

Humanitru Users' Intro to

Blueswipe Gateway Overview:

Get access to view transaction and batch reports, and set / manage fraud prevention settings.

Viewing Batches:

- Log in to <https://goblueswipe.transactiongateway.com/merchants>
- Click on Transaction reports
- Under Transaction Snapshot filter your date range
- Click Submit

Viewing Individual Transactions:

- Log in to <https://goblueswipe.transactiongateway.com/merchants>
- Click on Transaction reports
- Under Search Transactions enter in any information pertaining to the transaction you are looking for
- Click Submit
- To pull up specific details on the transaction click on the transaction ID.

Voiding a Transaction

This can only be completed if the batch has not settled for that day

- Log in to <https://goblueswipe.transactiongateway.com/merchants>
- Click on Transaction reports
- Under Search Transactions enter in any information pertaining to the transaction you are looking for
- Click Submit
- Click on the transaction ID
- At the top click on the void button

Refunding a Transaction

This would be needed if the transaction has settled, and been funded to your bank account

- Log in to <https://goblueswipe.transactiongateway.com/merchants>
- Click on Transaction reports
- Under Search Transactions enter in any information pertaining to the transaction you are looking for
- Click Submit
- Click on the transaction ID
- At the top click on the refund button

Accept ACH Payments

- Log in to <https://goblueswipe.transactiongateway.com/merchants>
- Click on Electronic check [left side navigation bar]
- Click on sign up. You will then receive the application via email.
- You will need to complete the application and fax to (847) 890-6561 or email to echeck@safewebservices.com, along with copies of the following:
 - Owner's driver's license
 - Bank statements for last two months
 - Articles of Incorporation, including signature page
 - Voided check from your intended operating bank account for ACH transactions

Fraud Prevention

This feature allows you to flag or block specific transactions running through your gateway account. You can set rules for transactions based on thresholds, user bans and exceptions, along with learning how to review flagged transactions, and access the status of all transactions run through the gateway.

It is extremely important to work with Blueswipe to set the fraud prevention settings to help prevent fraud testing. Fraud testing can lead to thousands of fraudulent transaction attempts which can result in disputes costing at minimum \$25 per dispute.

To learn more please check out this short video, and schedule a call with your Blueswipe contact to get your settings in place - <https://vimeo.com/200898455>

