	arket Place 👻 Developer 👻	Current Billing
Supported Banks	🗲 Link Pay	Create link (3)
	3 12:00 AM Teel	Create Link 3   You're using testing environment.  You're using testing environment.  You're using testing environment  Mailo Not Not and ID Not
E' Elmoce		Direct Pay     30     NSTALMENT     Image: MSAME     Image: MSAME       Title*     Image: MSAME     Image: MSAME     Image: MSAME       Title*     The for this link     Image: MSAME     Image: MSAME       Amount*     Carrency*     7     Image: MSAME       This for refit card authorization here: If you have any garding, please contact glinychael(blorriforg.com     7       Tablehin Back     C Back     Image: MSAME       Amount*     Image: MSAME     Image: MSAME       Amount*     Image: MSAME     Image: MSAME       Tablehin Back     C ESUN Bank     Image: MSAME       Tablehin Back     Partices     Partices       Menodor Partices     Image: MSAME     Image: MSAME

Figure 錯誤! 所指定的樣式的文字不存在文件中。-69 Creating MGID "Link Payment" order

Number	Function name	Function description
А	Merchant ID / MGID	Please select whether or not to create this order with
		Merchant ID or MGID
		Merchant ID: a single acquiring code; if your acquiring
		code supports 3D / installment, then the corresponding
		switches can be checked for this order. Currently,
		JP_TAPPAY does not support 3D and installments.
		MGID: a MGID can contain multiple Merchant IDs;
		please create them on the MGID page in advance. The
		party creating the order can select the MGID and the

# Table 錯誤! 所指定的樣式的文字不存在文件中。-2 Descriptions of link payment (MGID) setting fields

		payment configurations included in the MGID will be
		displayed below.
В	Expand / collapse	If MGID is selected, you can view the payment
	payment	configurations here; the displayed content are the
	configurations	payment configurations included in the MGID you
		created.
С	Link payment settings	The setting items here are the same as in section A.
		Currently, since JP_TAPPAY does not support
		3D/installments, therefore, it is disabled by default.
D	Installment acquiring	The installment acquiring banks that you set in MGID
	bank settings	will be listed here; please check the corresponding
		supported number of installments. Currently, since
		JP_TAPPAY does not support the installment function.

# 2.11.6.3. How to query order information of link payments

You can set filtering conditions according to the ① "Search Conditions/Advanced Search" settings to quickly query the order you want to find. After setting the search conditions, click on the ② "Search" icon and results of your search will be displayed on the list. You can view ③ "Status" to check the current order status (Figure 錯誤! 所指定的樣式的 文字不存在文件中。-70); the order statuses include: pending payment, paid and refunded.

#### TapPay Portal User Manual

#### TapPay 🗖

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edit	Supported Banks	🔾 Li	nk Pay			
問 Dashboard	Sandbox Production			(	S Edit Email Templat	e 🌣 Setting
€? Transaction Report ↓	Start Date April 14, 2023 12:00 AM - End Date	April 14, 2023 12:00 AM	Today	Yesterday	7 days	This month
Payment Facility    Payment methods	Advanced search					
C Link Pay	Iransaction Information Auth Code					
Affiliate Code	Amount ~					
E-Invoice •	Name	Phone Number		Email		
	Creator					<b>0</b> (۹)
	Toutr4					
	Order ID	Title		Amount 🗢 🛛 🛛	Date - Creator	Status -
	TP202304396B82	ginnytest		TWD 10,000 70 下午	)23/4/14 F12:04:34	Paid <
	TP202304FB6F9A	test		TWD 100 20 下午	023/4/14 F12:02:27	Paid
	TP2023049E95D5	test		TWD 10,000 下午	23/4/14 F12:00:32	Pending
	TP202304FD1963	test		TWD 12   20 上年	023/4/14 F11:58:51	Pending



### 2.11.6.4. How to delete link payment

If you have the need to delete link orders, please confirm that the order status is "Pending" in order for it to be deleted. Please locate the order you want and click on the ① "Link" button; the system will open the "Generated Link" window, click on ② "Delete Link" and the system will confirm with you again whether to delete the link. Click on "OK" if you are sure to complete the deletion of the order (Figure 錯誤! 所指定的樣式的文字不存在文件中。-71).

