

# 2022 TapPay Portal User Manual



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## 1. Preface

Welcome to use TapPay Portal!

You can add merchants, view your transaction history, and check monthly billing from the website.

There are many more functions that are still under development!

If you have any questions or suggestions during the operation process, please do not hesitate to contact us at [support@cherri.tech](mailto:support@cherri.tech)

Wish you a pleasant journey!



## 2. Function List

Name	Description and Application
Login Account (Login Email)	<ul style="list-style-type: none"> <li>◆ Two-factor authentication settings</li> <li>◆ Change password</li> </ul>
Account Activate	<ul style="list-style-type: none"> <li>◆ TayPay Account</li> <li>◆ Apple Pay on the Web Merchant Application</li> </ul>
Dashboard	<ul style="list-style-type: none"> <li>◆ Show the enhancements and the updated list of TapPay SDK / Backend API / Portal</li> </ul>
Account Information	<ul style="list-style-type: none"> <li>◆ Edit company information</li> </ul>
People	<ul style="list-style-type: none"> <li>◆ Manage user accounts and configure backend permissions for each account.</li> </ul>
Payment Method	<ul style="list-style-type: none"> <li>◆ Support Apple Pay / Google Pay / Samsung Pay.</li> <li>◆ Add new merchants for each payment and set the related information.</li> </ul>
Link Pay	<ul style="list-style-type: none"> <li>◆ Create orders and generate payment links</li> </ul>
Merchant	<ul style="list-style-type: none"> <li>◆ Merchant Settings: Add/ edit/ delete acquirer accounts</li> <li>◆ MGID Settings: Manage MGID</li> </ul>
Transaction	<ul style="list-style-type: none"> <li>◆ Enquire transaction status and related information, and export transaction records for reconciliation purpose</li> </ul>
Billing	<ul style="list-style-type: none"> <li>◆ Show total monthly transactions and amount, and calculate the total amount of TapPay service fee for that month automatically.</li> </ul>
Affiliate Code	<ul style="list-style-type: none"> <li>◆ Set and manage Affiliate Code</li> </ul>
Developer	<ul style="list-style-type: none"> <li>◆ Application settings</li> <li>◆ System environment (IP) settings</li> <li>◆ Frontend kit demo</li> </ul>
Issue Report	<ul style="list-style-type: none"> <li>◆ Can send an email to TapPay's consumer service directly from here to report any issues you encountered.</li> </ul>
Log Out Backend	<ul style="list-style-type: none"> <li>◆ Log out of the backend</li> </ul>

### 3. Function Introduction

The introduction and operation of the TapPay backend functions will help you operate the backend more efficiently and clearly. It will use scenarios to help you get started quickly.

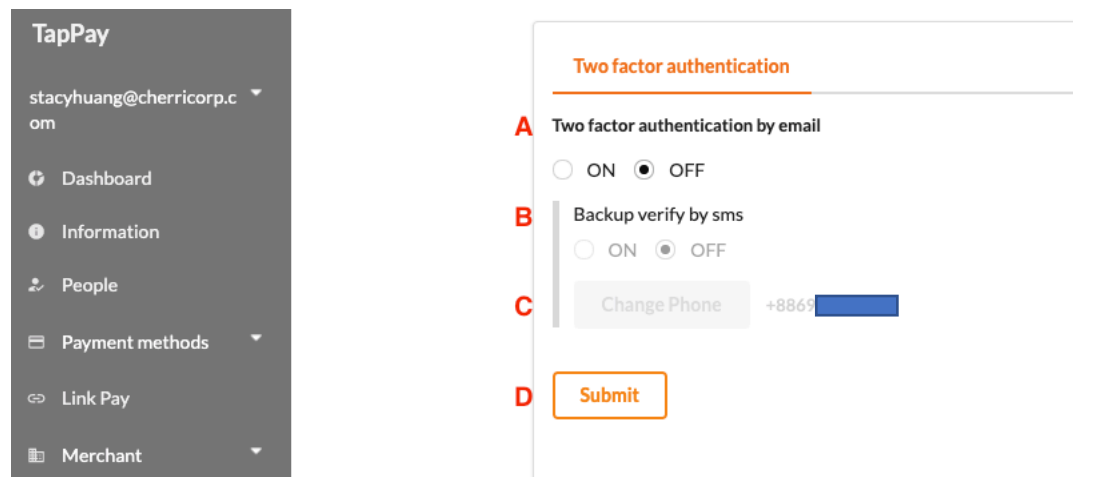
#### 3.1. Login Account > two-factor settings

##### 3.1.1. Function Description

For the security of your account, we recommend that you enable the two-factor authentication function and send the verification code to your email address to verify before logging into the TapPay backend. Please add a backup mechanism (SMS verification). If the mailbox does not receive the verification code or the mail verification is incorrect five times, you can switch to SMS verification to log in.

\*The account will be locked out immediately when the maximum number of failed attempts is reached. Please wait 24 hours and try again, or contact TapPay Customer Service during business hours to unlock the account.

##### 3.1.2. UI Demo

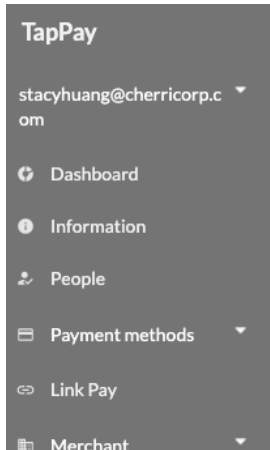


No.	Function	Description
A	two factor authentication	Click to turn on or off
B	backup verify by SMS	Click to turn on or off
C	change phone	Click to edit phone number
D	submit	Click to save the changes

##### 3.1.3. Operating Instruction

###### 3.1.3.1. How to turn on two-factor authentication?

- Click on your login account > Two-factor authentication settings



**Two factor authentication**

---

**Two factor authentication by email**

ON  OFF

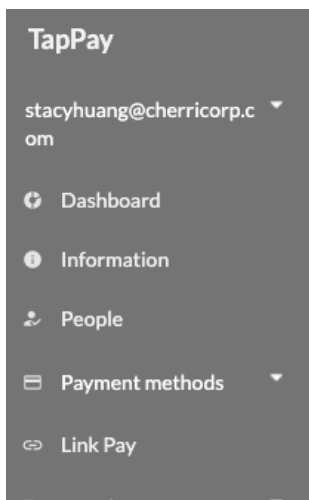
**Backup verify by sms**

ON  OFF

Change Phone +886 [redacted]

**Submit**

- Go to [Setting for Two Factor Login] > Click [ON] > Click [Submit] to complete the change



**Two factor authentication**

---

**Two factor authentication by email**

ON  OFF

**Backup verify by sms**

ON  OFF

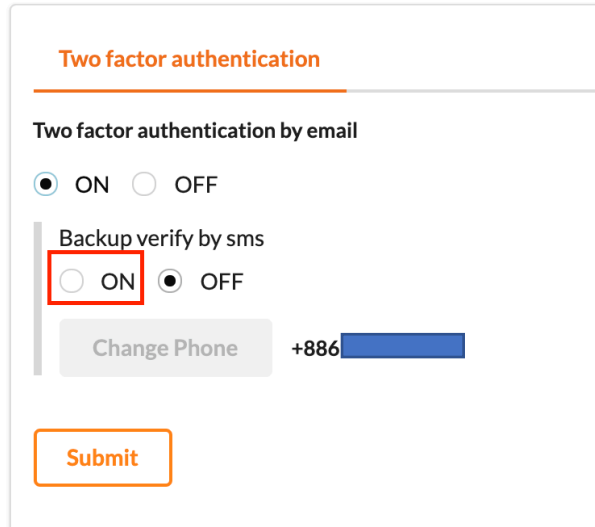
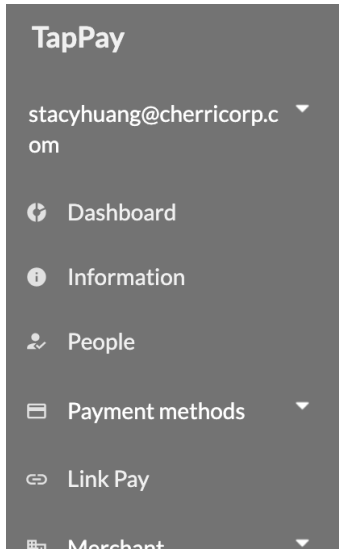
Change Phone +886 [redacted]

**Submit**

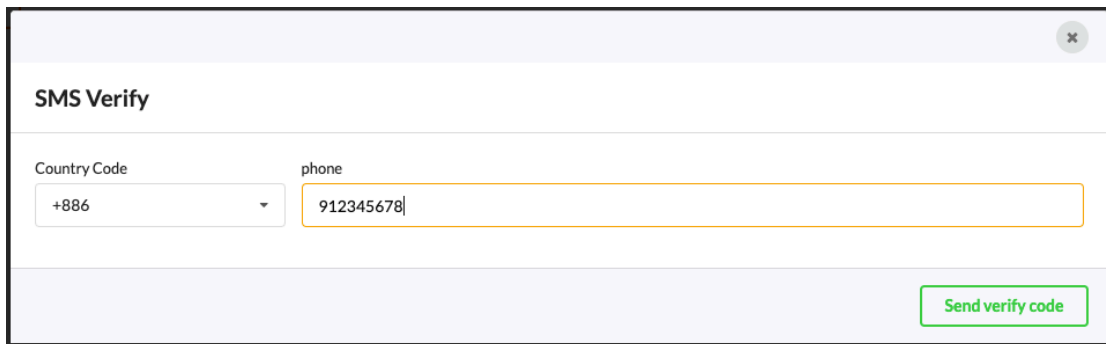
### 3.1.3.2. How to add backup authentication?

\*The two-factor authentication mechanism must be on before the backup authentication can be turned on.

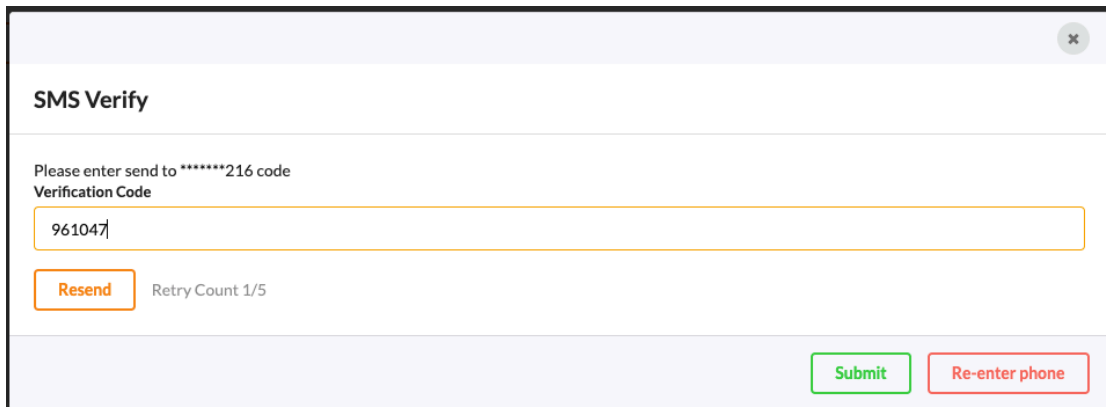
- Go to [Backup authentication] > Click [ON]



- Select a country code and enter a phone number > Click [Send Verification Code].



- Enter the verification code and click [Submit]



- Once the setting is successful, you will be able to receive authentication code via SMS as a backup.

**TapPay**

stacyhuang@cherricorp.com

- Dashboard
- Information
- People
- Payment methods
- Link Pay

**Two factor authentication**

Two factor authentication by email

ON  OFF

Backup verify by sms

ON  OFF

Change Phone +886

Submit

### 3.1.3.3. How to change the phone number for verification?

- Click [Change Phone]

**TapPay**

stacyhuang@cherricorp.com

- Dashboard
- Information
- People
- Payment methods
- Link Pay

**Two factor authentication**

Two factor authentication by email

ON  OFF

Backup verify by sms

ON  OFF

Change Phone +886

Submit

- Enter the new phone number

**SMS Verify**

Country Code phone

Country Code

Enter phone number

Send verify code

- Enter the verification code

- Once the verification is complete, the phone number is updated

### 3.2. Login Account > Change Password

#### 3.2.1. Function Description

If you need to change your password, you can do it on this page. When it is done, you can immediately log in with your new password.

#### 3.2.2. UI Demo

No.	Function	Description
A	Current Password	Enter your current password
B	New password	Enter your new password
C	Re-enter your new password	Re-enter your new password
D	submit	Save the changes

### 3.2.3. Operating Instruction

#### 3.2.3.1. How to change a user's password?

- When you want to change the password, you can go to Login Account> Change Password to change

The screenshot shows the TapPay portal interface. On the left is a dark sidebar menu with the TapPay logo and the user email 'stacyhuang@cherricorp.com'. The menu items are: Dashboard, Information, People, Payment methods, Link Pay, and Merchant. The main content area is a light gray form titled 'Change Password'. It contains three input fields: 'Current Password' with placeholder 'Enter your current password', 'New Password' with placeholder 'Enter your new password', and 'Re-enter New Password' with placeholder 'Re-enter your new password'. Below these fields is an orange 'Submit' button.

- When the new password is set, you can immediately log in with the new one.

## Login

**Company Account**


**Email**

**Password**

Remember My Company Account
 [Forgot Password?](#)

---

我不是機器人



reCAPTCHA  
隱私權 - 條款

Sign up

Login

### 3.3. Account Activate > TayPay Account

#### 3.3.1. Function Description

If you want to activate TayPay account, please complete the 4 steps shown in the image. After the form is submitted, please contact our Support Team via email or phone. We will review your application in 1 day. If your TapPay account is activated, [Account Activate > TapPay Account] will be hidden in the menu.

#### 3.3.2. UI Demo

喬睿科技

stacyhuang@cherricorp.com

Account Activate

TapPay Account

Apple Pay on the Web Merchant Application

Dashboard

Information

People

Payment methods

Link Pay

Merchant

Capture, Refund and Transaction Report

Billing

Affiliate Code

中文 English

**Before you enter the Production environment, please check if you have done the following things:**

- ✓ Fill out the information [Business setting -> information](#)
- ✓ Obtain an official acquiring account from the bank and register a merchant in the Production environment ([Business settings -> Merchant -> Production environment](#))
- ✓ Complete at least 1 transaction in the Sandbox environment ([Transaction -> Sandbox environment](#))
- ✓ Register your server's IP in the Production environment ([Developers -> System setting -> Production environment](#))
- Agree and sign TapPay's contract (Please contact with TapPay customer support)

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 you have any questions, feel free to contact our customer support: 02-2366-0080 or send us an email ([support@cherritech.com](mailto:support@cherritech.com)).

A
 I agree that charges will begin to apply immediately after account approval. (Please refer to the contract for detailed charging details.)

B
Agree and Activate



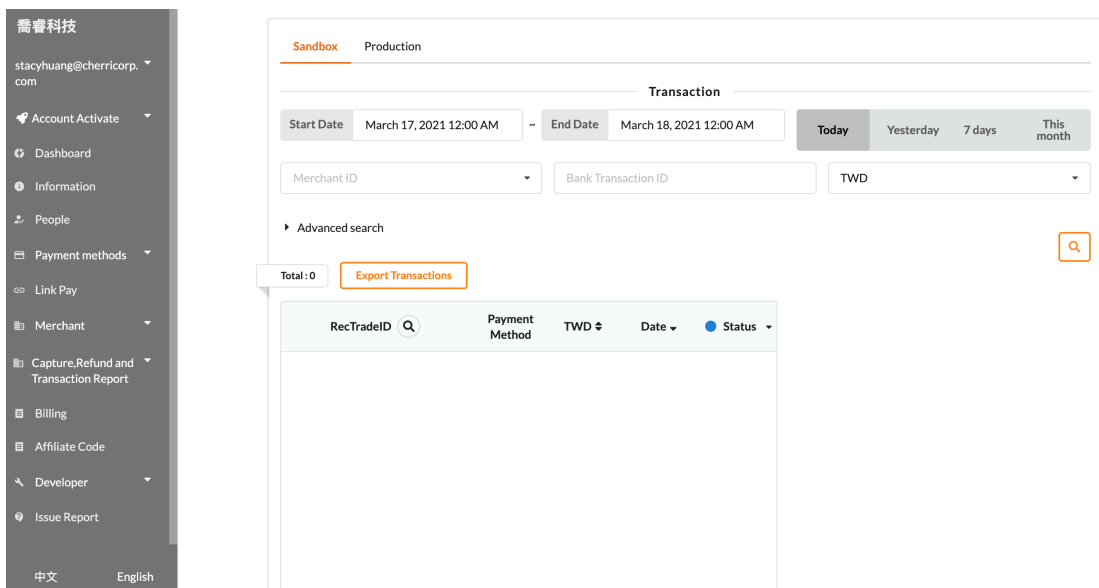
No.	Function	Description
A	Agreement confirmation	Check to agree to the contract
B	Agree and Activate	Check to activate TapPay account. You will be charged once you activate. 選

### 3.3.3. Operating Instruction

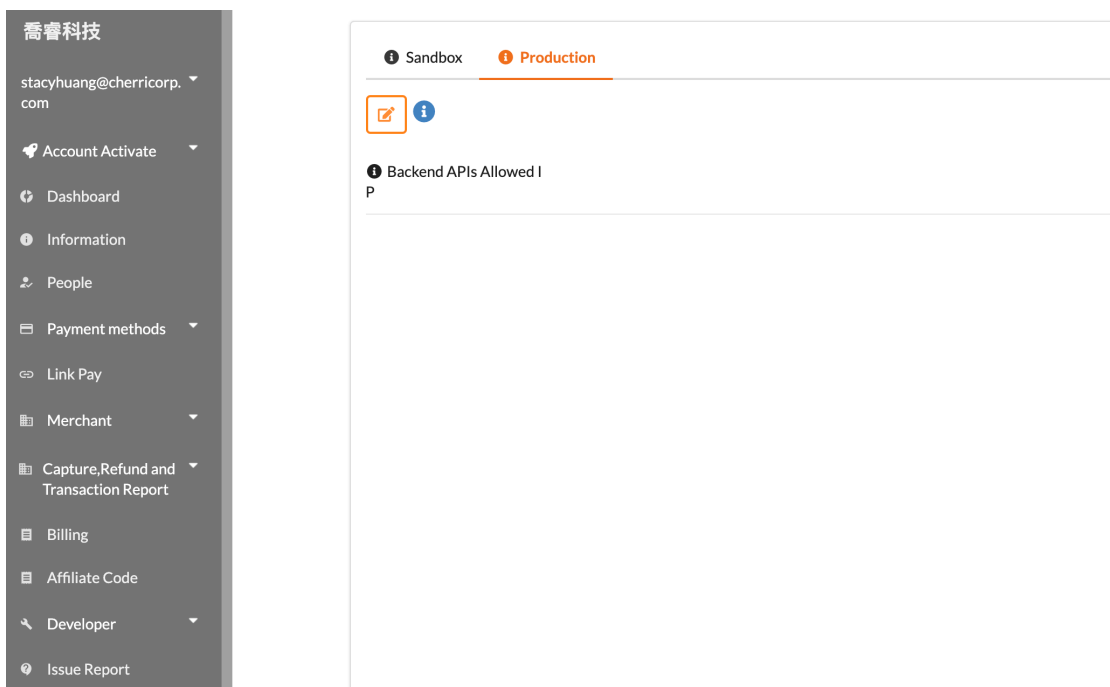
- Step1 : Fill in account information below.

- Step2 : Go to [Merchant] and add an Acquirer Account in the production environment.

- Step3 : Conduct a transaction in the sandbox environment, and check it in the list below.



