

Choice Payments

Overview

The **Choice Payment Services** integration allows you to process payments with **Choice** directly within Edge POS. This integration includes an all-in-one **Process Credit Transactions** screen with the ability to **swipe credit cards** for quick processing, **split payments** between **multiple cards** or **multiple tender options**, process cards **manually**, and more.

Getting Started

Choice Payment Services integration is a licensed-based Edge integration requiring an initial sign-up through **Choice**. They will alert our **Administrative** team about your subscription with necessary credentials and then issue you a new **Edge license** via email. The newly issued license must be **installed prior** to using this feature in Edge. Installation steps are included with your license.

Fill out the form linked to sign up with **Choice**:

[Merchant Application](#)

Setup

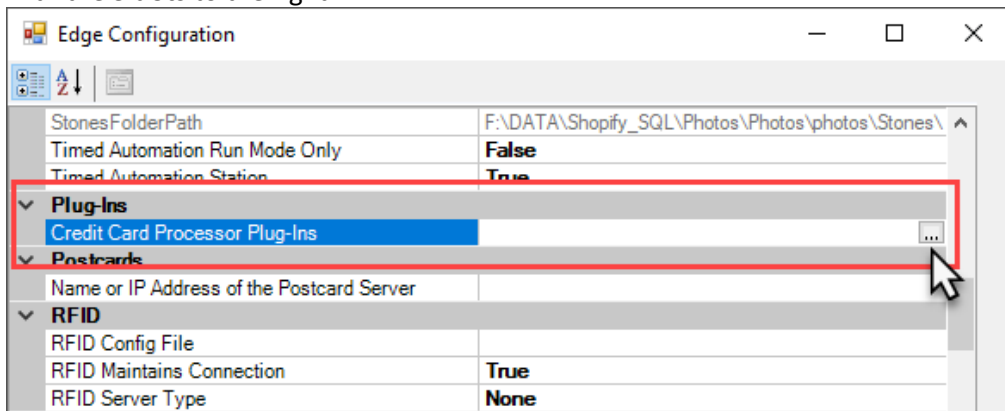
The first step to setting up **Choice Payments** is to configure the **Choice DLL**. This is an important first step for using this feature and must be done on **each workstation** with a credit card reader attached.

Configuration

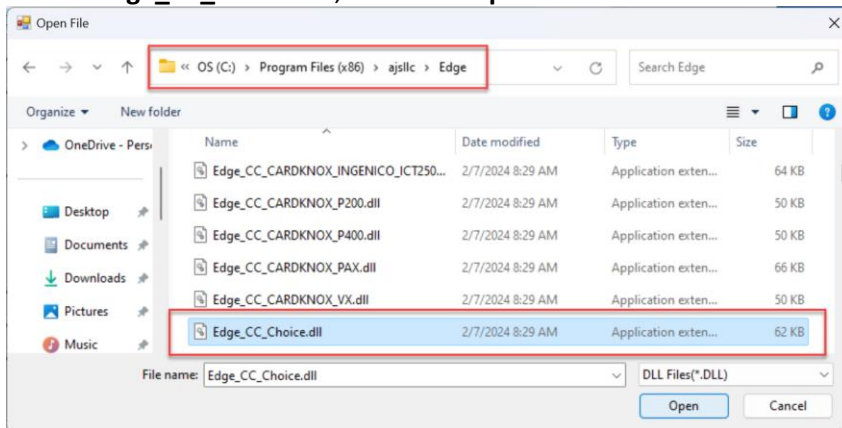
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To set the Podium DLL:

1. Navigate to **Administrative > Configuration**.
2. Scroll down to the **Plug-Ins** section and click on **Credit Card Processor Plug-Ins**, then click the button with the **3 dots** to the right.



- The **Open File** window will open. Navigate to the folder **C:\program files (x86)\ajslc\Edge** and select the file **Edge_CC_Choice.dll**, then click **Open**.



- Click **OK** to save your configuration change.

