



Sign up checklist for the RTOWebpay.com service. Follow each step on this checklist, check each box as you complete the step, then email or fax this page after it is completed, along with all the other required forms filled out. Email to sales@rtopro.com or fax to 352-835-0682.

- ☐ 1. Please provide the following info for each location that will participate in the Webpay service.

Company Name:

Phone:

Address:

Store # in RTO Pro:

City St Zip:

Company Website:

Email address for customer reference / Webpay payment notices:

Email address for billing notices:

- ☐ 2. Fill out the RTOWebpay Authorization/Service agreement form (Page 2). The first day of each month you will also be charged by Autopay, your Webpay fees, for the previous month. The only fee is 50 cents per payment transaction, no monthly fee, no setup fee.

- ☐ 3. Your support / lease plan for RTO Pro will have to be setup on Autopay, either by ACH or credit card. You can use the form on page 3 to sign up. You can find your payment details on any receipts or invoices or contact support.

- ☐ 4. You will need to provide banners for your Webpay portal, see this page for banner details <http://www.rtopro.com/banners.aspx>. We do design basic banners for free if you want us to make them. Call 352-383-9375 if you want us to make them for you. We would need logo or any other image you would like to use.

- ☐ 5. If you are accepting credit card payments, we need the merchant credentials from the RTO Pro integrated credit card processor. They typically email those after you are setup. If you are not setup for integrated credit card processing yet, call 352-383-9375 to get their contract info to get setup.

- ☐ 6. Check the payment forms that you accept below.

VISA

Mastercard

American Express

Discover

ACH

- ☐ 7. What transaction fee, if any you charge for web payments. Transaction fee can be a set amount or a % of the payment amount. Transaction Fee:

- ☐ 8. Do you accept deposit payments (extra money they can pay into deposit)? YES NO

- ☐ 9. Do you accept partial payments (if a customer owes \$300 would you accept \$100)? YES NO

- ☐ 10. If you are going to accept ACH payments via webpay we need your authorization wording you would like to use, this is what the customer will agree to when paying by ACH. Example wording can be found here:

<http://www.rtopro.com/achsample.txt> Email this info to sales@rtopro.com

Your webpay portal cannot go live until you've provided us with banners using your logo. The specifications for those banners are available here: <https://rtopro.com/banners.aspx>