#### TapPay Portal User Manual

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	odit	<b>0</b> s	Supported Bar	nks			•								
80 Dashboard	1000	Sa	andbox P	Production											
		+	Create L	ink							dit Email Temp	late 🌣	Setting		
Herchant Setting	•		_							_					
C Transaction Report	•	Sta	art Date /	April 14, 2023 12:00 AM	- End Date	April 14, 2023 12:00 A	м	Today	Yes	terday	7 days	This	month		
Payment Facility	•	м	ferchant ID				*	OrderID							
Payment methods		+ A	Advanced sear	rch											
		Total	1:4										٩		
(-) Link Pay			! You're us	ing testing environment											
Shopify Merchant			•												
🖉 Affiliate Code	•			Order ID			Title		Amount \$	Date 🗸	Creator	Status	•		
P E-Invoice				TP202304396B82			test		TWD 10,0	00 2023/4/14 下午12:04:34		Paid	30	)	٠ł
				TP202304FB6F9A			test		TWD 100	2023/4/14	-	Paid	3		
				TP2023049E95D5			test		TWD 10,0	Link Generated	d				
										! You're using	testing environ	ment.			
										Payment Link					
										https://linkpay.dev.	tappaysdk.com/tes	it/nFwoN83j0			
										System Email					
										Email Address					
										Client's email ad					
															P

Figure 錯誤! 所指定的樣式的文字不存在文件中。-71 Deleting link payment orders

#### 2.11.6.5. Shopify merchant settings

Before you officially start using Shopify, please go to the official website of TapPay and download the "Shopify Manual" (URL: https://reurl.cc/o0A633). Please follow the instructions in the manual (

Figure 錯誤! 所指定的樣式的文字不存在文件中。-72) to complete the application of Shopify account and the related settings of TapPay for Shopify.

TapPay 🗖	服務 ~	開發者文件 🗸		關於我們 〜 跨国	國業務 ∨		登入 註冊	
			▶ 服務費率					
			▶ 導入流程					
		1	▶ 開店平台串	Ê				
			▶ 操作手冊					
			TapPay 後台操	序手冊 Shopify 教导	<u>界手冊</u>			
			一站串接到	۶元支付方式與≸ 免	金流服務!協助業務	快速增長		
					9			
								-000

Figure 錯誤! 所指定的樣式的文字不存在文件中。-72 Download location of the Shopify instruction manual

#### 2.11.6.6. Affiliate Code

Based on your business needs, Affiliate Code can be added and Affiliate Code groups can be set here. For example: When you want to hold a promotion activity with a specific credit card of a certain bank, consumers that consumed on your online platform using non-specified credit cards can receive a general reward of 1%, but if consumers consumed using the specified credit card, they can get an additional 2% reward. When TapPay determines that the transaction card number matches the information of the Affiliate Code that you set, related information will be returned in the API response and this co-branded credit card promotion will be applicable to this transaction. Please perform settings by referring to the following chapter.

#### 2.11.7. Code Management

You can add new Affiliate Code here, and set the physical and virtual card numbers (first 6~13 digits) for that set of Affiliate Code; please perform settings by following the steps below (Figure 錯誤! 所指定的樣式的文字不存在文件中。-73):

- 1. Please switch to (1) the environment you want to set first.
- 2. Please click on (2) "Create Affiliate Code;" the system will expand the setting fields (3).
- 3. Please fill in the "Affiliate Code Name," the "FPAN Bincode" and the "Token Bincode" and then click on ④ "Save" or click on ⑤ "Back" to cancel adding (if you want to add more than one set of card number in this co-branded card, you can click on "Enter" to continue adding).
- 4. The system will pop up a window (6) to confirm whether to add; click on "OK" and the information of the co-branded card you just added will be displayed on the first row of the list.

TapPay 🗖	Activate - MarketPlace - Developer - CurrentBilling
	Code Management
<u>edit</u>	O Statebox     O Production
80 Dashboard	Create Attiliate Code
Merchant Setting +	() ()
음 Transaction Report -	3 Attiliate Code (Self define, 20 characters and half-shaped English number) :
金 Payment Facility ・	FPAN Bincode(6-13 digits)
C Payment methods -	Tolem Broode (6-13 dict)
C→ Link Pay	
Affiliate Code	
Code Management	Create Affiliate Code 6
Affiliate Code Group Setting	Are you sure create Affiliate Code ?
eP E-Invoice	
	NO OK
	· · · · · · · · · · · · · · · · · · ·

Figure 錯誤! 所指定的樣式的文字不存在文件中。-73 Settings for adding Affiliate Code

When you want to modify the "Name" or "Card Number" of a certain Affiliate Code, please locate the ① information (Figure 錯誤! 所指定的樣式的文字不存在文件中。-74) of the

Affiliate Code first, click on (2) to edit the "Affiliate Code Name" and click on (3) to edit the card number; If you want to delete the information of a specific Affiliate Code, please click (4) to delete the settings of that Affiliate Code. The system will show the confirmation window for all of these; click on "ok" if you are sure you want to execute them.