- Step4 : Register your server’s IP it the production environment.



### 3.4. Account Activate > Apple Pay on the Web Merchant Application

#### 3.4.1. Function Description

If you only need the web version of Apple Pay, you can spare the effort to register your account on Apple Pay Developer. Instead, you can directly activate your Apple Pay Account here on our portal (acquire Apple Pay Merchant Identifier). After we approve your application, you can enjoy the service in the production environment. Once it is activated, we will start charging from you, and you won't see [Account Activate > Apple Pay on the Web Merchant Application] in the menu.

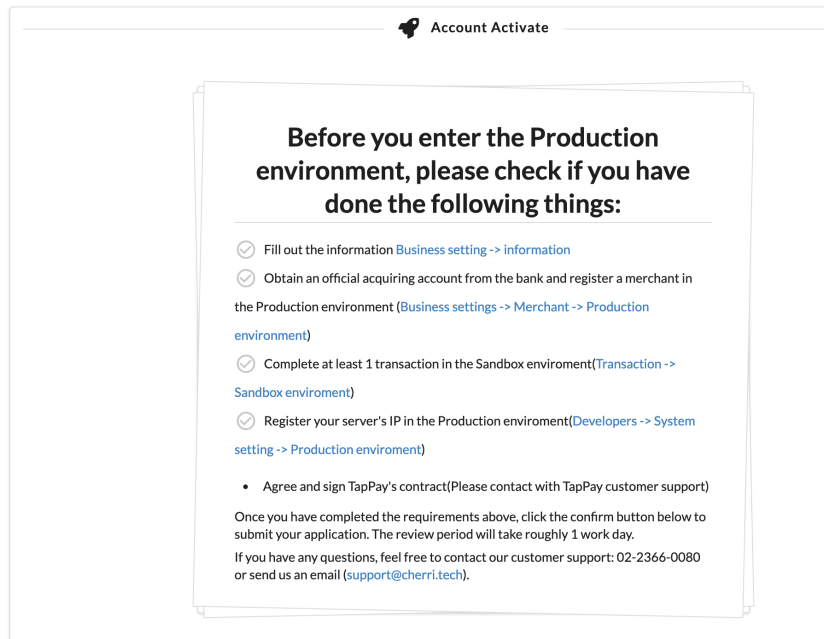
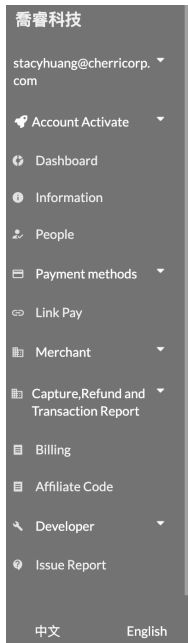
### 3.4.2. UI Demo

No.	Function	Description
A	Website	Fill in website url
B	Is your merchant a foundation?	If yes, please also enter the foundation no.
C	Agreement confirmation	Check to agree to the statement
D	Agree to be charged after receiving approval.	Check to agree that once your submission is approved, we will charge the fees.

### 3.4.3. Operating Instruction

#### 3.4.3.1. How to register Apple Pay on the Web?

- Please activate your TapPay account first.



- Please go to [Apple Pay on the Web Merchant Application] and fill in all required information and submit your application. After TapPay has approved, you can start to use the service.

## Apple Pay on the Web Merchant Application

Website

https:

Is foundation  Yes

I agree.

**STATEMENT**

For the purpose of activating TapPay Apple Pay Service (hereinafter referred to as the "Service") and to receive payments via the transaction certificates provided by Cheri Tech, Inc.( hereinafter referred to as "TapPay"). Concerning the compliance with the use of Service with all relevant regulations, I hereby

I agree that charges will begin to apply immediately after account approval. (Please refer to the contract for detailed charging details.)

### 3.5. Dashboard

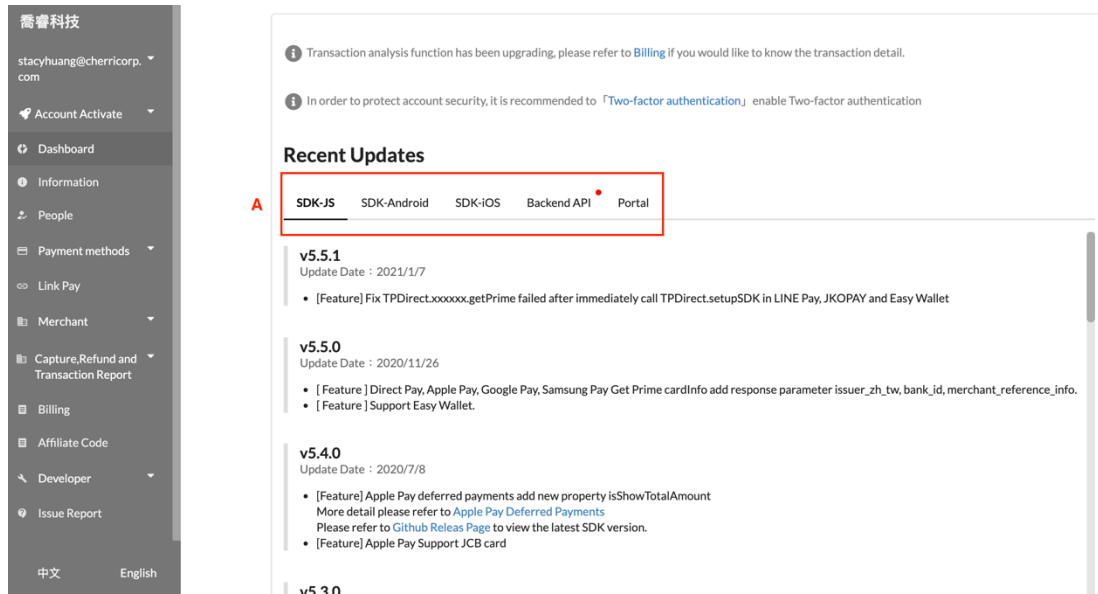
#### 3.5.1. Function Description

You can see clearly what new features and enhancements TapPay has implemented in Dashboard.

It includes the following list:

- SDK (including JS, Android, iOS) updates and enhancements
- Backend API updates and enhancements
- Interface updates and enhancements

#### 3.5.2. UI Demo

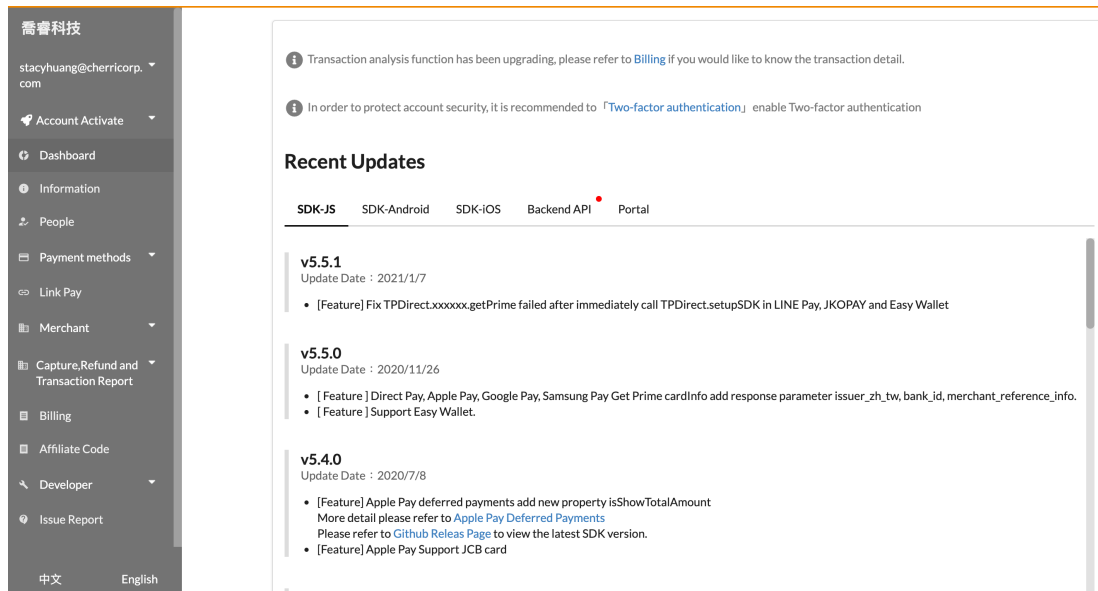


No.	Function	Description
A	Recent Updates	SDK/Backend/Portal updating records

### 3.5.3. Operating Instruction

#### 3.5.3.1. Where to see the latest updates for our system?

- Please go to [Dashboard] to see all the updated information.



### 3.6. Information

#### 3.6.1. Function Description

You can check if your account is activated, and you can edit the company and contact person information here.

**\*Important Note:** The Partner Key required for technical integration can be found on this page.

## 3.6.2. UI Demo

○ Account Inative **A**
**B**

---

Company Information

Legal Company Name	喬睿科技	
Partner Key	(Show Key) *****	<b>C</b>
VAT Number		

*Trade Name		
*Owner		
*Address		<b>D</b>
*Telephone		
*Website or APP Link		

---

Contact Person

*Name		
*Email		<b>E</b>
*Telephone		

---

Technical Email

<b>F</b>	*Email	
----------	--------	--

---

Accounting Email

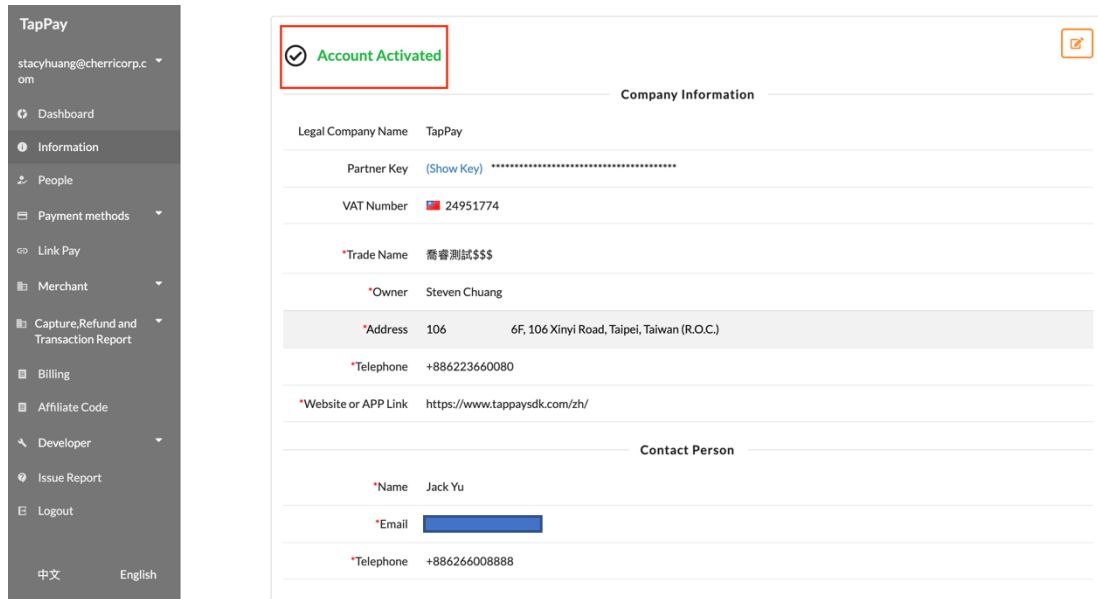
<b>G</b>	*Email	
----------	--------	--

No.	Function	Description
A	Account Status	Show account status: Account active/inactive
B	Edit button	Click to edit the information on the screen.
C	Company information	Company name, partner key, VAT number
D	Other information	Trade name, owner, address, telephone, link
E	Contact person	Name, email, telephone
F	Technical email	email
G	Accounting email	email

## 3.6.3. Operating Instruction

## 3.6.3.1. How to know if the account is activated?

- Click [information], you can see your current account status



TapPay

stacyhuang@cherricorp.com

Dashboard

Information

People

Payment methods

Link Pay

Merchant

Capture, Refund and Transaction Report

Billing

Affiliate Code

Developer

Issue Report

Logout

中文 English

Account Activated

Company Information

Legal Company Name TapPay

Partner Key (Show Key) .....

VAT Number 24951774

\*Trade Name 喬睿測試\$\$\$

\*Owner Steven Chuang

\*Address 106 6F, 106 Xinyi Road, Taipei, Taiwan (R.O.C.)

\*Telephone +886223660080

\*Website or APP Link https://www.tappaysdk.com/zh/

Contact Person

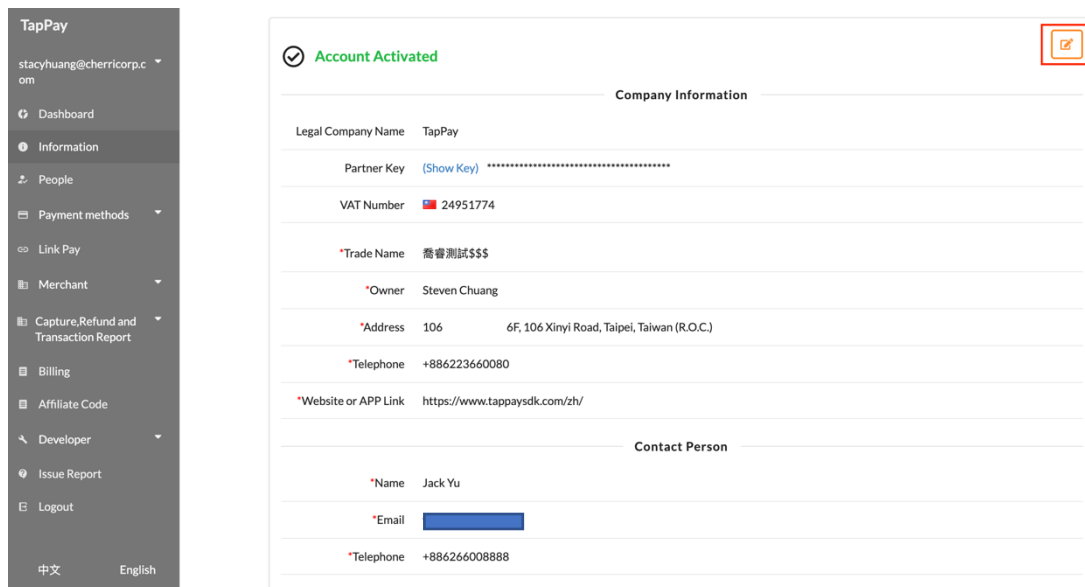
\*Name Jack Yu

\*Email [Redacted]

\*Telephone +886266008888

### 3.6.3.2. How to edit the company and contact person information?

- Click the [Edit] button at the top right corner to enter the editing page



TapPay

stacyhuang@cherricorp.com

Dashboard

Information

People

Payment methods

Link Pay

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中文 English

Account Activated

Company Information

Legal Company Name TapPay

Partner Key (Show Key) .....

VAT Number 24951774

\*Trade Name 喬睿測試\$\$\$

\*Owner Steven Chuang

\*Address 106 6F, 106 Xinyi Road, Taipei, Taiwan (R.O.C.)

\*Telephone +886223660080

\*Website or APP Link https://www.tappaysdk.com/zh/

Contact Person

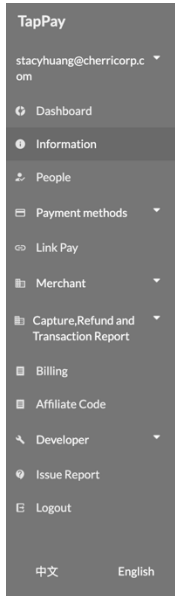
\*Name Jack Yu

\*Email [Redacted]

\*Telephone +886266008888

- After entering the editing page, you can edit all the information in the editing area (e.g. Company Name, Company Responsible Person, Company Address. etc.). After finishing the editing, click the [Save] button at the upper right corner to save, otherwise click the [Back] button to go back to the previous step.





**Account Activated**

**Company Information**

Legal Company Name TapPay

Partner Key (Show Key) .....

VAT Number 24951774

\*Trade Name 喬睿測試\$\$\$

\*Owner Steven Chuang

\*Address 106 6F, 106 Xinyi Road, Taipei, Taiwan (R.O.C.)

\*Telephone +886223660080

\*Website or APP Link https://www.tappaysdk.com/zh/

**Contact Person**

\*Name Jack Yu

\*Email [Redacted]

\*Telephone [Redacted]

- After entering the editing page, if your technical contact person or financial contact person is the same as the main contact person, you can select the checkbox, and it will automatically fill in the information for you.

**Contact Person**

\*Name Jack Yu

\*Email yujack@cherri.tech

\*Telephone +886266008888

**Technical Email**

\*Email yujack@cherri.tech Please enter emergency email.  Same as contact person

**Accounting Email**

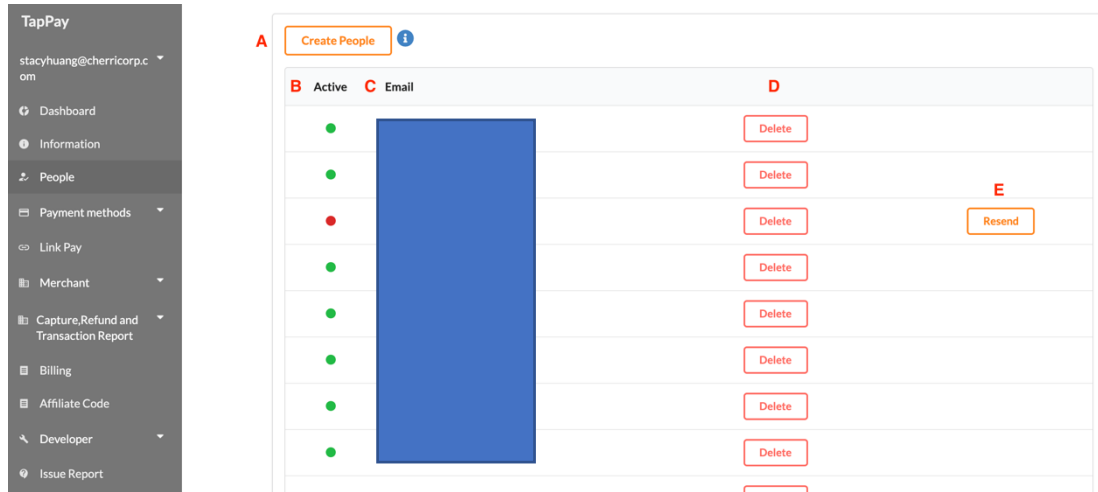
\*Email yujack@cherri.tech Please enter accounting email.  Same as contact person

### 3.7. People

#### 3.7.1. Function Description

- Add, delete, and edit backend user accounts
- Manage permissions in different functions for each account. (Write/Read/No Permissions)

#### 3.7.2. UI Demo

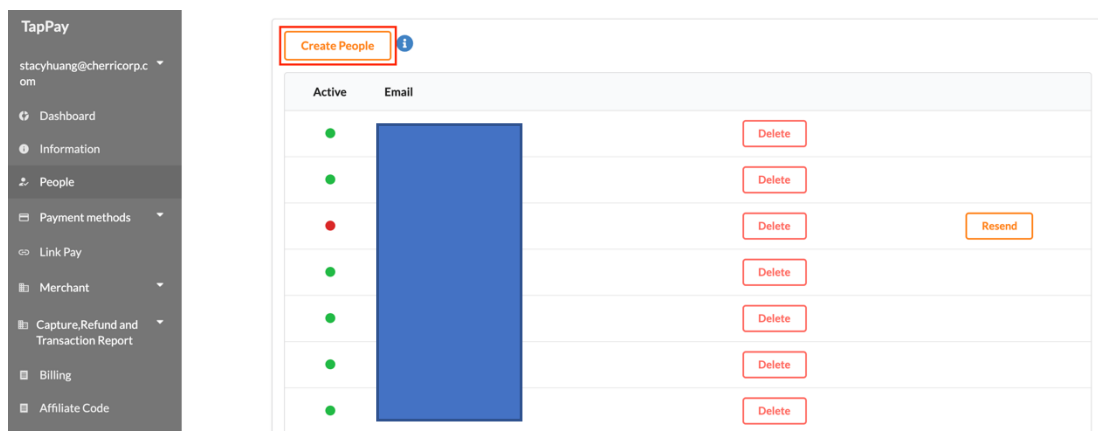


No.	Function	Description
A	Create people	Click to create a new account
B	Account status	Show current account. Green: active, Red: inactive
C	User email	User email(account)
D	Delete button	Delete account
E	Resend button	Resend the verification letter to activate the account

#### 3.7.3. Operating Instruction

##### 3.7.3.1. How to add an account?

- People > Click [Create People] at upper left corner.