Connecting with Choice Device ID

Once you have set the **Choice DLL** and **restarted Edge**, the next step is entering your **Choice credentials** to complete the integration and begin using **Choice at POS**.

To enter your **Choice** credentials:

- Navigate to **Administrative > Credit Cards > Choice Credit Card Processing**. The **Choice Credit Card Processing** window will appear.

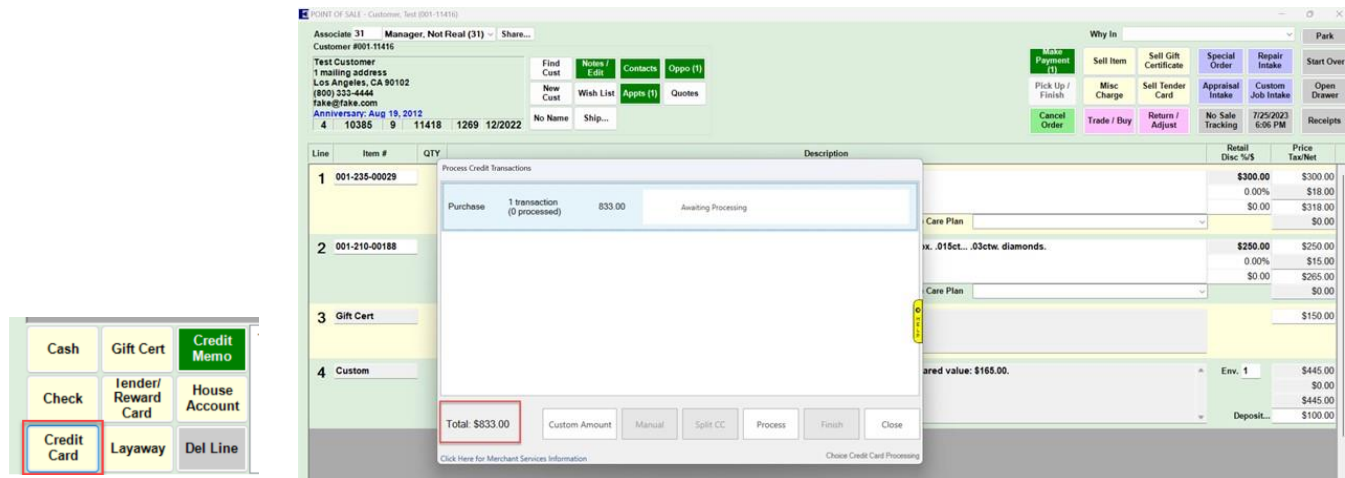
- Fill in the fields with the information **provided to you by Choice**.
NOTE: You must contact **Choice** if you are unsure of your ID information, or to recover your ID and password information.

- Follow the steps outlined above on **each workstation** that will be connected to a credit card terminal.
NOTE: You **MUST** fill out this form on **all** workstations that will be connected to a credit card terminal.

Choice Payment Processing at POS

Selling items at **POS** with **Choice** works just like any regular item sale at POS. You will **find the customer** and select the **associate**, as normal, then **find/scan** the item to be sold.

Once all items have been added and you are ready to complete the sale, click the **Credit Card** button. The **Process Credit Transactions** window will open with a **single Purchase line** showing the **total amount due** of all sale lines in the transaction:

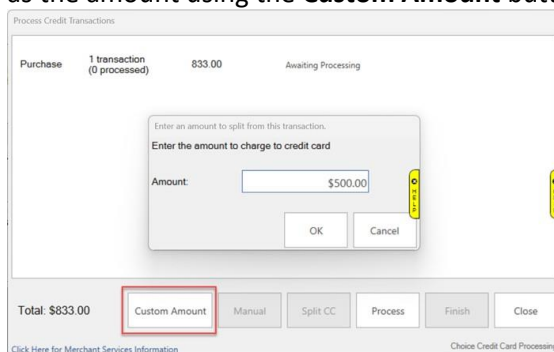


NOTE: Returns processed in the same transaction with an **original payment method of Credit Card**, indicating money being **returned** to a **credit card**, will show on a **separate** line from sale line items. Returns made by **any other method** other than credit cards will **NOT** be listed on this screen. Return credit card transactions are processed the **same** way as a sale transaction as outlined in the next section named **Process Credit Transactions Window**.