TapPay 🗖	Activate • Market Place • Developer • Current Billing	•
edit	Code Management O Production	-
80 Dashboard	+ Create Affiliate Code	
🖽 Merchant Setting 🔹		
⊖ Transaction Report •	Amiliate Code (seir denne, zu characters and nair-snaped english number) : AC (ES)	
😩 Payment Facility 🔹	FPAN Bincode(6-13 digits) 129456 122000 455000	
🚯 Payment methods 🔹	Token Bincode (6 - 13 digits) 123456 234567789	
⊂∋ Link Pay		
🖉 Affiliate Code 🔹	1 10 Records/ Each page >	
Code Management		
Affiliate Code Group Setting		
🗐 E-Invoice 🔸		
		?

Figure 錯誤! 所指定的樣式的文字不存在文件中。-74 Modifying/deleting co-branded card information

#### 2.12. Affiliate Code group settings

card number of the transaction belongs to the settings of a certain co-branded card through the Check Affiliate Code API, you can query using the "Affiliate Code Name" and "Affiliate Code Group Name;" the setting steps are as follows (Figure 錯誤! 所指定的樣式的 文字不存在文件中。-75):

- 1. Before you set the Affiliate Code group, please first confirm that settings of all of your Affiliate Code information have been completed.
- 2. Please confirm the ① environment you want to set and click on ② "Create Affiliate Code Group"
- 3. Please ③ fill in the "Affiliate Code Group Name" in the setting window and select "Affiliate Code" in the drop-down menu, then click on "OK".
- 4. When you completed the settings, the new Affiliate Code group that you just set will be displayed on the top of the list.

#### TapPay Portal User Manual TapPay 🗖 TapPay 🗖 • cherritech Each at ode group can have more than one affiliate code Affiliate Code Group Setting 8 Dashboard 1 Sandbox Production + 0 Affiliate Code G Affiliate Cod 4 3 ¢ TEST2 ACTEST ACG Link Pay 3 × 1 Create affiliate code group Descriptio Affiliate C Affiliate Co î Î TEST2 ACTEST Submit Cancel

Figure 錯誤! 所指定的樣式的文字不存在文件中。-75 Co-branded card group setting

#### 2.13.Tap to Pay on iPhone

With the "Tap to Pay on iPhone" and "TapPay Tap to Pay on iPhone" APP, even if you don't have a card reader or other hardware devices, you can quickly collect payments directly on your iPhone. Or you also can integrate POS with your iPhone to import into large businesses. If an individual wants to apply for "Tap to Pay on iPhone", he or she can download and install the "TapPay Tap to Pay on iPhone" App from App store. For a company, please contact TapPay directly.

If you have applied for "Tap to Pay on iPhone" through the "TapPay Tap to Pay on iPhone" APP and received the 「TapPay "Tap to Pay on iPhone" activation notification 」 email, please log in to the Portal and check an application status of Payment Facilitator, if need, make supplement through "Application Progress" of the left menu "Tap to Pay on iPhone". The following 2.15.1.1 claim each status definition and how correspondingly react to it.

審核狀態	Status Defination
已收到您的申請	Indiviual : Your Payment Facilitator
申請 iPhone 卡緊收	application information has been received. If
已收到您的申請 TupPay已被的認識ZDP申請資料 · 描写符畫核結果!	the format is correct, your payment
	qualification will be activated right after 30
	minutes, but withdrawal will be restricted
	after application review completed.
<b>小原題</b> = 年年時時時15-7 (年江中天・衛音時時候音音音 TapPay 的電話先信件 - = 電話 : support@Odernitech = 低語 : support@Odernitech = UHE (D : @Gappay.official	Company : TapPay have received your Payment Facilitator application information; your payment qualification and withdrawal are activated right after an application passing the review. The review will take 5-7 working days.
收款資格已開通	Indiviual : Your payment qualification has
	been activated, you can bind your device
	and start using Tap to Pay on iPhone.
	Attention :