- Enter the user's email and password and then set the account permissions. After editing, click [Submit].

The screenshot shows a user creation form in the TapPay portal. On the left is a dark sidebar with the TapPay logo and a list of navigation items: stacyhuang@cherricorp.com, Dashboard, Information, People, Payment methods, Link Pay, Merchant, Capture, Refund and Transaction Report, Billing, Affiliate Code, Developer, Issue Report, and Logout. The main form area contains the following sections:

- Email:** A text input field with the placeholder "Enter an email you want to create."
- Password:** A text input field with the placeholder "Enter your default password."
- Confirm Password:** A text input field with the placeholder "Enter your password again."
- Role:** Three buttons: "Accounting" (with a calculator icon), "Developer" (with a code icon), and "Manager" (with a person icon).
- Select All:** Three buttons: "Write" (with a pencil icon), "Read" (with an eye icon), and "No Permission" (with a lock icon).
- Information:** A section with three radio buttons: "Write", "Read" (which is selected), and "No Permission".
- Account permissions:** A section with three radio buttons: "Write", "Read" (which is selected), and "No Permission".
- Payment methods:** The beginning of a section is visible at the bottom.

### 3.7.3.2. How to quickly set the permissions?

- **Term Definition**

**Role:** Each role has default page permissions. It can be applied by clicking on (Accountant/ Developer/ Administrator).

**Select All:** When you want to set the same permissions for each page of the account, click (Write/Read/No Permissions) and then apply the settings.

- **Application Examples**

For example, if you want to set this account as an accounting, select [Role] > Accounting and adjust the permissions from the default accounting permissions on this page. If you need to fine-tune the permissions again, you can re-adjust them yourself (as shown below).

**Role**

**Select All**

### Information

Write  Read  No Permission

### Account permissions

Write  Read  No Permission

### Payment methods

Apple Pay  Write  Read  No Permission

Google Pay  Write  Read  No Permission

Samsung Pay  Write  Read  No Permission

### Link Pay (Sandbox)

Link Pay Manager  Write  Read  No Permission

Link Pay Access  Write  Read  No Permission

Capture & Refund Permission  Write  No Permission

Order Setting permission  Write  No Permission

**Role** 角色：會計

Accounting  Developer  Manager

**Select All**

Write  Read  No Permission

---

**Information**  Write  Read  No Permission

**Account permissions**  Write  Read  No Permission

**Payment methods**

Apple Pay  Write  Read  No Permission

Google Pay  Write  Read  No Permission

Samsung Pay  Write  Read  No Permission

**Link Pay (Sandbox)**

Link Pay Manager  Write  Read  No Permission

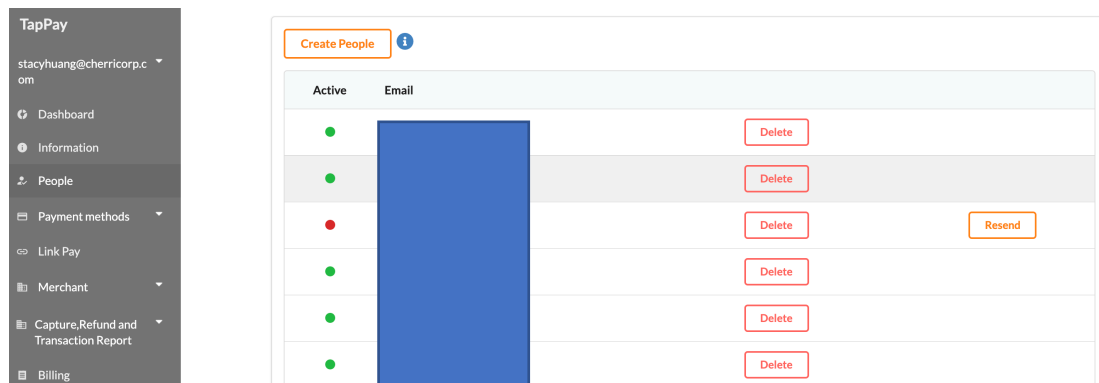
Link Pay Access  Write  Read  No Permission

Capture & Refund Permission  Write  Read  No Permission

Order Setting permission  Write  Read  No Permission

3.7.3.3. How to view and change account permissions?

- Click on the user's email address to change (e.g., change the permissions below).



- After finishing editing, click [Submit] at the bottom to complete the changes. If you want to cancel, click the [Back] button.

**TapPay**

stacyhuang@cherricorp.com

Dashboard

Information

People

Payment methods

Link Pay

Merchant

Capture, Refund and Transaction Report

Billing

Affiliate Code

Developer

Issue Report

Logout

**Cap Refund Report Batch Setting**

Write  No Permission

**Billing**

Write  Read  No Permission

**Affiliate Code**

Write  Read  No Permission

**Application**

Write  Read  No Permission

**System Setting**

**Sandbox**

Write  Read  No Permission

**Production**

Write  Read  No Permission

**Other**

**Get Partner Key Access**

Read  No Permission

**Submit** **Back**

#### 3.7.3.4. How to delete an account?

- Click the [Delete] button on the right side of the mail address for the account you want to delete. After clicking on it, a window will pop up to confirm if you are sure to delete the account.

portal.tappaysdk.com 顯示

Are you sure delete this account?

取消 確定

Create People

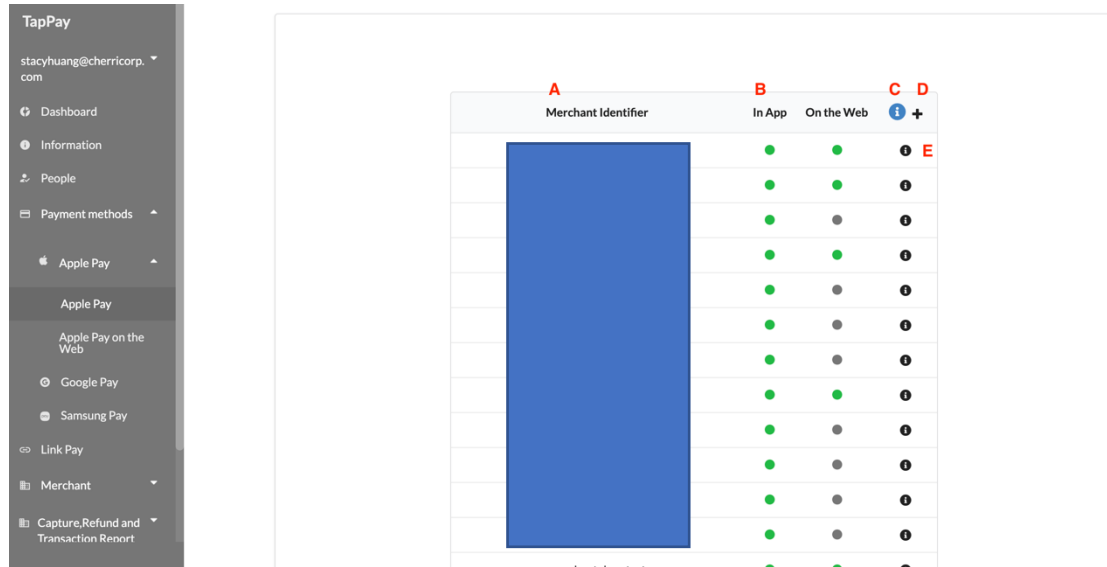
Active	Email	
<input checked="" type="checkbox"/>	[Redacted]	Delete
<input checked="" type="checkbox"/>	[Redacted]	Delete
<input type="checkbox"/>	[Redacted]	Delete Resend
<input checked="" type="checkbox"/>	[Redacted]	Delete

## 3.8. Payment > Apple Pay > Apple Pay

### 3.8.1. Function Description

To add an Apple Pay Merchant, you need to go to Apple Developer and apply for Merchant ID first. And then click [Apple Pay] and upload the certificate to enable the service in the production environment. After everything is completed, you can view the added Apple Pay Merchants and if they support in APP or on the Web services in the list.

### 3.8.2. UI Demo

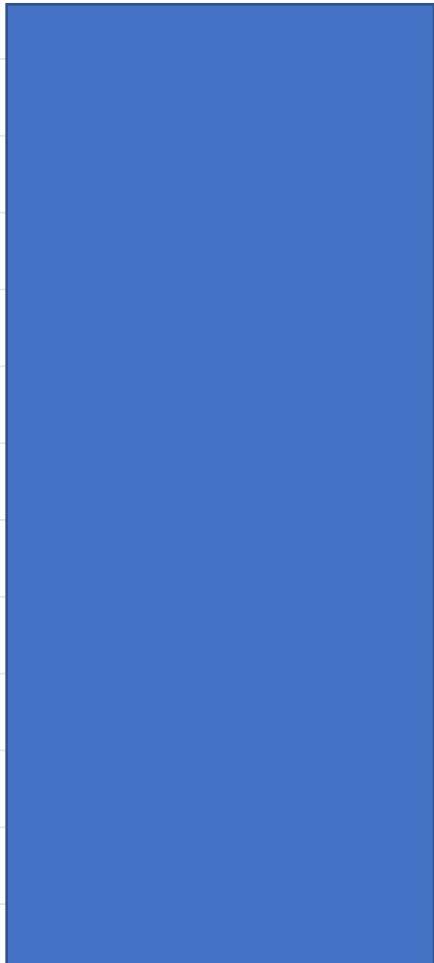


No.	Function	Description
A	Merchant Identifier	You can get it on Apple Developer
B	In App/On the Web support status	green : active, gray : inactive
C	Document	Click to view developer document
D	Create Apple Pay Merchant	Click to create an Apple Pay Merchant
E	details	Click to view more information of the merchant. You can also edit or delete the merchant.

### 3.8.3. Operating Instruction

#### 3.8.3.1. How to know the support status of each Apple Pay Merchant?

- Please go to Payment Methods>Apple Pay>Apple Pay. You will see the support status of each Apple Pay Merchant in the list below. The green light refers to [activated] while the red one refers to [inactivated].

Merchant Identifier	In App	On the Web	i +
	●	●	i
	●	●	i
	●	●	i
	●	●	i
	●	●	i
	●	●	i
	●	●	i
	●	●	i
	●	●	i
	●	●	i
	●	●	i
	●	●	i
	●	●	i
	●	●	i
	●	●	i
●	●	i	

### 3.8.3.2. How to add an Apple Pay Merchant?

- Please click the [+] on the upper right corner.




Merchant Identifier	In App	On the Web	 
			
			
			
			
			
			
			
			
			
			

- Download CSR and click [next].

**Create Apple Pay Merchant**

1 Download CSR → 2 Upload Certificate

To create a Payment Processing Certificate for Apple Pay, download the CSR file and upload to [Apple Developer](#)

 [payment\\_processing\\_certificate.csr](#)

[Next](#)

- Please go to Apple Developer to register an account. After you got the certificate, please upload it here.

### Create Apple Pay Merchant

**Download CSR** **2 Upload Certificate**

1. Go to [Apple Developer](#)
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 (payment\_processing\_certificate.csr)
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](#)

[Select apple\\_pay.cer](#)

**Upload**

### 3.8.3.3. How to delete/edit an Apple Pay Merchant?

- Please click [**i**] in the right side of the list.

Merchant Identifier	In App	On the Web	<b>i</b> +
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>
	●	●	<b>i</b>

- Please edit the domain names or upload the certificate and click [save].

Merchant Identifier In App On the Web +

## Merchant Identifier: merchant.JosephTest


### Apple Pay

Payment Processing Certificate

Name: merchant.JosephTest

Type: Apple Pay Payment Processing Certificate

Expires: 2020-06-01T12:35:54+08:00

 Update Certificate

### Apple Pay on the Web

Domain


ds.clicklink.com.tw




Merchant Identity Certificate

Name: merchant.JosephTest

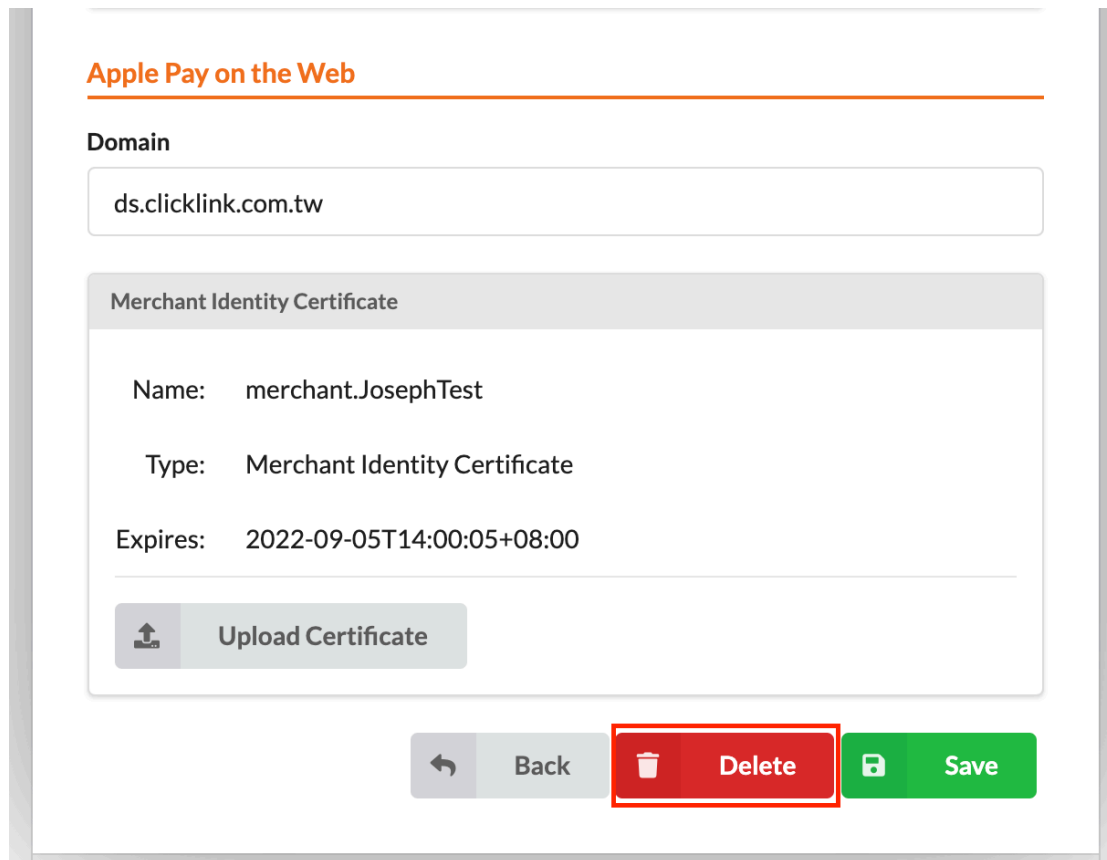
Type: Merchant Identity Certificate

Expires: 2022-09-05T14:00:05+08:00

 Upload Certificate

 Back  Delete  Save

- If you want to delete the merchant, please click [delete]. If you want to go back, please click [Back].

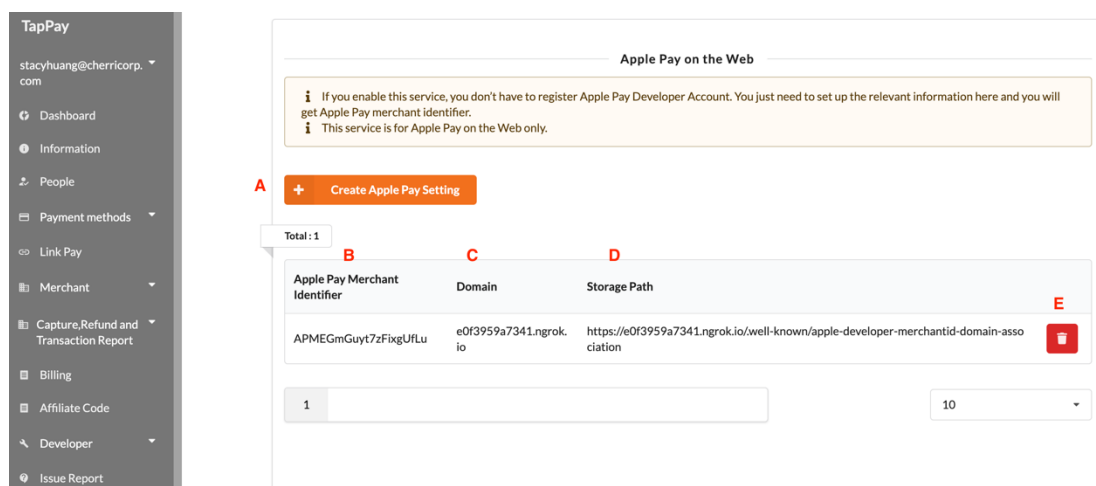


### 3.9. Payment Methods > Apple Pay > Apple Pay on the Web

#### 3.9.1. Function Description

The settings of Apple Pay on the Web can be added and adjusted here.