Process Credit Transactions Window

The **Process Credit Transactions** window can be accessed at **any** point during a sale once a sale line has been added by clicking the **Credit Card** button, even if the window has been closed by either clicking the **Finish** or **Close** buttons.

- Custom Amount:**
Customize the amount being charged to one credit card to **split payment** between **multiple** different tender options beyond just credit cards. **For example**, if a customer has both cash and credit card as payment and would like to pay \$500.00 with the credit card and the remainder in cash, you can put \$500 as the amount using the **Custom Amount** button:



- **Manual:**

Process the credit card **manually** instead of swiping the card. This is a good option for when a customer places an order over the phone and **does not** physically hand you their credit card.

The screenshot shows the 'Process Credit Transactions' window. At the top, it displays 'Purchase 1 transaction (0 processed) 150.00 Awaiting Processing'. A modal window titled 'Manual Credit Card Entry' is open, containing fields for 'Cardholder Name' (Test Customer), 'Card Number' (123400000), 'Security Code' (000), and 'Expiration (MM-YY)' (01-01). Below the modal, the 'Manual' button is highlighted with a red box. Other buttons include 'Custom Amount', 'Split CC', 'Process', 'Finish', and 'Close'. The total amount is \$500.00.

- **Split CC:**

If a customer requests splitting payment between multiple credit cards.

The screenshot shows the 'Process Credit Transactions' window. At the top, it displays 'Purchase 1 transaction (0 processed) 500.00 Awaiting Processing'. A modal window is open with the text 'Enter an amount to split from this transaction.' and a text input field containing '\$150.00'. Below the modal, the 'Split CC' button is highlighted with a red box. Other buttons include 'Custom Amount', 'Manual', 'Process', 'Finish', and 'Close'. The total amount is \$500.00.

- **Process:**

Process the credit card(s). Processing a credit card using **Process** requires a card to be **swiped**. You will see a **green dot** if the charge was completed **successfully**, or you will see a **red dot with error message** indicating that the process **could not** be completed.

The screenshot shows the 'Process Credit Transactions' window. At the top, it displays 'Purchase 1 transaction (2658.75 processed) 2658.75' with a green dot and the text 'Approved:'. A red arrow points to the green dot. Below the main area, the 'Process' button is highlighted with a red box. Other buttons include 'Custom Amount', 'Manual', 'Split CC', 'Finish', and 'Close'. The total amount is \$2,658.75.

The screenshot shows a window titled "Process Credit Transactions" with a table of transactions and a control panel at the bottom.

Description	Transaction Count	Amount	Status
Purchase	1 transaction (0 processed)	150.00	Error: (401) Unauthorized See https://tools.ietf.org/html/rfc7235#section-3.1 for further detail.
Purchase	1 transaction (0 processed)	350.00	Error: (401) Unauthorized See https://tools.ietf.org/html/rfc7235#section-3.1 for further detail.

Total: \$500.00

Buttons: Custom Amount, Manual, Split CC, **Process**, Finish, Close

Footer: Click Here for Merchant Services Information | Choice Credit Card Processing

- Finish:**
 Closes the **Process Credit Card Transactions** window. This allows you to enter other tender options if a customer choice the **Customize** option or allows you to **complete the sale** as normal by clicking **Done** if credit cards processed successfully.
NOTE: The **Finish** button is **only** enabled if credit cards have been **processed** by using either the **Process** or **Manual** buttons. If a transaction line says **Awaiting Processing**, you can **only close** out of the screen using the **Close** button.
- Close:**
 Closes the **Process Credit Card Transactions** window when transaction lines are still listed as **Awaiting Processing**. This allows you to choose an alternative tender option first, then putting the remaining balance on a credit card.