# 2.13.1.1. 申請進度狀態說明

審核狀態	Status Defination			
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	Company : No such status			
Reviewing payment service 申請 iPhone 卡緊收 金旗服務審查中 Tapby C開始需要立成2004年4天中,後計要有開的5-7 年17月7- # 在開始定的可描描使用 iPhone + 将在的比较短接向	Individual : Your supplement of Payment Facilitator has been received, TapPay is reviewing it. Your payment qualification is still valid during the review but there is not allowed to update your supplement. The review will take 5-7 working days.			
小提醒 ● 看意期間(5)课货长销作指导: 4請除質 TapPay 後僅部門 ● 電話: 02-2365-080 ● 目前: sappert@chemit.tech ● Linet D: gitappay_efficial	Company : Your supplement of Payment Facilitator has been received, and TapPay is reviewing it, however, there is not allowed to update your supplement during this period. The review will take 5-7 working days.			
Payment service is now officially activated 申請 iPhone 卡緊收 金流服務已正式啟用 ● #2 * 25 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Your supplement/ application has been reviewed, your payment qualification and withdrawal are activated.			
Payment service application not approved	Individual : Your supplement has not passed the review. Please check your email of "TapPay Payment Facilitator Review Progress Notification" for an explanation of			

審核狀態	Status Defination
<section-header></section-header>	review failure, meanwhile, contact TapPay as soon as possible to disposal of withdrawal and terminate the contract. Company : Your supplement has not passed the review. Please check your email of "TapPay Payment Facilitator Review Progress Notification" for an explanation of review failure.
<section-header><section-header><section-header></section-header></section-header></section-header>	After Irregular inspection, TapPay found that you have violated the terms and conditions or even the products sold against the registration, hence, your payment qualification and withdrawal service have been deactivated. Please contact TapPay as soon as possible to TapPay as soon as possible to disposal of withdrawal and terminate the contract.

# 2.13.2. How to make supplementary

When you receive the supplementary notification, please upload your supplement through the Tap to Pay on iPhone - Application Progress on the Portal (Figure 279):

- Please click "Go to Supplement" of the application progress and update the photos of the physical store (you can select multiple photos at the same time when holding down shift/î on the keyboard) and payment information, then click "Next"
- Please confirm whether the filled in information is correct. If you need to make corrections, click "Re-Edit"
- After confirmation, click "Save and Send" to complete the supplement. You can update the information before TapPay is reviewing.
- If you would like to update the information but there is no "Re-Edit" button, please send the information to <u>support@cherrcorp.com</u>

TapPay <b>□</b> =	网络幼茸 ~ 加值服務 ~	~ 開發人具內容 ~ 杨星目錄	•	
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Figure 錯誤! 所指定的樣式的文字不存在文件中。-76 Application Progress on the Portal 2.13.3.Binding List

If you receive the 「TapPay "Tap to Pay on iPhone" activation notification 」 through an email or an App push notification, you can bind the device and start to use the payment service. To facilitate your binding, TapPay serves two binding methods. Please follow the instructions below:

#### 2.13.3.1.Binding with QR Code

Please log in to TapPay Portal and click " Tap to Pay on iPhone - Binding List" on the left menu. The binding list will list relevant payment accounts (Figure 280).

- Select the acquiring account you would like to bind and click "Bind Device"
- Popping out the setting window for generating QR Code. And, you could
  - Check "Set Password" (optional). When scanning the QR Code, you need to enter a password to bind it.
  - Check "Set Expiration" (optional) to set the expiration of the QR Code. The default expiration is 5 minutes.
- After completing the settings, click "QR Code Generating" and the system will generate a QR code
- Please return to the APP and click "QR Code Binding", and the binding will be completed after scanning.

#### TapPay Portal User Manual

# TapPay 🗖

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Figure 錯誤! 所指定的樣式的文字不存在文件中。-77 Binding with QR Code

#### 2.14. Question Mark

The Question Mark is located at the bottom-right corner of the TapPay backstage and it is an orange ②; click on ② and you can select "User Manual" or "Report Issue" (Figure 錯誤!

所指定的樣式的文字不存在文件中。-). The "User Manual" file provided by the TapPay backstage will be updated according to system optimizations or new set functions; please confirm whether the version number is the latest version when you refer to this manual to avoid the problem of not being able to find the function. If you have any questions concerning TapPay services, you can contact TapPay operators directly. If it is not during working hours, you can fill in your suggestions in "Report Issue" and TapPay operators will reply to you during working hours.



Figure 錯誤! 所指定的樣式的文字不存在文件中。-78 Question Mark