#### 3.9.2. UI Demo



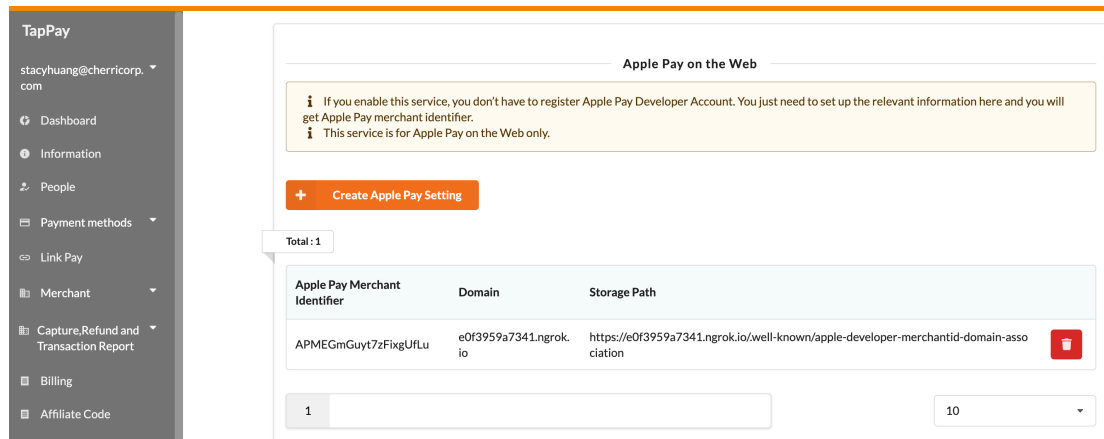
No.	Function	Description
A	Create Apple Pay Setting	Click to create a setting

B	Apple Pay Merchant Identifier	Produced by TapPay
C	Domain	Configure when you create a setting
D	Storage path	Configure when you create a setting
E	Delete button	Delete Apple Pay merchant

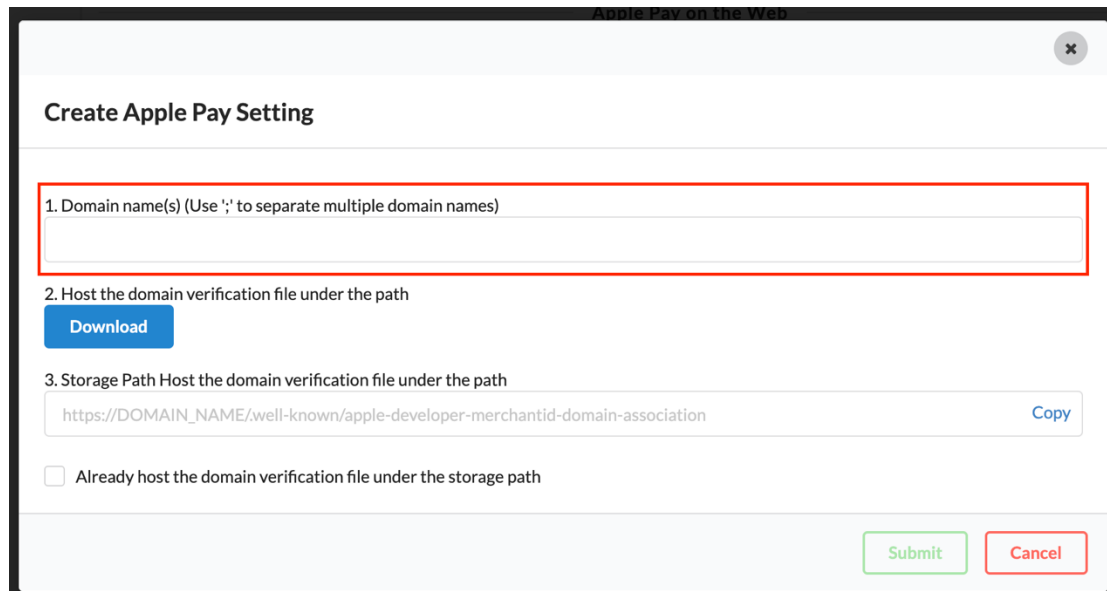
### 3.9.3. Operating Instruction

#### 3.9.3.1. How to add an Apple Pay on the Web Setting?

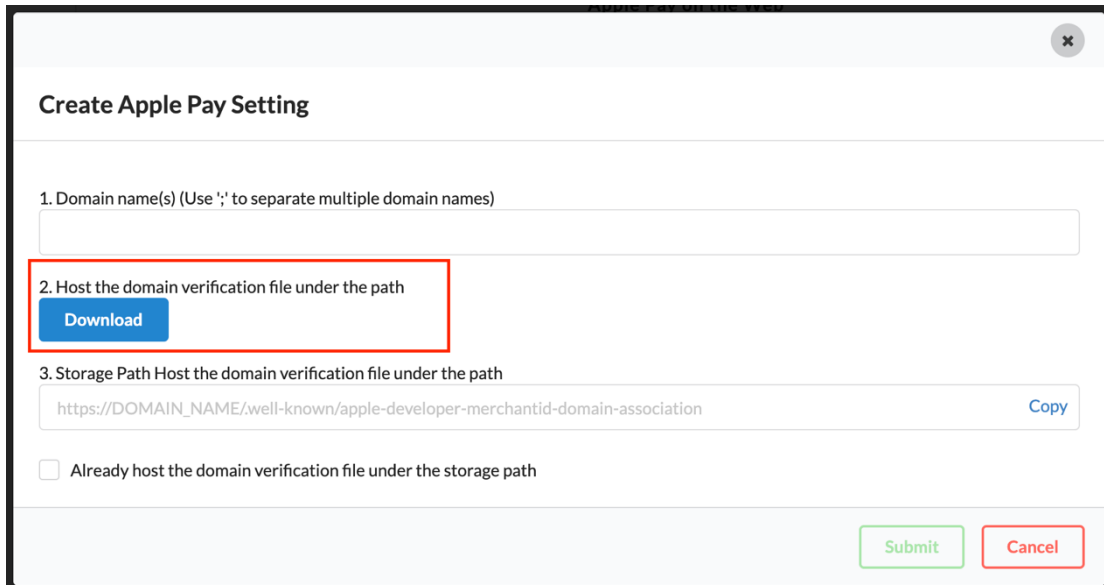
- Click [Create Apple Pay Setting]



- Fill in domain names (can be multiple)



- Download the verification file



**Create Apple Pay Setting**

1. Domain name(s) (Use ';' to separate multiple domain names)

2. Host the domain verification file under the path

[Download](#)

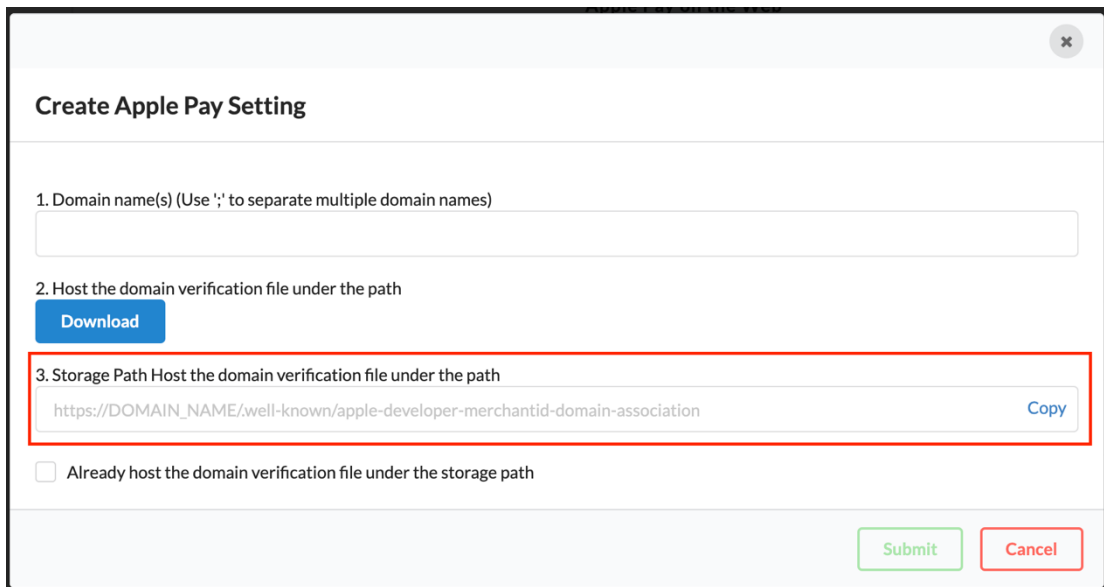
3. Storage Path Host the domain verification file under the path

[Copy](#)

Already host the domain verification file under the storage path

[Submit](#) [Cancel](#)

- Put the verification file under the assigned server path below.



**Create Apple Pay Setting**

1. Domain name(s) (Use ';' to separate multiple domain names)

2. Host the domain verification file under the path

[Download](#)

3. Storage Path Host the domain verification file under the path

[Copy](#)

Already host the domain verification file under the storage path

[Submit](#) [Cancel](#)

- After everything is completed, check [Already host the domain verification file under the storage path] and click [submit].

×

### Create Apple Pay Setting

1. Domain name(s) (Use ';' to separate multiple domain names)

2. Host the domain verification file under the path

Download

3. Storage Path Host the domain verification file under the path

Copy

Already host the domain verification file under the storage path

Submit
Cancel

### 3.9.3.2. How to delete Apple Pay on the Web Setting?

- Please click the [trash can] in the right side of the list to delete a setting.

+ Create Apple Pay Setting

Total : 1

Apple Pay Merchant Identifier	Domain	Storage Path	Action
APMEGmGuyt7zFixgUfLu	e0f3959a7341.ngrok.io	https://e0f3959a7341.ngrok.io/well-known/apple-developer-merchantid-domain-association	<span style="border: 2px solid red; padding: 2px 5px;"></span>

1

10 ▾

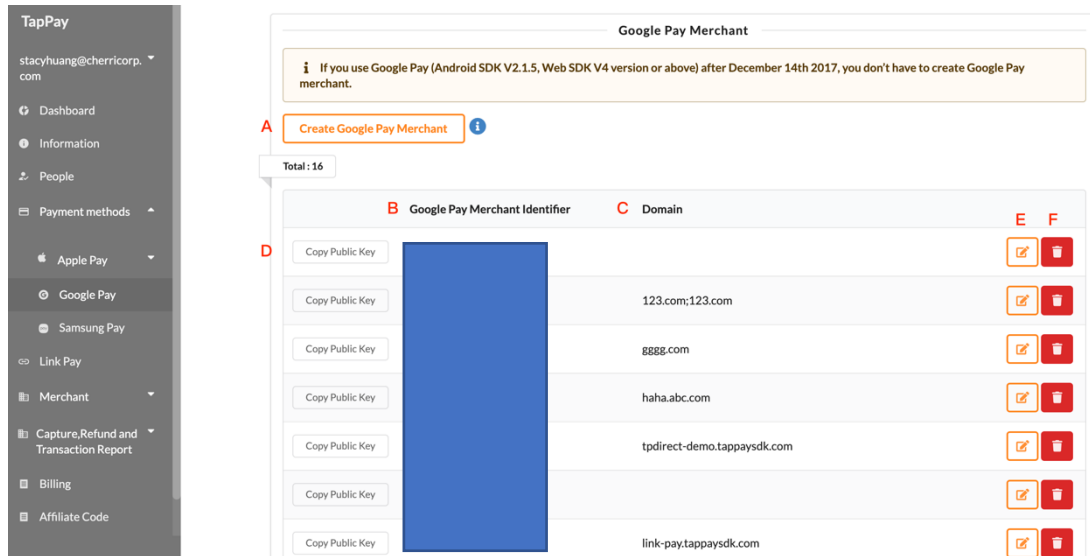
## 3.10. Payment Method > Google Pay

### 3.10.1.1. Function Description

To start to use Google pay service, please add the relevant settings here.

\*Noted: 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.

### 3.10.2. UI Demo

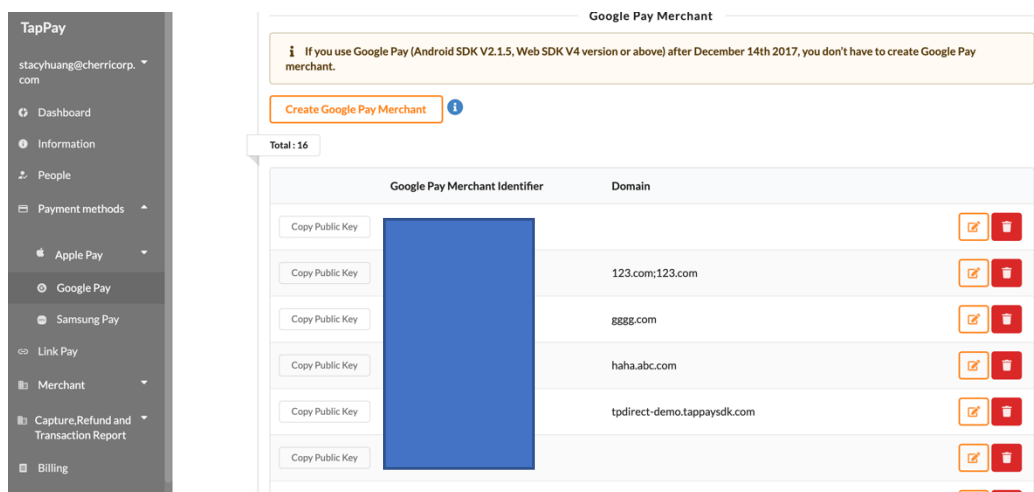


No.	Function	Description
A	Create Google Pay Merchant	Click to create a new merchant
B	Google Pay Merchant Identifier	User can self-define
C	Domain	Domain can be configured
D	Copy public key	TapPay will produce
E	Edit	Edit the domain
F	Delete	Delete the merchant setting

### 3.10.3. Operating Instruction

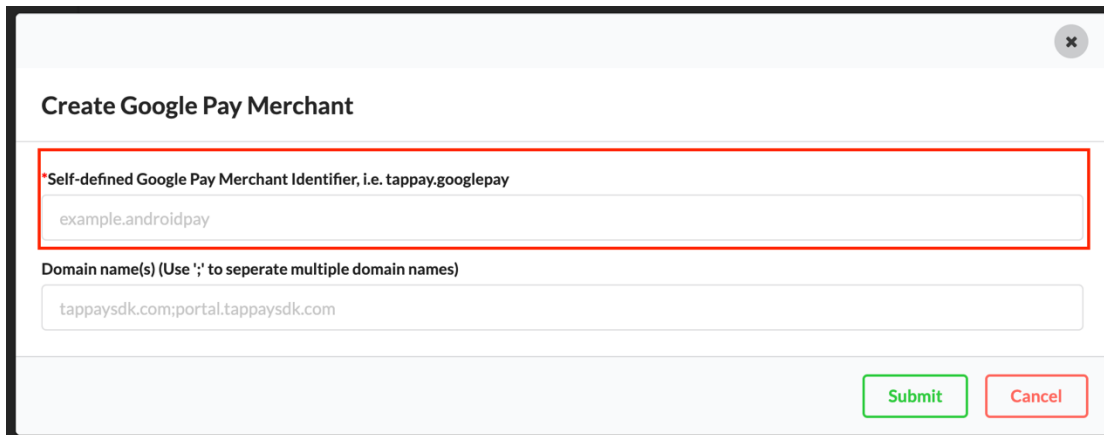
#### 3.10.3.1. How to add a Google Pay Merchant?

- Click [Create a Google Pay Merchant]



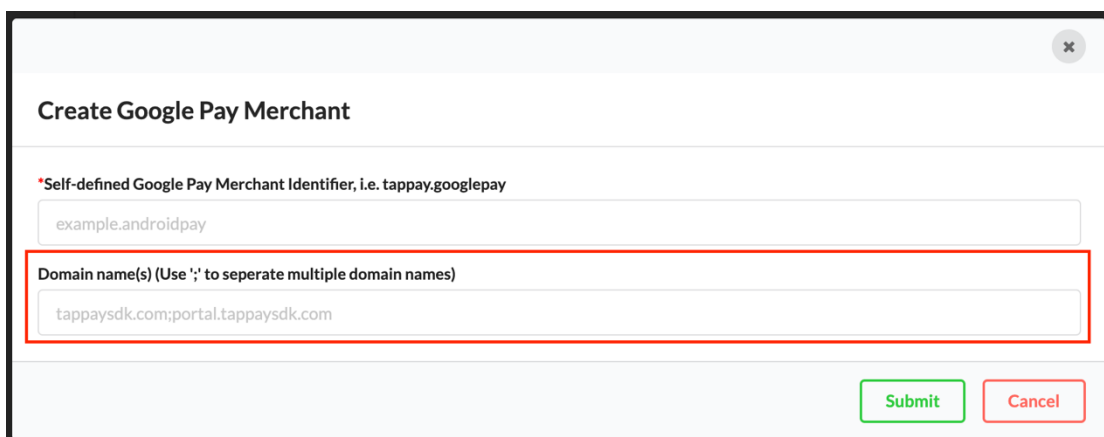
- Self-define Google Pay Merchant Identifier





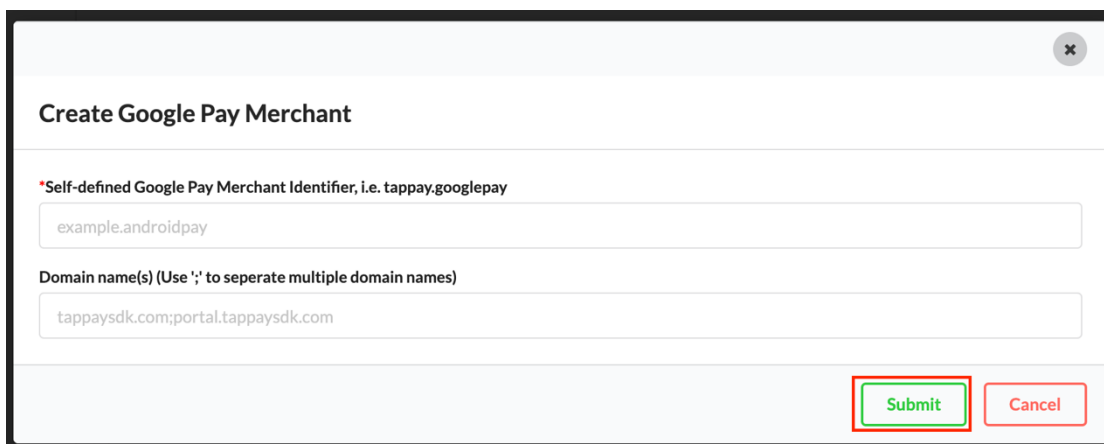
The screenshot shows a modal window titled "Create Google Pay Merchant". It contains two input fields. The first field is labeled "\*Self-defined Google Pay Merchant Identifier, i.e. tappay.googlepay" and contains the text "example.androidpay". This field is highlighted with a red border. The second field is labeled "Domain name(s) (Use ';' to separate multiple domain names)" and contains the text "tappaysdk.com;portal.tappaysdk.com". At the bottom right, there are two buttons: "Submit" (green) and "Cancel" (red).

- Set up domain names (can be multiple)



The screenshot shows the same "Create Google Pay Merchant" modal window. In this view, the "Domain name(s) (Use ';' to separate multiple domain names)" field, containing "tappaysdk.com;portal.tappaysdk.com", is highlighted with a red border. The "Merchant Identifier" field above it contains "example.androidpay". The "Submit" and "Cancel" buttons are visible at the bottom right.

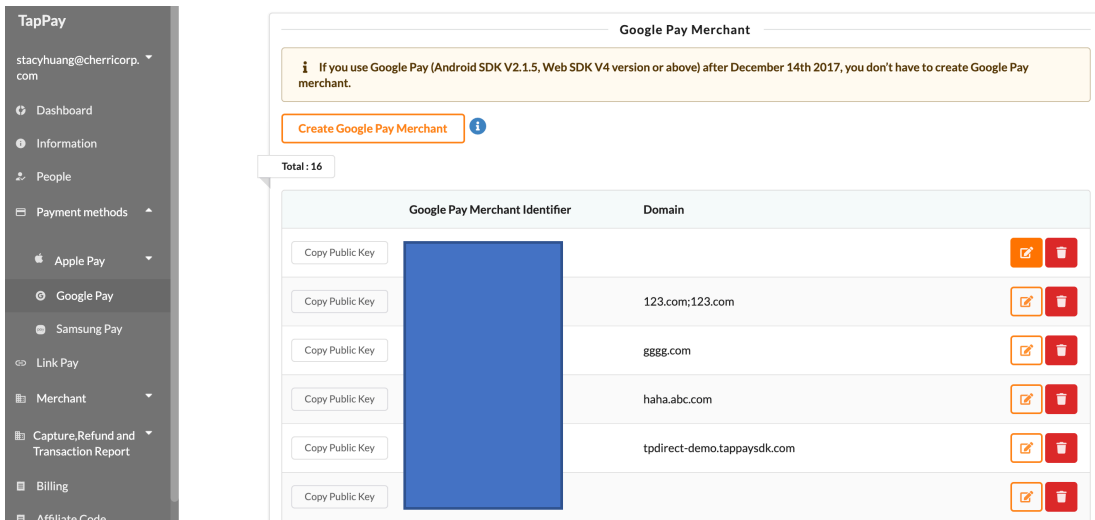
- After all is completed, click [submit]. The information will be updated immediately.



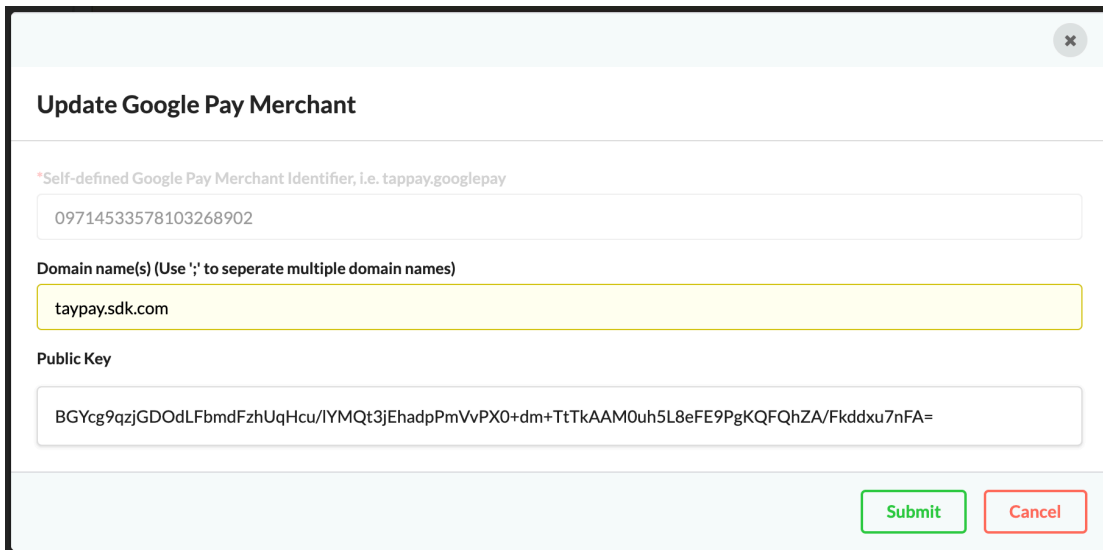
The screenshot shows the "Create Google Pay Merchant" modal window with both input fields filled. The "Merchant Identifier" field contains "example.androidpay" and the "Domain name(s)" field contains "tappaysdk.com;portal.tappaysdk.com". The "Submit" button (green) is highlighted with a red border, indicating it is the next step to click.

### 3.10.3.2. How to edit Google Pay Merchants?

- Click [edit]

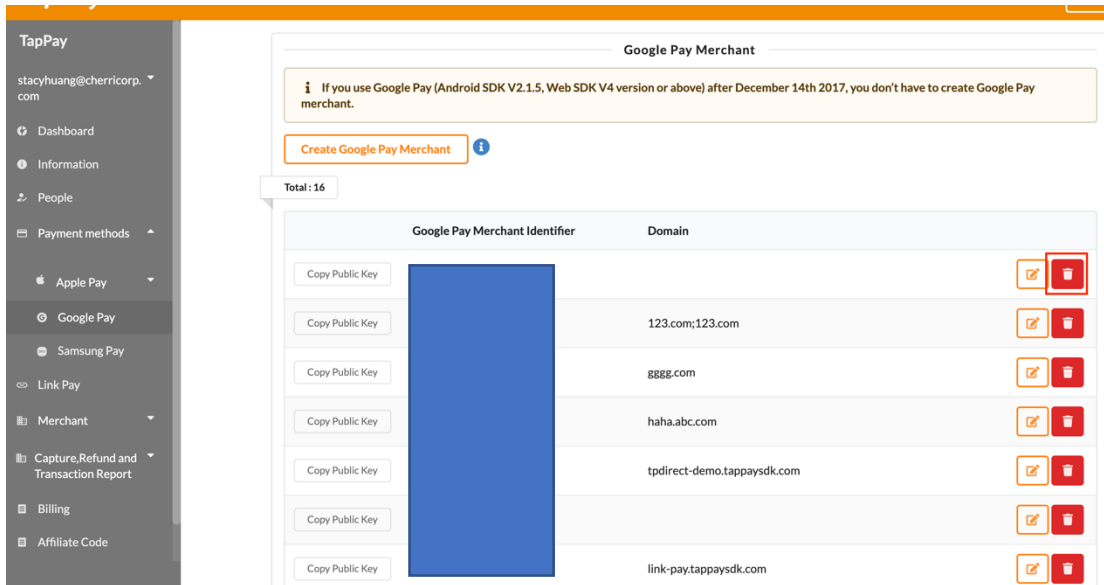


- Domain names can be edited. Click [submit] to save your update.



### 3.10.3.3. How to delete a Google Pay Merchant?

- Click [delete]



- Click [OK] to execute delete.

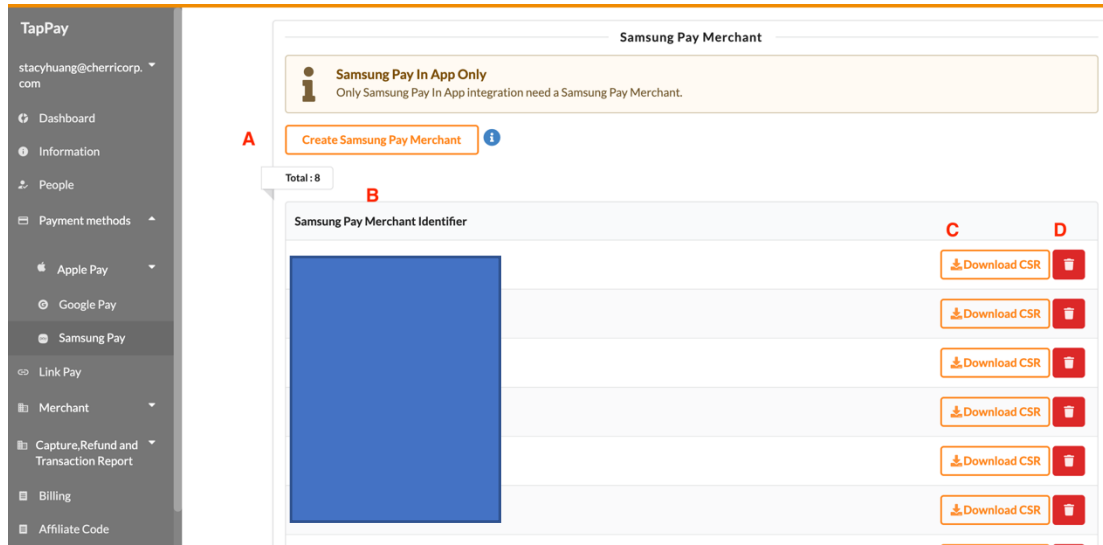


### 3.11. Payment Methods > Samsung Pay

#### 3.11.1. Function Description

For Samsung Pay App integration, you can add Samsung Pay merchants.

#### 3.11.2. UI Demo

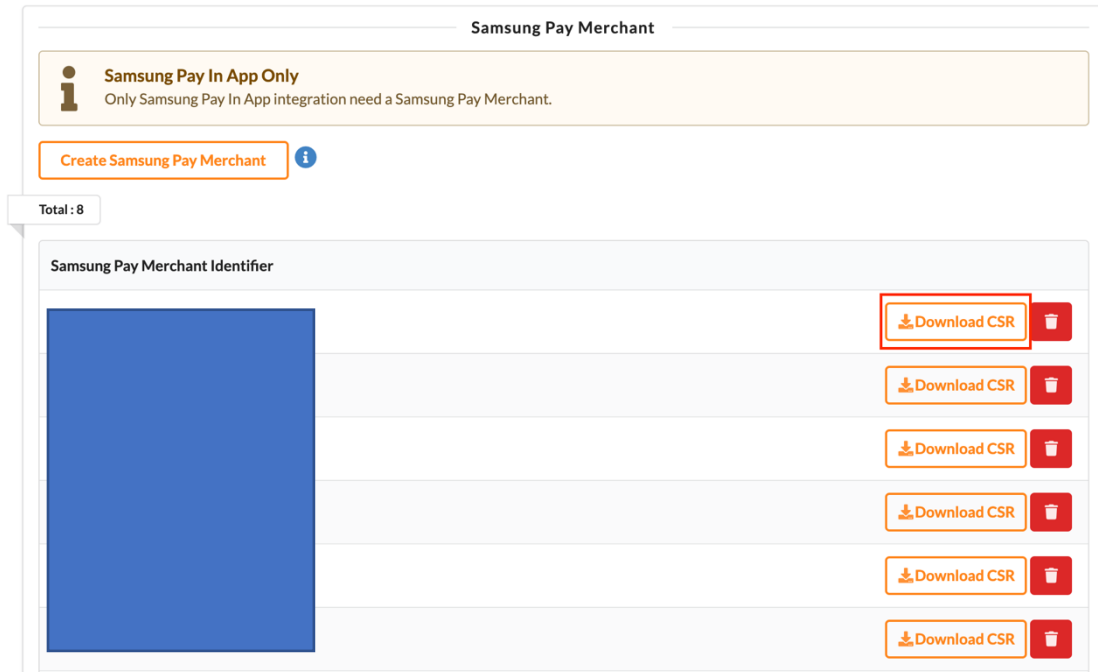


No.	Function	Description
A	Create Samsung Pay Merchant	Click to create new merchant
B	Samsung Pay Merchant Identifier	Show the merchant identifier this is configured
C	Download CSR	Click to download the file
D	Delete button	Click to delete the merchant

### 3.11.3. Operating Instruction

#### 3.11.3.1. How to view the Samsung Pay Merchant Identifier and download its CSR?

- Go to Payment Methods > Samsung Pay, you can view Samsung Pay Merchant Identifier in the list. You can download CSR as follow.



### 3.11.3.2. How to add a Samsung Pay Merchant?

- Click [Add Samsung Pay merchant]

Enter the Samsung Pay Merchant identification code and click [Submit] ( for example: add a Samsung Pay merchant: 123.tappay.samsung.pay)






- If it is created successfully, it will immediately show on the screen and automatically generate the corresponding CSR file.

**Samsung Pay Merchant**

**Samsung Pay In App Only**  
Only Samsung Pay In App integration need a Samsung Pay Merchant.

[Create Samsung Pay Merchant](#) ⓘ

Total : 8

Samsung Pay Merchant Identifier	
com.jack.test	<a href="#">Download CSR</a> 
com.joseph.samsung.pay	<a href="#">Download CSR</a> 
com.rntappay	<a href="#">Download CSR</a> 
com.tappay.phoebe.samsung.pay	<a href="#">Download CSR</a> 
com.tappay.phoebe.samsung.pay.eng	<a href="#">Download CSR</a> 

### 3.11.3.3. How to delete a Samsung Pay Merchant?







- Click the [delete] button on the right side to delete 123.tappay.samsung.pay (total of 5 records).

**Samsung Pay Merchant**

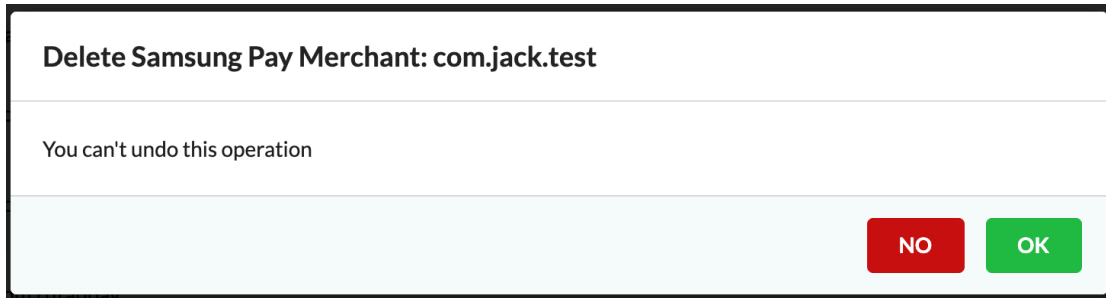
**Samsung Pay In App Only**  
Only Samsung Pay In App integration need a Samsung Pay Merchant.

[Create Samsung Pay Merchant](#) ⓘ

Total : 8

Samsung Pay Merchant Identifier	
com.jack.test	<a href="#">Download CSR</a> 
com.joseph.samsung.pay	<a href="#">Download CSR</a> 
com.rntappay	<a href="#">Download CSR</a> 
com.tappay.phoebe.samsung.pay	<a href="#">Download CSR</a> 
com.tappay.phoebe.samsung.pay.eng	<a href="#">Download CSR</a> 
com.tappay.samsung.pay.mock.release	<a href="#">Download CSR</a> 

- A confirmation window pops up. Once it is deleted, it cannot be recovered. Click [OK] to confirm the deletion, otherwise click [NO] to cancel.

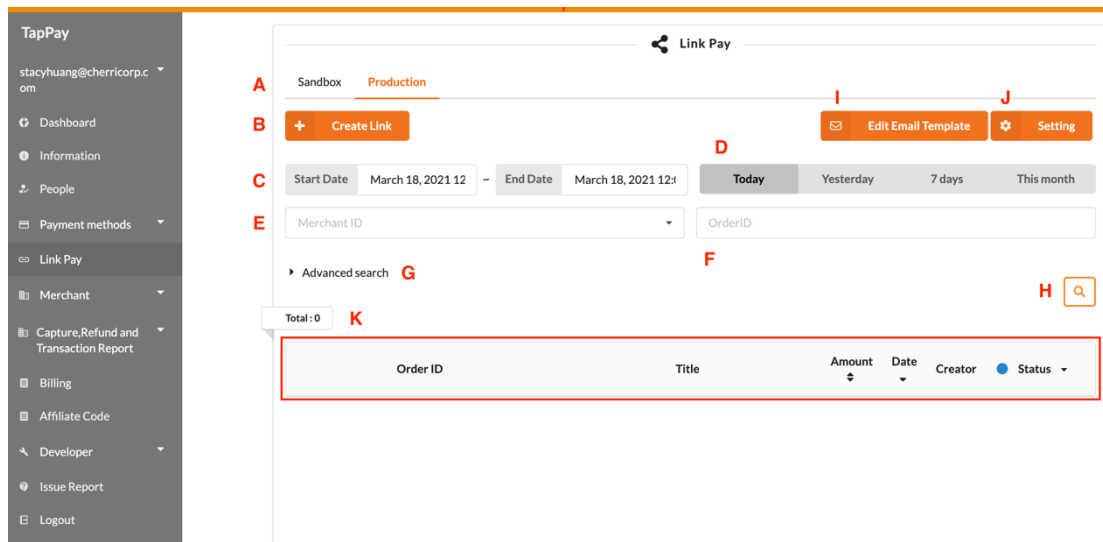


### 3.12. Link Pay

#### 3.12.1. Function Description

You can create links(orders) and fill in order information here. Once you have created the link, the link can be sent to your designated consumer account and paid.

#### 3.12.2. UI Demo—Link Pay



No.	Function	Description
A	Sandbox/production	Switch between sandbox and production
B	Create link	Create a new link
C	Start/end time	Search for orders in a certain period
D	Quick search	Searching criteria: Today, yesterday, 7 days, this month
E	Merchant ID	Search for Merchant ID
F	OrderID	Search for OrderID
G	Advanced search	Advanced criteria
H	Search button	Click to conduct search
I	Edit email template	Click to edit email templates
J	Edit setting	Edit link pay settings
K	Show order information	Show searching results

## 3.12.3. UI Demo—Create a Link

**Create Link**

Single Mode |  Batch Mode **A**

Merchant ID **B**

Order ID **C**

Title **D**

Amount **E**      Time until Expiration (Days) **F**  
     

Customer service message

Auto capture     3-D Secure     Ask personal info     Instalment    **G**

Item Description **H**

No.	Function	Description
A	Single/batch mode	Single mode : produce one link Batch mode : produce multiple links
B	Merchant ID	Acquirer account  <b>*Now we only support Direct Pay, Google Pay and Apple Pay.</b>
C	Order ID	Single mode : auto generate if empty Batch mode : auto generate
D	Title	The title of the item
E	Amount	Item amount
F	Time until expiration	Number of days before expiration
G	Link pay settings	-auto capture : if selected the payments will be captured that day, otherwise the payment will not be captured automatically after customer has paid. 有 -3D secure : select whether you need 3D secure when customers attempt to pay.



		-ask personal info -instalment : select if the Merchant ID supports instalments. <b>Now we only support on-us cards of CTBC, E.SUN, Cathay and for other acquirers such as NCCC, NewebPay, GP, the merchant should sign the contract to accept other cards.</b>
H	Item description	Item description <b>*If you choose NCCC, GP, NewebPay as your acquirer, we advise you to list your cooperated banks here to let the consumers know which card they could use to pay.</b>

#### 3.12.4. UI Demo—Edit Email template

No.	Function	Description
A	Subject	Email subject
B	Content	Email content
C	Signature	Email signature

### Email Preview

**Edit**

Subject

親愛的顧客您好,  
感謝您的支持, 請您點擊以下連結完成付款:

Signature

簽名檔

#### 3.12.5. UI Demo—Link Pay Setting

✕


### Link Pay Setting

**Store Name**

喬睿商店 **A**

**Logo**

📁 Select Logo **B**



**Order's "Auto capture" default setting** **C**

Enable Auto capture

**Order's "Instalment" default setting** **D**

Enable Instalment [Setting](#)

**Order's "3-D Secure" default setting** **E**

Enable 3-D Secure

**訂單成功後台通知** **F**

啟用

Submit
Cancel

No.	Function	Description
A	Store name	Store name shown above the link
B	Logo	Logo shown above the link
C	Auto capture default setting	Capture the payment today if selected. It will be selected as default when you create an order.
D	Instalment default setting	Activate instalment if selected. It will be selected as default when you create an order.
E	3D secure default setting	Activate 3D secure if selected. It will be selected as default when you create an order.
F	Order notification	Activate backend notification if selected and filled. When the order is successfully paid, you will receive backend notification.

### 3.12.6. UI Demo—Link Pay Setting

✕

### Link Pay Setting

Store Name

A

Logo

Select Logo

B

Order's "Auto capture" default setting

 Enable Auto capture
 C

Order's "Instalment" default setting

 Enable Instalment [Setting](#)
D

Order's "3-D Secure" default setting

 Enable 3-D Secure
 E

訂單成功後台通知

 啟用
 
F

No.	Function	Description
A	Store Name	Store Name shown on Checkout page
B	Logo	Logo shown on Checkout page
C	Auto Capture Default Setting	The Auto Capture will be "on" when you create an order.
D	Instalment Default Setting	(1)For Merchant ID's Order: The Instalment will be "on" when you create an order. (2)Instalment Setting: Your acquirers' default of instalment periods can be saved here. Please be sure to click [submit] on the Setting Page to save the periods.
E	3-D Secure Default Setting	For Merchant ID's Order: 3-D Secure will be "on" when you create an order.
F	Notification url	You can tun it on and provide your notification url, which we will POST notify to you when the order is paid.

### 3.12.7. Operating Instruction

#### 3.12.7.1. How to change a merchant's name/logo or payment method in Link Pay?

- If you want to change the merchant's name/logo or payment method in Link Pay, Click [Settings] at the top right corner.

The screenshot shows the Link Pay dashboard in the 'Production' environment. At the top right, the 'Setting' button is highlighted with a red box. Below the navigation bar, there are buttons for 'Create Link', 'Edit Email Template', and 'Setting'. The dashboard includes filters for 'Start Date' (March 18, 2021 12), 'End Date' (March 18, 2021 12), and 'Today'. There are also input fields for 'Merchant ID' and 'OrderID'. A search bar is located at the bottom right. The table below has columns for 'Order ID', 'Title', 'Amount', 'Date', 'Creator', and 'Status'.

- You can change the settings here, please click [Submit] when it is done. Otherwise, click [Cancel] to cancel all the changes.

\*Once the settings are changed, they will be applied to all Link Pay that is created later.

The screenshot shows the 'Link Pay Setting' modal window. It contains the following fields and settings:

- Store Name:** 喬睿商店
- Logo:** TapPay logo
- Order's "Auto capture" default setting:**  Enable Auto capture
- Order's "Instalment" default setting:**  Enable Instalment [Setting](#)
- Order's "3-D Secure" default setting:**  Enable 3-D Secure
- 訂單成功後台通知:**  啟用

At the bottom right, there are 'Submit' and 'Cancel' buttons.

- If the select 3-D Secure is selected, consumers will see the following screen when they are making payments.

### 3D Secure

This payment needs 3D Secure authentication from your issuing bank. Click the button below will redirect to the issuing bank's 3D Secure page.

[Start 3D Secure authentication](#) →

- If the installment is selected, consumers will see the following screen when they are making payments. (consumers can choose between One-time payment or installment).

**Amount : NT\$ 10**

**Buyer Information**

Add comment

**Choose payment method**

[Credit card](#) [Buy with !\[\]\(7681ce49ccffc6ca276035f0ddcc1071\_img.jpg\) Pay](#)

**Credit card**

[One-time payment](#) [instalment](#)

Card number

Expiration date  Card security code

[Pay](#)

#### 3.12.7.2. How to set up the number of instalments?

- You can set the number of installment options by MerchantID for consumers.

\*For example, choose the MerchantID that supports instalment. And then by selecting Instalment setting, you will see a pop-up window where you can select 3,6,9 instalments, and click [Submit].

### Instalment Setting

---

**Taishin Bank**

3 Periods

6 Periods

9 Periods

10 Periods

12 Periods

18 Periods

24 Periods

36 Periods

Cancel
Submit

- Consumers can select how many installments they want on the transaction page, shown in the picture below.

**Credit card**

One-time payment
instalment

**choose\_number\_instalments**

	Number of instalments	Supported banks
<input type="radio"/>	<b>NT\$ 3 x 3 instalments</b>	台新銀行
<input type="radio"/>	<b>NT\$ 1 x 6 instalments</b>	台新銀行
<input type="radio"/>	<b>NT\$ 1 x 9 instalments</b>	台新銀行

**Card number**

\*\*\*\* \* \* \* \* \*

### 3.12.7.3. How to generate a single payment link or multiple links for an order?

- Click [Create Link]

Link Pay

Sandbox **Production**

**+ Create Link** Edit Email Template Setting

Start Date March 18, 2021 12 ~ End Date March 18, 2021 12:1 Today Yesterday 7 days This month

Merchant ID  OrderID

Advanced search

Total: 0

Order ID	Title	Amount	Date	Creator	Status
----------	-------	--------	------	---------	--------

- You can select between the single mode (generate a single link) or batch mode (generate multiple links at once). Fill in all the information below and [submit].

Single Mode ✕

### Create Link

Single Mode |  Batch Mode

Merchant ID \*  
24951774\_00489

Order ID  
Auto generate if empty

Title \*  
Title for this link

Amount \*  
\$ Amount

Time until Expiration (Days)  
7

Customer service message  
This is Credit card authorization letter, if you have any question, please contact stacyhuang@cherricorp.com

Auto capture  3-D Secure ?  
 Ask personal info  Instalment ?

Item Description



**Batch Mode**

**Create Link**

Single Mode | **Batch Mode**

Auto generate Order IDs

**Merchant ID \***  
 24951774\_00489

**Number of links \***  
 [Empty field]

**Title \***  
 Title for this link

**Amount \***  
 \$ Amount

**Time until Expiration (Days)**  
 7

**Customer service message**  
 This is Credit card authorization letter, if you have any question, please contact stacyhuang@cherricorp.com

Auto capture  
  3-D Secure ⓘ

Ask personal info  
  Instalment ⓘ

**Item Description**  
 [Empty text area]

- TapPay Automatically generate a link and please fill in the consumer's email.
- Click [Edit] and you will be redirected to the email preview, where you can customize the email address of this link (as shown below).
- Click [Send] and the system will automatically send an email for you.
- Click [Copy] to copy the payment link.
- Click [Delete Link] to delete the information of this order.
- Click [Export Links] to export the links to a CSV file.
- Select [CC to Yourself], it will send the email to the sender at the same time when the link is sent to the consumer.

Single Mode
✕

### Link Generated

! You're using testing environment.

#### Payment Link

https://link-pay.tappaysdk.com/test/M\_UPSI345y
Copy

#### System Email

**Email Address \***

Client's email address

CC myself

Edit Send

Delete Link OK

Batch Mode
✕

### Link Generated

! You're using testing environment.

Order ID	Email Address	Payment Link
TP20210318F5AF01	<input type="text"/>	<span>https://link-pay.tappaysdk.com/test/vHCwR1nah9</span> <span style="float: right; background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Copy</span>
TP20210318F5AF02	<input type="text"/>	<span>https://link-pay.tappaysdk.com/test/tYQfG35H_eh</span> <span style="float: right; background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Copy</span>
TP20210318F5AF03	<input type="text"/>	<span>https://link-pay.tappaysdk.com/test/dQj32mzY4wS</span> <span style="float: right; background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Copy</span>

#### System Email

CC myself

Edit Send 0 Emails

Export Links
Delete All Links
OK

- If you want to edit the email content for a certain order, please click one of the orders and click[edit].

TP20210318F5AF02 Pending

Creator stacyhuang@cherricorp.com

Email sent

Auto capture

Ask personal info

### System Email

Email Address \*

CC myself

Edit Send

### Logs

2021/3/18 上午11:08:25 Link Created by stacyhuang@cherricorp.com

Delete Link OK

- You can edit email content here.

### Email Preview

! You're using testing environment.

#### Edit

---

Subject

親愛的顧客您好,  
感謝您的支持, 請您點擊以下連結完成付款:

Signature

簽名檔

Cancel Save

## 3.12.7.4. How to edit email templates for all orders?

- Click [Edit Email Template] at the top right corner.

The screenshot shows the TapPay portal interface. At the top, there is a header with 'Link Pay' and a share icon. Below the header, there are two tabs: 'Sandbox' (selected) and 'Production'. A 'Create Link' button is on the left, and an 'Edit Email Template' button (highlighted with a red box) and a 'Setting' button are on the right. Below the buttons, there are filters for 'Start Date' (March 18, 2021 12) and 'End Date' (March 18, 2021 12:00), along with buttons for 'Today', 'Yesterday', '7 days', and 'This month'. There are also input fields for 'Merchant ID' and 'OrderID', and an 'Advanced search' button. A 'Total: 5' indicator is shown. A warning message at the top of the table reads: '! You're using testing environment.' The table below has the following data:

Order ID	Title	Amount	Date	Creator	Status
TP20210318F5AF02	product2	TWD 100	2021/3/18 上午11:08:25	stacyhuang	Pending
TP20210318F5AF03	product2	TWD 100	2021/3/18 上午11:08:25	stacyhuang	Pending
TP20210318F5AF01	product2	TWD 100	2021/3/18 上午11:08:25	stacyhuang	Pending

- You can edit the email content.

\*When editing content, if you want to change back to the default content after editing, you can click [Reset] to cancel all the changes you just edited and reset it back to the default content.

After finishing editing, click [Save], otherwise click [Cancel].

### Email Preview

! You're using testing environment.

**Edit**

Subject

✂ 📄 📧 📧 📧 ↶ ↷ ABC 🔗 🗑 🚩 🖼 📄 ☰ Ω 🔄 📄 原始碼

**B I S** | I | 

- ☰
- ☰
- ☰
- ☰

 | 樣式 | 格式 | ?

親愛的顧客您好，  
感謝您的支持，請您點擊以下連結完成付款：

Signature

✂ 📄 📧 📧 📧 ↶ ↷ ABC 🔗 🗑 🚩 🖼 📄 ☰ Ω 🔄 📄 原始碼

**B I S** | I | 

- ☰
- ☰
- ☰
- ☰

 | 樣式 | 格式 | ?

簽名檔

Cancel
Save

### 3.12.7.5. How to search for the order?

- You can quickly find the order you're looking for by time / Merchant ID / Order Number, or by advanced search criteria. After selecting the search criteria, click [search].

Link Pay

Sandbox **Production**

+ Create Link
✉ Edit Email Template
⚙ Setting

Start Date  ~ End Date

Today Yesterday 7 days This month

▶ Advanced search

Total: 0
🔍

Order ID	Title	Amount	Date	Creator	Status

## 3.12.7.6. How to check the status of orders?

- You can see in the last field "Status" in the order list to know the current Pending/ Paid/ Refunded status.


The screenshot shows the TapPay Link Pay interface. At the top, there are tabs for "Sandbox" and "Production". Below that, there are buttons for "Create Link", "Edit Email Template", and "Setting". There are also filters for "Start Date" (March 18, 2021 12) and "End Date" (March 18, 2021 12:), along with time-based filters: "Today", "Yesterday", "7 days", and "This month". There are input fields for "Merchant ID" and "OrderID". An "Advanced search" section is visible with a search icon. A notification banner states "You're using testing environment." Below this is a table of orders:

Order ID	Title	Amount	Date	Creator	Status
TP20210318F5AF02	product2	TWD 100	2021/3/18 上午11:08:25	stacyhuang	Pending
TP20210318F5AF03	product2	TWD 100	2021/3/18 上午11:08:25	stacyhuang	Pending
TP20210318F5AF01	product2	TWD 100	2021/3/18 上午11:08:25	stacyhuang	Pending

A dropdown menu for "Status" is open, showing options: "All", "Pending", "Paid", and "Refunded".

## 3.12.7.7. How to delete an order?

\* Note: You can only delete an order when the status is still Pending.

- Click the rightmost button [  ].

Order ID	Title	Amount	Date	Creator	Status
TP20210318F5AF02	product2	TWD 100	2021/3/18 上午11:08:25	stacyhuang	Pending

- Click [Delete Link]

**Link Generated**

! You're using testing environment.

**Payment Link**

https://link-pay.tappaysdk.com/test/tYQfG35H\_eh Copy

**System Email**

Email Address \*

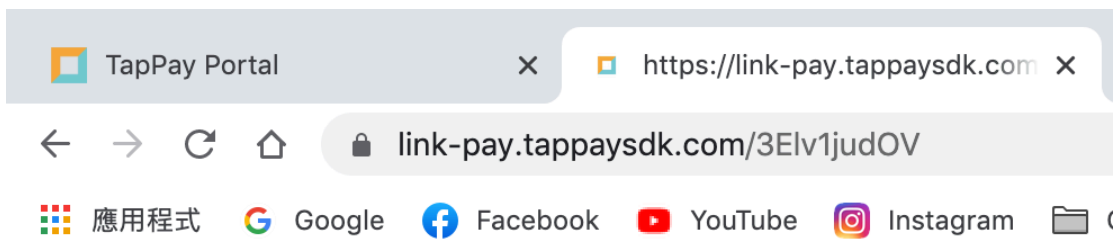
Client's email address

CC myself

Edit Send

Delete Link OK

- When a consumer receives the email and clicks on the link, an Order Not Found message will pop up. (The item does not exist, and cannot be ordered. As shown in the picture below)













## Order not found

### 3.12.7.8. How to Create a MGID's Order with on-us Merchant Setting



- Go to Merchant > MGID Setting, and create a MGID as below:

MGID	tappaydemo					<a href="#">Create Payment Setting</a>	<a href="#">Delete</a>
Payment method	3D / non 3D	type	On us merchant	Backup acquirer account	Description		
Direct Pay	non 3D	STANDARD	 TW_CATHAY  TW_TAISHIN  TW_ESUN  TW_CTBC  TW_UBOT  TW_FUBON	 TW_TAISHIN	自行車分流	  	

- Go to Link Pay, click [Create Link] and choose the MGID you just created. According to the MGID Setting, if the consumer pay by CATHAY, TAISHIN, ESUN, CTBC, UBOT, or FUBON card, the payment will go to the on-us acquirer. Otherwise, it will go to TAISHIN Bank(Backup Acquirer).

(圖片)

### 3.12.7.9. How to Create a MGID's Order with 3D and Instalment Settings

- Click [Create Link] and choose a MGID. If the MGID contains 3D-Secure or Instalment Payment Setting, the checkbox of these two settings can be turned on.
- If this is a 3D order, please turn on 3-D Secure. If this order can be paid by instalment, please turn on Instalment.
- At the last step, please click [submit]. If we cannot find the payment setting according to your 3D and instalment settings, the alert will be shown as below:

\* No matching 3D Secure and Instalment Setting in your MGID

### 3.12.7.10. How to Create a MGID's Order, and Show Supported Banks of Instalment on Checkout Page

- Click [Create Link] and select MID. Choose NCCC as your acquirer.  
[圖片]
- Select [Instalment] and choose your contracted issuers with NCCC and supported periods.  
[圖片]
- When the order is created, you can click the link and view in the instalment section where issuers and supported periods are shown according to your setting.  
[圖片]

### 3.12.7.11. How to Create a MGID's Order, Which Supports Instalment for Multiple Banks

- Click [Create Link], select MGID and choose a MGID that contains an installment payment setting with multiple acquirers.

[圖片]

- Please turn on [Instalment] and set up periods for each acquirer. If you choose NCCC, GP or NewebPay, please make sure to select your contracted issuers with periods(mandatory).

[圖片]

- When the order is created, you can click the link and view in the instalment section where issuers and supported periods are shown according to your setting.

[圖片]

- You should notice that in a MGID, if your selected on-us acquirer is the same as your supported issuer, in this case only the period setting of the on-us acquirer will be shown on the checkout page.

[圖片]

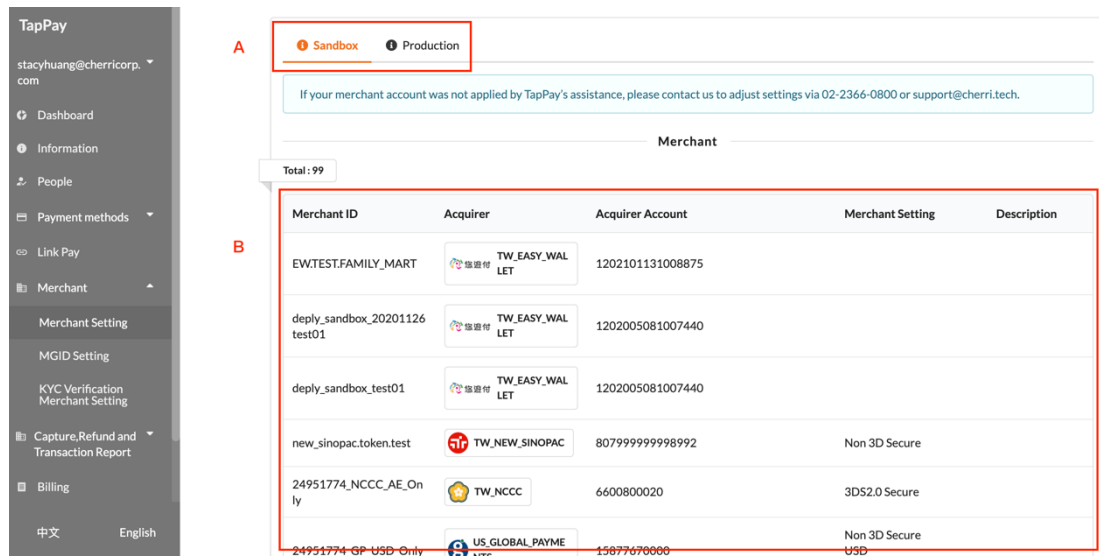
### 3.13. Merchant Management—Merchant Settings

#### 3.13.1. Function Description

This function has both a testing environment and a production environment, where you can create acquirer accounts for the acquiring banks.

- Testing Environment: There will be a default test account for integration testing, and the test transactions will not be sent to the banks.
- Production Environment: You can create real acquirer accounts for acquiring banks.

#### 3.13.2. UI Demo—Testing Environment



No.	Function	Description
A	Sandbox/Production	Switch between sandbox/production
B	Testing acquirer account	TapPay provides the accounts for testing

#### 3.13.3. UI Demo—Production Environment

Sandbox **Production** **A**

If your merchant account was not applied by TapPay's assistance, please contact us to adjust settings via 02-2366-0800 or support@cherri.tech.

**Merchant**

Create New Merchant **i**

Total : 284

<b>B</b> SMS Notification	<b>C</b> Merchant ID	<b>D</b> Acquirer	<b>E</b> Acquirer Account	<b>F</b> Merchant Setting	<b>G</b> Description	<b>H</b> <b>I</b>
<span style="color: red;">●</span>	[Redacted]	TW_TAISHIN	[Redacted]	Non 3D Secure Non Sub Merchant		
<span style="color: red;">●</span>	[Redacted]	US_GLOBAL_PAYMENTS	[Redacted]	Non 3D Secure USD Non Instalment		
<span style="color: red;">●</span>	[Redacted]	TW_CTBC	[Redacted]	3D Secure Non Union Pay Non Batch Cap Non Convenience Store		
<span style="color: red;">●</span>	[Redacted]	TW_ESUN	[Redacted]	3D Secure Non Sub Merchant	亞洲遊收單，勿亂用	

No.	Function	Description
A	Production	Production environment
B	SMS notification	Green: active Red: inactive
C	Merchant ID	Automatically generated
D	acquirer	Show your acquirer
E	Acquirer account	Provided by banks
F	Merchant setting	Relevant settings
G	Description	You can add comments here
H	Notification and description edit	Click to edit
I	Delete button	Delete the merchant setting

### 3.13.4. Operating Instruction

#### 3.13.4.1. How to create a new merchant?

- Click [Create Merchant]

**Sandbox** **Production**

If your merchant account was not applied by TapPay's assistance, please contact us to adjust settings via 02-2366-0800 or support@cherri.tech.

Merchant

[Create New Merchant](#) ⓘ

Total: 284

SMS Notification	Merchant ID	Acquirer	Acquirer Account	Merchant Setting	Description
●		TW_TAISHIN		Non 3D Secure Non Sub Merchant	
●		US_GLOBAL_PAYMENTS		Non 3D Secure USD Non Instalment	
●		TW_CTBC		3D Secure Non Union Pay Non Batch Cap Non Convenience Store	

- Select your acquirer and fill in the acquirer account information.

✕

### Create New Merchant

**1** Fill the merchant info

**2** Fill the card number

**3** Merchant Test Result

Description

Connected Acquirer \*

E.SUN COMMERCIAL BANK

Enable 3D Secure (If enabled, only 3D Secure redirect transaction is supported)

Create Sub Merchant

Merchant ID \*

Account ID provided by Acquirer, Bank or Processor

ESUN Mac Key \*

ESUN Mac Key

Submit

Cancel

- After entering and confirming the merchant information, click [Submit] to proceed to the second step. Input the card information and click [Test].

\*To make sure the acquirer account information you just entered is correct, we will do a one-dollar transaction test and refund immediately after the test is completed.

×

### Create New Merchant

✓ Fill the merchant info    **2** Fill the card number    **3** Merchant Test Result

Hello! In order to test your acquirer account whether is accurate or not. Please fill the card form, and TapPay will make two transactions (1NT). After complete the transactions, TapPay will refund these two transactions.

**Card Number \***

  
**Expiry Date (MM/YY) \***  
**CCV**

Test the merchant Cancel

- If the test fails, an error message will be displayed on the screen (as shown below) and you can click [Re-create] to enter the information again. If the test is successful, it will be created immediately and you will see the newly added merchants on the screen.

TapPay
TapPay Portal User Manual

### Create New Merchant

✔ Fill the merchant info

✔ Fill the card number

3 Merchant Test Result

Finish the test, please take a look the following result.

**Test Merchant Fail**

Fill card form again.

**Test Result**

Failed  
Response Result

```

{
  "status": 10008,
  "msg": "Bank merchant account data error",
  "rec_trade_id": "D20210318fhwkXZ",
  "bank_result_code": "L002",
  "bank_result_msg": "",
}

```

Restart to creat

Cancel

#### 3.13.4.2. How to turn on SMS notification?

- For acquirer accounts, if you want to automatically notify a consumer of a failed transaction, you can click the setting button on the right.

Take the following acquirer account "6600800020" as an example, the status of SMS notification is currently OFF.

SMS Notification	Merchant ID	Acquirer	Acquirer Account	Merchant Setting	Description
●	[REDACTED]	TW_CATHAY	6600800 020	3D Secure Non Instalment	[Settings] [Trash]
●	[REDACTED]	TW_TAISHIN	[REDACTED]	Non 3D Secure Non Sub Merchant	[Settings] [Trash]
●	[REDACTED]	US_GLOBAL_PAYMENTS	[REDACTED]	Non 3D Secure USD Non Instalment	[Settings] [Trash]
●	[REDACTED]	TW_CTBC	[REDACTED]	3D Secure Non Union Pay Non Batch Cap Non Convenience Store	[Settings] [Trash]

- Click "Setup SMS Notification for Failed Transaction" to turn on. Fill in Merchant Name, Phone, and Email, and then click [Submit] to immediately update.

✕

### SMS Notification for Transaction Failure Setting

SMS Notification for Transaction Failure Setting
Update Description

ON

**Merchant Name**

**Merchant Phone**

**Merchant Email**

0911\*\*\*\*\*

【交易失敗通知】敬愛的【顧客稱呼】您好，感謝您對stacytest的支持，您於2021/03/18 12:02:22 在stacytest刷卡消費共新台幣1,000元。該筆交易因信用卡系統交易尖峰不穩定，導致交易失敗。系統已自動沖銷(退款)，您可能會收到銀行寄出之交易簡訊，請不用擔心，此交易並未扣款。若有問題，請與客服聯繫：電話：0912345678 信箱：stacy@gmail.com \*系統自動發送請勿回覆

Submit

Cancel

- You will see that the acquirer account “6600800020” has turned on the SMS notification

SMS Notification	Merchant ID	Acquirer	Acquirer Account	Merchant Setting	Description
<span style="color: green;">●</span>	[REDACTED]	TW_CATHAY	6600800020	3D Secure Non Instalment	
<span style="color: red;">●</span>	[REDACTED]	TW_TAISHIN	[REDACTED]	Non 3D Secure Non Sub Merchant	
<span style="color: red;">●</span>	[REDACTED]	US_GLOBAL_PAYMENTS	[REDACTED]	Non 3D Secure USD Non Instalment	
<span style="color: red;">●</span>	[REDACTED]	TW_CTBC	[REDACTED]	3D Secure Non Union Pay Non Batch Cap Non Convenience Store	

#### 3.13.4.3. How to edit the description?

- if you want to modify the description for an acquirer account, you can click the [Setting] button on the right. Take Acquirer Account “6600800020” for example, the column of the description is now empty.

SMS Notification	Merchant ID	Acquirer	Acquirer Account	Merchant Setting	Description
●	[Redacted]	TW_CATHAY	6600800020	3D Secure Non Instalment	[Edit] [Delete]
●	[Redacted]	TW_TAISHIN	[Redacted]	Non 3D Secure Non Sub Merchant	[Edit] [Delete]
●	[Redacted]	US_GLOBAL_PAYMENTS	[Redacted]	Non 3D Secure USD Non Instalment	[Edit] [Delete]
●	[Redacted]	TW_CTBC	[Redacted]	3D Secure Non Union Pay Non Batch Cap Non Convenience Store	[Edit] [Delete]

- Click [Edit Description] to edit the description as follows, and click [Submit] to update immediately.

**Update Description**

SMS Notification for Transaction Failure Setting Update Description

Description













- The description is updated as below.

SMS Notification	Merchant ID	Acquirer	Acquirer Account	Merchant Setting	Description
●	[Redacted]	TW_CATHAY	6600800020	3D Secure Non Instalment	write some comments [Edit] [Delete]

#### 3.13.4.4. How to delete a merchant?

- If you want to delete a merchant (e.g., acquirer account “6600800020”), click the [Delete] button on the rightmost side.



SMS Notification	Merchant ID	Acquirer	Acquirer Account	Merchant Setting	Description	
●		 TW_CATHAY	6600800 020	3D Secure Non Instalment	write some com ments	 
●		 TW_TAISHIN		Non 3D Secure Non Sub Merchant		 
●		 US_GLOBAL_PAYMENTS		Non 3D Secure USD Non Instalment		 
●		 TW_CTBC		3D Secure Non Union Pay Non Batch Cap Non Convenience Store		 

- A confirmation window will pop up. After confirming the deletion, select "I have read the information" to be able to click [Delete], otherwise click [Cancel] to cancel the deletion.

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 merchantid will keep going.  
Transaction operation i.e Auth . Refund

I have read the message.

### 3.14. Merchant Management - MGID Settings

#### 3.14.1. Function Description

- You can set up MGID (Merchant group id) containing multiple payment settings. TapPay will automatically send these transactions to different acquirer accounts according to payment settings for further processing (see Scenario 1).
- When you set up on-us merchants, TapPay will automatically send your purchases to the card acquirers according to the cards in current use (see Scenario 2).
- When you set up a backup acquirer account, any transactions made with a card other than the cards that already in on-us merchants will be directly transferred to the backup acquirer for the transaction processing (see Scenario 2).

Scenario 1:
There are multiple merchant IDs: 3D Installment (merchantID : A), Non-3D Bonus (merchantID : B), 3D Standard (merchantID : C), Non-3D Installment (merchantID :D) When making a 3D installment transaction
Before using MGID:
You have to match (merchantID: A) by yourself. If there is a mistake, the transaction will be failed.
After using MGID:
You just need to set up an MGID containing multiple payment settings, fill in the information of each payment settings, and select the corresponding merchant ID. When you make a transaction, you just need to use this MGID and TapPay will automatically match the merchant ID for you according to the different payment methods, so you don't need to worry about matching the wrong merchant ID. => TapPay will automatically send the transaction to “merchantID: A” for you.
Scenario 2:
Create a set of payment settings. Taishin bank and E.Sun bank are the on-us merchants.
No backup acquirer account
When a consumer uses Taishin card, TapPay will automatically send the translation to Taishin acquirer.

When a consumer uses E.Sun card, TapPay will automatically send the transaction to E.Sun acquirer

When the consumer uses the Cathay card, the transaction fails.

**Add a backup acquirer account**

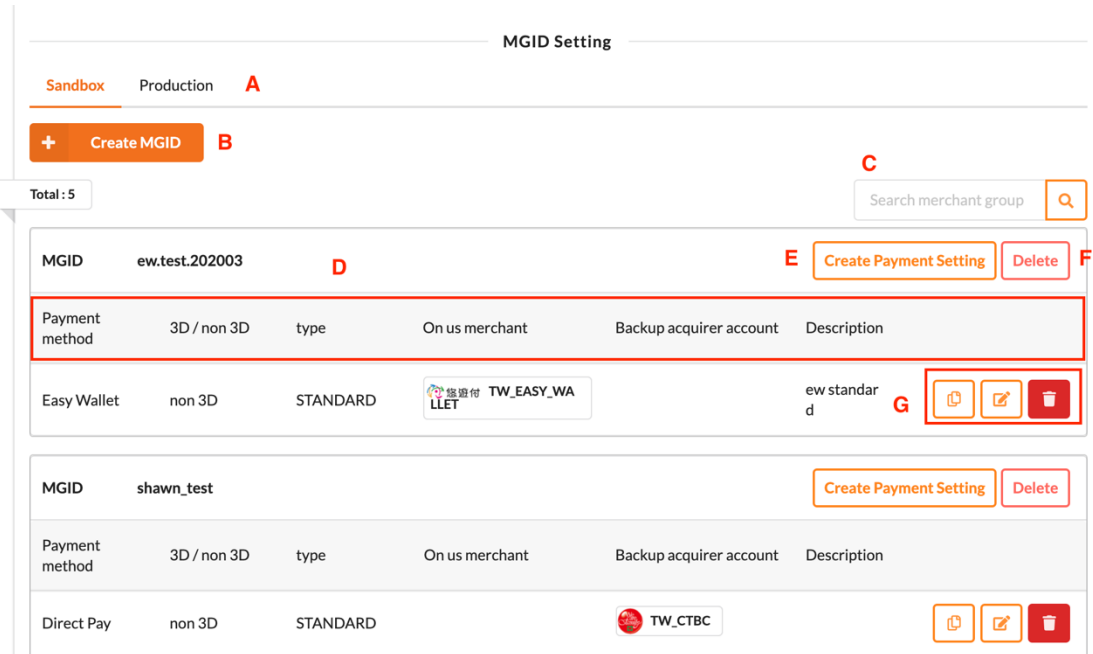
Backup acquirer account: CTBC

When a consumer uses Taishin card, TapPay will automatically send the transaction to Taishin acquirer.

When a consumer uses E.Sun card, TapPay will automatically send the transaction to E.Sun acquirer.

When consumers use Cathay card, TapPay will automatically send the transaction to the back acquirer (CTBC).

3.14.2. UI Demo



No.	Function	Description
A	Sandbox/production	Switch between sandbox and production
B	Create MGID	Click to create a MGID
C	Search for MGID	Search for MGID under certain criteria
D	MGID information	Show the MGID created
E	Create Payment Setting	Add a payment setting to the MGID
F	Delete MGID	Delete a MGID
G	Other operations	Copy/edit/delete payment setting

### 3.14.3. Operating Instruction

#### 3.14.3.1. How to create MGID?

- Click [Create MGID]

MGID Setting

Sandbox Production

+ Create MGID

Total: 5

Search merchant group

MGID	ew.test.202003			Create Payment Setting	Delete
Payment method	3D / non 3D	type	On us merchant	Backup acquirer account	Description
Easy Wallet	non 3D	STANDARD	TW_EASY_WA		ew standard
MGID	shawn_test			Create Payment Setting	Delete
Payment method	3D / non 3D	type	On us merchant	Backup acquirer account	Description
Direct Pay	non 3D	STANDARD	TW_CTBC		

- Enter the name of the MGID and click [Next].

Create MGID

MGID (Self define, half shape english and number less than 50 character.)

MGID\_Stacy

Next Cancel

- Set up a set of payment settings. After finishing, click "Please read the following information first" to be able to click [Submit].

\*If you need to change the MGID name, please click [Back] to change, otherwise, the MGID name will not be able to be changed again once it is created.

\*Payment Method: The payment method that TapPay support

3D / non-3D, Standard, Bonus, Installment

\*Non-Direct Pay only supports the non-3D + Standard payment method.

\*There must be at least one on-us merchant or backup acquirer, otherwise, the payment setting cannot be created.

**MGID : MGID\_Stacy**

Description

Payment method: Direct Pay    3D / non 3D: 3D    type: INSTALMENT

**On us merchant** ⓘ Backup acquirer account

On us merchant  
 TW\_ESUN Delete

Create on us merchant

Please read the following message.  
 1. After submit on us merchant / backup acquirer account will update immediately.  
 2. If there is no backup acquirer account, transaction will fail when consumer uses non-self card

Back
Submit
Cancel

- Once created, you will see the newly created MGID in the first record of the first page.

Sandbox    Production

+ Create MGID

Total : 6 Search merchant group Q

MGID	MGID_Stacy			Create Payment Setting	Delete
Payment method	3D / non 3D	type	On us merchant	Backup acquirer account	Description
Direct Pay	3D	INSTALMENT			stacytest <span style="float: right; text-align: right;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">📄</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">✎</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f08080; color: white;">🗑️</span> </span>

### 3.14.3.2. How to create a payment setting?

- If you want to create a payment setting for your MGID, please click [Create Payment Setting] in the MGID. (Take the newly created MGID\_Stacy as an example)

MGID	MGID_Stacy			Create Payment Setting	Delete
Payment method	3D / non 3D	type	On us merchant	Backup acquirer account	Description
Direct Pay	3D	INSTALMENT			stacytest <span style="float: right; text-align: right;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">📄</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">✎</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f08080; color: white;">🗑️</span> </span>

- Create a payment setting and fill in the information. Click [Submit] when it's done.

\*The payment settings cannot be duplicated under the same MGID. (e.g., If you have already set up a Direct Pay + 3D + Installment, you cannot add another Direct Pay + 3D + Installment payment setting.)

**MGID : MGID\_Stacy**

Description

Payment method: Apple Pay, 3D / non 3D: non 3D, type: STANDARD

On us merchant: TW\_CTBC, Merchant ID: 24951774\_CTBC\_Union\_Pay

Create on us merchant: Select on us merchant

Please read the following message.

1. After submit on us merchant / backup acquirer account will update immediately.

2. If there is no backup acquirer account, transaction will fail when consumer uses non-self card

Submit Cancel

- You can immediately see the newly added payment setting (Apple Pay + Non-3D + Standard) under MGID\_101010

MGID	MGID_Stacy			Create Payment Setting	Delete
Payment method	3D / non 3D	type	On us merchant	Backup acquirer account	Description
Direct Pay	3D	INSTALMENT	TW_ESUN		stacytest
Apple Pay	non 3D	STANDARD	TW_CTBC		

### 3.14.3.3. How to edit payment settings?

- If you want to edit the payment settings, click [Edit] on the right side of the payment setting record. (Take the MGID\_Stacy payment setting (Apple Pay + Non-3D + Standard) as an example.)

MGID	MGID_Stacy			Create Payment Setting	Delete
Payment method	3D / non 3D	type	On us merchant	Backup acquirer account	Description
Direct Pay	3D	INSTALMENT	TW_ESUN		stacytest
Apple Pay	non 3D	STANDARD	TW_CTBC		

- You can change the description, on-us merchant, and backup acquirer account. Click [Submit] when the editing is done. For example: Add a description, change the on-us merchant to E.Sun Bank and add a backup acquiring account.

**MGID : MGID\_Stacy**

Description

Apple Pay MerchantID

Payment method: Apple Pay | 3D / non 3D: non 3D | type: STANDARD

On us merchant: Backup acquirer account

Backup acquirer account

TW\_FUBON Merchant ID: SHAWN.TEST(description) Delete

Please read the following message.

1. After submit on us merchant / backup acquirer account will update immediately.  
2. If there is no backup acquirer account, transaction will fail when consumer uses non-self card

Submit Cancel

- The information is updated immediately as below.

MGID	MGID_Stacy			<span style="border: 1px solid orange; padding: 2px 5px;">Create Payment Setting</span> <span style="border: 1px solid red; padding: 2px 5px;">Delete</span>	
Payment method	3D / non 3D	type	On us merchant	Backup acquirer account	Description
Direct Pay	3D	INSTALMENT			stacytest <span style="float: right;"> </span>
Apple Pay	non 3D	STANDARD			Apple Pay MerchantID <span style="float: right;"> </span>

### 3.14.3.4. How to quickly copy an existing payment setting?

\*If you want to create a new payment setting and the information of the on-us merchant/ backup acquirer account is the same as another payment setting. How to quickly set it up?

- If you want to create a Google Pay + non-3D + standard with the same on-us merchant/ backup acquirer account as Apple Pay + non-3D + Standard setting record under MGID\_Stacy. Click the right-side button [Copy] of the Apple Pay + non-3D + Standard setting record ( as shown in the below picture )

MGID	MGID_Stacy				<a href="#">Create Payment Setting</a>	<a href="#">Delete</a>
Payment method	3D / non 3D	type	On us merchant	Backup acquirer account	Description	
Direct Pay	3D	INSTALMENT			stacytest	
Apple Pay	non 3D	STANDARD			Apple Pay Merchantl D	

- Viewing the payment setting you just copied, you can see that the on-us merchant and the backup acquirer account are pre-set (same as Apple Pay + non-3D + normal), as shown in the below picture.

### MGID : MGID\_Stacy

Description

Payment method      3D / non 3D      type

Payment method

Select validate type

Select type

**On us merchant**    Backup acquirer account

---

On us merchant

TW\_CTBC

Merchant ID: 24951774\_CTBC\_Union\_Pay

Delete

Create on us merchant

Select on us merchant

Please read the following message.

1. After submit on us merchant / backup acquirer account will update immediately.

2. If there is no backup acquirer account, transaction will fail when consumer uses non-self card

Submit

Cancel

- Now you only need to set up the payment method and the type. If you need to change the on-us merchant or the backup acquirer account, you can change it again. After the setting is done, click [Submit].



**MGID : MGID\_Stacy**

Description

Payment method: Google Pay | 3D / non 3D: non 3D | type: STANDARD

**On us merchant** ⓘ Backup acquirer account

On us merchant

TW\_CTBC | Merchant ID: 24951774\_CTBC\_Union\_Pay | Delete

Create on us merchant

Select on us merchant

Please read the following message.

1. After submit on us merchant / backup acquirer account will update immediately.

2. If there is no backup acquirer account, transaction will fail when consumer uses non-self card

Submit | Cancel

- The setting is updated immediately.

MGID	MGID_Stacy			Create Payment Setting	Delete
Payment method	3D / non 3D	type	On us merchant	Backup acquirer account	Description
Direct Pay	3D	INSTALMENT	TW_ESUN		stacytest
Apple Pay	non 3D	STANDARD	TW_CTBC	TW_FUBON	Apple Pay MerchantID
Google Pay	non 3D	STANDARD	TW_CTBC	TW_FUBON	

### 3.14.3.5. How to delete a payment setting?










- If you want to delete a payment setting, click [Delete] on the right side (e.g. Delete MGID\_101010 > Google Pay).

MGID	MGID_Stacy			Create Payment Setting	Delete
Payment method	3D / non 3D	type	On us merchant	Backup acquirer account	Description
Direct Pay	3D	INSTALMENT	TW_ESUN		stacytest
Apple Pay	non 3D	STANDARD	TW_CTBC	TW_FUBON	Apple Pay MerchantID
Google Pay	non 3D	STANDARD	TW_CTBC	TW_FUBON	

- A confirmation window will pop up to confirm if you want to delete it. Yes: Delete / No: Cancel










Are you sure delete merchant group ploy ?

- Click [Yes], the setting is deleted immediately.

MGID	MGID_Stacy					<a href="#">Create Payment Setting</a>	<a href="#">Delete</a>	
Payment method	3D / non 3D	type	On us merchant	Backup acquirer account	Description			
Direct Pay	3D	INSTALMENT			stacytest			
Apple Pay	non 3D	STANDARD			Apple Pay Merchantl D			

#### 3.14.3.6. How to delete MGID?

- If you want to delete the whole group of the MGID, click [Delete] on the right side (e.g., Delete MGID\_101010).

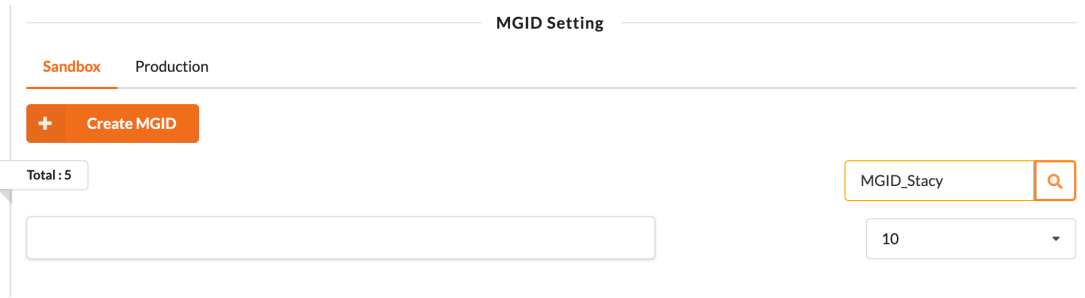
MGID	MGID_Stacy					<a href="#">Create Payment Setting</a>	<a href="#">Delete</a>	
Payment method	3D / non 3D	type	On us merchant	Backup acquirer account	Description			
Direct Pay	3D	INSTALMENT			stacytest			
Apple Pay	non 3D	STANDARD			Apple Pay Merchantl D			

- A window will pop up to confirm if you want to delete it (Confirm to delete: Yes: OK / No: NO). Click [Yes].

### Delete MGID

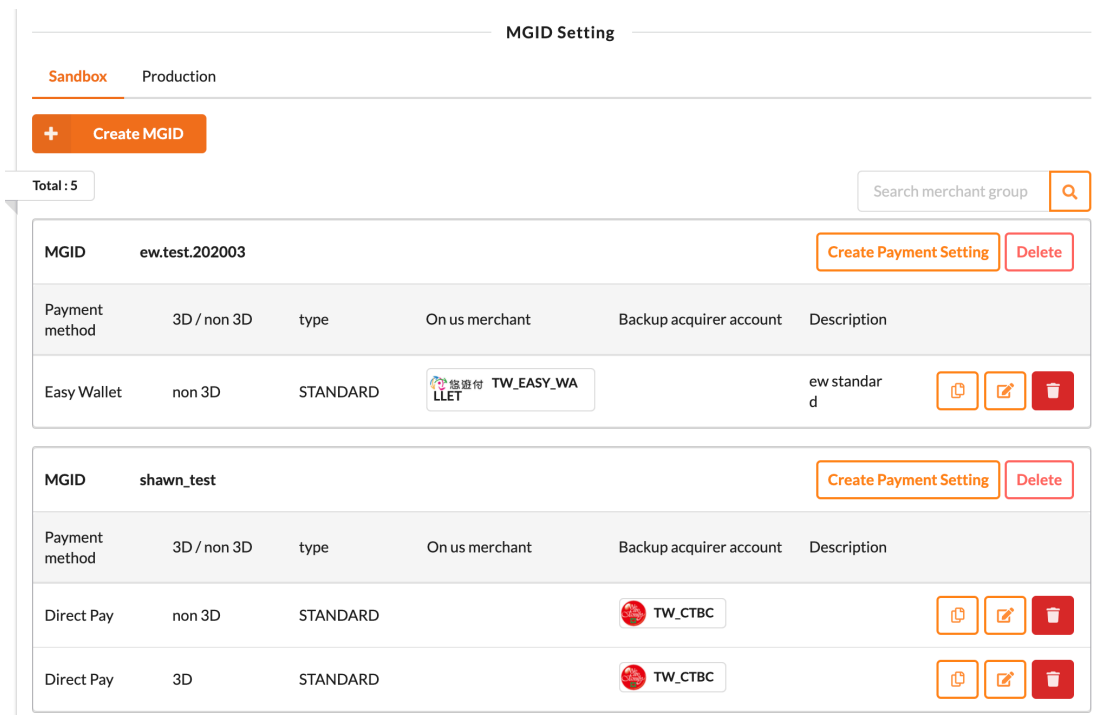
Are you sure delete MGID\_Stacy ?

- After the MGID is deleted, it cannot be found in the list.

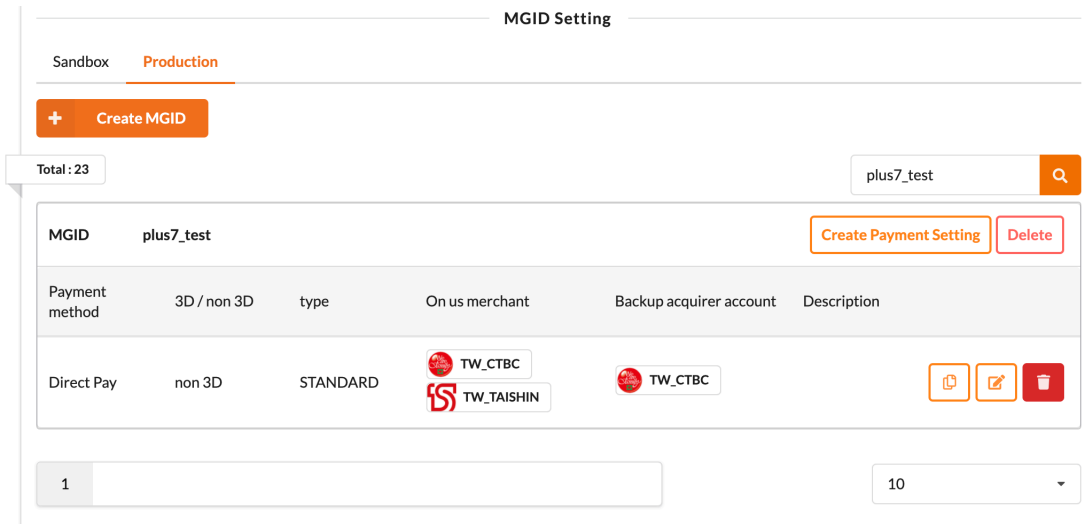


### 3.14.3.7. How to search for MGID?

- When there are many records and you want to find a specific MGID, just enter the name of the MGID in the search box. For example, I just want to see the setting of MGID:plus7\_test



- Enter the name of MGID in the search box and click [Search]. Only the MGID you are looking for will appear on the screen.



### 3.15. Merchant Management–KYC Verification Merchant Setting

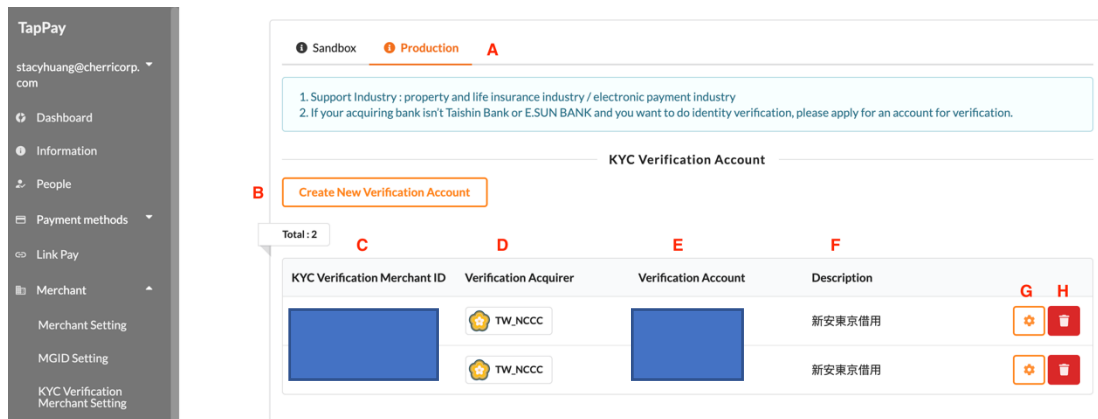
#### 3.15.1. Function Description

If you require KYC verification (authorization not included), you will need set up your KYC verification account here. Currently KYC verification account only supports NCCC verification.

\*The settings of sandbox and production environment are basically the same. The only different part is that you can only edit notes and delete KYC verification account in the production environment.

\*If you choose Taishin bank and Esun bank to process KYC verification and authorization together, you can create a merchant on [Merchant Setting]. In this case you don't need to create KYC account.

#### 3.15.2. UI Demo—Production Environment



No.	Function	Description
A	Sandbox/production	Switch between sandbox and production
B	Create New Verification Account	Click to create an account
C	KYC Verification Merchant ID	Generated by TapPay
D	Verification Acquirer	Now only NCCC supports KYC verification(separate from authorization)

E	Verification Account	Please apply for NCCC verification account from the bank.
F	Description	User comment. Can be edited.
G	Edit Description	Click to edit description
H	Delete account	Delete the KYC account

### 3.15.3. Operating Instruction

#### 3.15.3.1. How to create a KYC verification account?

- Click [Create KYC Account]

Sandbox Production

1. Support Industry : property and life insurance industry / electronic payment industry  
2. If your acquiring bank isn't Taishin Bank or E.SUN BANK and you want to do identity verification, please apply for an account for verification.

KYC Verification Account

Create New Verification Account

Total: 2

KYC Verification Merchant ID	Verification Acquirer	Verification Account	Description
[Redacted]	TW_NCCC	[Redacted]	新安東京借用
[Redacted]	TW_NCCC	[Redacted]	新安東京借用

- Fill in the note. The only bank option provided here is NCCC. You can apply for Account ID and Terminal ID from NCCC. Click [submit] when it is done.

Create New Verification Account

Description  
stacytest

Connected Acquirer\*  
National Credit Card Center of R.O.C.

Acquiring Account Number\*  
1211211212112

Terminal ID\*  
12121212121212

Submit Cancel

#### 3.15.3.2. How to edit the note?

- Please select [edit note] for the KYC account.

Sandbox **Production**

1. Support Industry : property and life insurance industry / electronic payment industry  
 2. If your acquiring bank isn't Taishin Bank or E.SUN BANK and you want to do identity verification, please apply for an account for verification.

KYC Verification Account

Create New Verification Account

Total : 2

KYC Verification Merchant ID	Verification Acquirer	Verification Account	Description
[Redacted]	TW_NCCC	[Redacted]	新安東京借用
[Redacted]	TW_NCCC	[Redacted]	新安東京借用

- Update the content of the note.

**Update Description**

Description

新安東京借用test

Submit Cancel

- You can see the note is updated successfully as below.

Sandbox **Production**

1. Support Industry : property and life insurance industry / electronic payment industry  
 2. If your acquiring bank isn't Taishin Bank or E.SUN BANK and you want to do identity verification, please apply for an account for verification.

KYC Verification Account

Create New Verification Account

Total : 2

KYC Verification Merchant ID	Verification Acquirer	Verification Account	Description
[Redacted]	TW_NCCC	[Redacted]	新安東京借用test
[Redacted]	TW_NCCC	[Redacted]	新安東京借用

### 3.15.3.3. How to delete a KYC account?

- Click [delete] button below.

**Sandbox** **Production**

1. Support Industry : property and life insurance industry / electronic payment industry  
2. If your acquiring bank isn't Taishin Bank or E.SUN BANK and you want to do identity verification, please apply for an account for verification.

KYC Verification Account

Create New Verification Account

Total: 2

KYC Verification Merchant ID	Verification Acquirer	Verification Account	Description	
[Redacted]	TW_NCCC	[Redacted]	新安東京借用test	[Settings] [Delete]
[Redacted]	TW_NCCC	[Redacted]	新安東京借用	[Settings] [Delete]

- A confirmation window pops up. Please check [I have read it] and [submit]. The KYC Account will be deleted immediately.

✕

**Please read the following message**

WARNING: After deleting this verification account, it will no longer support any identity verification related operation

I have read the message.

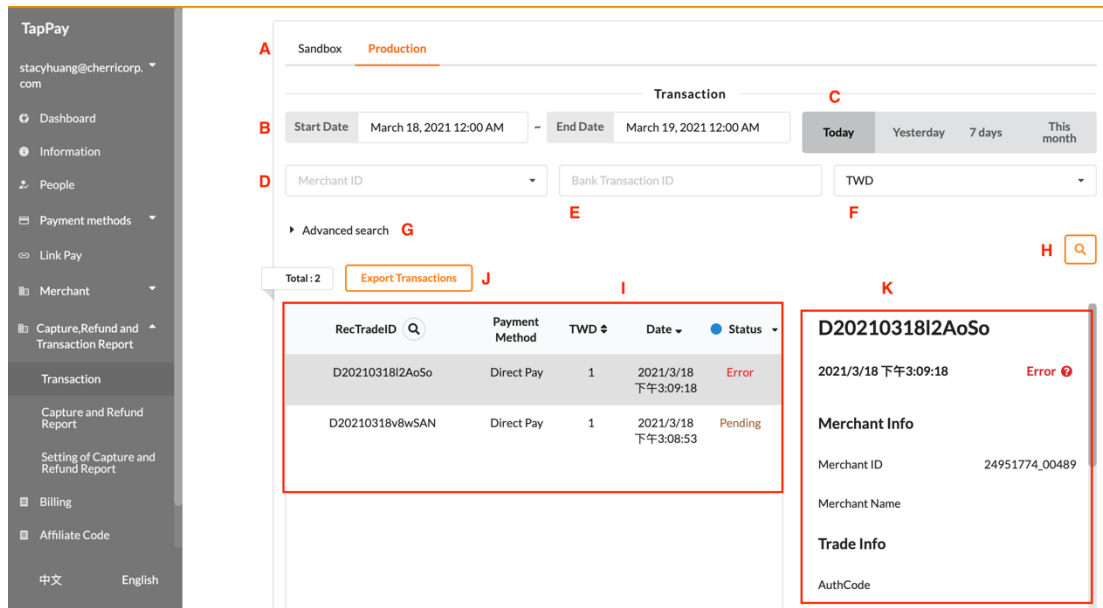
Submit
Cancel

### 3.16. Capture, Refund and Transaction Report—Transaction

#### 3.16.1. Function Description

It has a testing environment and a production environment. Here you can see the transaction history. It allows you to view the details of a single transaction, search for a specific transaction, and export the transactions for reconciliation purposes.

#### 3.16.2. UI Demo—Transaction



No.	Function	功能說明
A	Sandbox/production	Switch between sandbox and production. Fields are identical.
B	Start date~End date	Set a period of time
C	Quick search	Today/yesterday/7 days/this month
D	Merchant ID	Search for Merchant ID
E	Bank transaction ID	Provided by banks
F	Currency	TWD/HKD/MYR/USD
G	Advanced search	Capture date/transaction type/transaction information/cardholder
H	Search button	Search transaction records
I	Transactions	Show transaction information
J	Export transactions	Export csv files
K	Transaction details	Click the transaction to view details and trade history

3.16.3. UI Demo—Details of the transaction



Sandbox **Production**

---

**Transaction**

Start Date  ~ End Date  Today Yesterday 7 days This month

Merchant ID  Bank Transaction ID  TWD

▶ Advanced search 🔍

Total: 2 Export Transactions

RecTradeID 🔍	Payment Method	TWD	Date	Status
D20210318I2AoSo	Direct Pay	1	2021/3/18 下午3:09:18	Error
D20210318v8w5AN	Direct Pay	1	2021/3/18 下午3:08:53	Pending

**D20210318I2AoSo**

2021/3/18 下午3:09:18 Error

**Merchant Info**

Merchant ID: 24951774\_00489

Merchant Name

**Trade Info**

AuthCode

No.	Function	Description
-	Bank Transaction ID	Generated by banks
-	order_number	Created by Merchants
-	recTradeId	Generated by TapPay
-	Payment method	e.g., TSP transaction, Apple Pay, Direct Pay...
-	Currency	Transaction currency
-	Authorization time	The time when the transaction is authorized
-	Status	Current status of the transaction
-	Merchant Info	Merchant ID, Merchant Name
-	Trade Info	e.g., AuthCode, Enable 3D Secure, Card Type...
-	Trade History	Records of every status and the results of actions.
-	User Information	e.g., Partial Card number, Card identifier, Cardholder name...

### 3.16.4. Operating Instruction

#### 3.16.4.1. How to capture a payment manually?

- If you disabled auto capture, you need to capture the payment manually. You can see as below after a payment is authorized.

# D20210318Bqz8sq

2021/3/18 下午4:25:42

Authorized 

## Merchant Info

Merchant ID 24951774\_00489

Merchant Name





## Trade Info

AuthCode 132662


Enable 3D Secure Yes

Enable Identity Verification(KYC) No

- Click [CapToday] to capture the payment at the day you click it.

RecTradeID 	Payment Method	TWD 	Date 	Status 
D20210318Bqz8sq	Direct Pay	1	2021/3/18 下午4:25:42	Authorized
D20210318I2AoSo	Direct Pay	1	2021/3/18 下午3:09:18	Error
D20210318v8wSAN	Direct Pay	1	2021/3/18 下午3:08:53	Pending

**D20210318Bqz8sq**

2021/3/18 下午4:25:42 Authorized 

**Merchant Info**

Merchant ID 24951774\_00489

Merchant Name

**Trade Info**

AuthCode 132662

Enable 3D Secure Yes

Enable Identity Verification(KYC) No

Issuer Chinese Name 台新銀行(Taishin Bank)

Issuer English Name Taishin Bank

Card Type VISA

1

CapToday

Refund

## 3.16.4.2. How to cancel authorization of a payment?

- Go to [Capture, Refund and Transaction Report > Transaction] to see the status is [authorized].

**D20210318Bqz8sq**

2021/3/18 下午4:25:42

Authorized ?

**Merchant Info**

Merchant ID 24951774\_00489

Merchant Name

**Trade Info**

AuthCode 132662

Enable 3D Secure Yes

Enable Identity Verification(KYC) No

- Click [Refund] to cancel authorization.

RecTradeID	Payment Method	TWD	Date	Status
D20210318Bqz8sq	Direct Pay	1	2021/3/18 下午4:25:42	Authorized
D20210318I2AoSo	Direct Pay	1	2021/3/18 下午3:09:18	Error
D20210318v8wSAN	Direct Pay	1	2021/3/18 下午3:08:53	Pending

**D20210318Bqz8sq**

2021/3/18 下午4:25:42 Authorized ?

**Merchant Info**

Merchant ID 24951774\_00489

Merchant Name

**Trade Info**

AuthCode 132662

Enable 3D Secure Yes

Enable Identity Verification(KYC) No

Issuer Chinese Name 台新銀行(Taishin Bank)

Issuer English Name Taishin Bank

Card Type VISA

CapToday Refund

### 3.16.4.3. How to search for a specific transaction?

- Select the production environment

The screenshot shows the TapPay portal interface. At the top, the 'Production' environment is selected. Below this, the 'Transaction' search section is visible, featuring date range filters (March 18, 2021 12:00 AM to March 19, 2021 12:00 AM) and a 'Merchant ID' dropdown menu. A table of transactions is displayed with the following data:

RecTradeID	Payment Method	TWD	Date	Status
D20210318Bqz8sq	Direct Pay	1	2021/3/18 下午4:25:42	Authorized
D20210318I2AoSo	Direct Pay	1	2021/3/18 下午3:09:18	Error
D20210318v8wSAN	Direct Pay	1	2021/3/18 下午3:08:53	Pending

- Set up the searching criteria.

The screenshot shows the TapPay portal interface with the search criteria section highlighted by a red box. The 'Start Date' is set to 'March 18, 2021 12:00 AM' and the 'End Date' is set to 'March 19, 2021 12:00 AM'. The 'Merchant ID' dropdown menu is also visible. The table of transactions and the 'Advanced search' section are also visible.

- Click [Advanced Search] shows more searching criteria. Click [search] when everything is set up.

Advanced search

Capture Date

Start Date ~ End Date

TapPay 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 meet the upper limit of the capture frequency. You can search the transaction with practical payment capture time in this filter.

Transaction type

- General Transaction
- TSP Transaction

Transaction information

Order Number AuthCode

Amount 0 ~ 0

Cardholder

Cardholder Name Cardholder Phone Number Cardholder Email

Search icon

### 3.16.4.4. How to filter the transaction status?

- Click [Status] to select a certain status you would like to view.

Total: 3 [Export Transactions](#)

RecTradeID	Payment Method	TWD	Date	Status
D20210318Bqz8sq	Direct Pay	1	2021/3/18 下午4:25:42	Authorized
D20210318I2AoSo	Direct Pay	1	2021/3/18 下午3:09:18	
D20210318v8wSAN	Direct Pay	1	2021/3/18 下午3:08:53	

**D20210318Bqz8sq**

2021/3/18 下午4:25:42 Authorized

**Merchant Info**

Merchant ID: 24951774\_00489

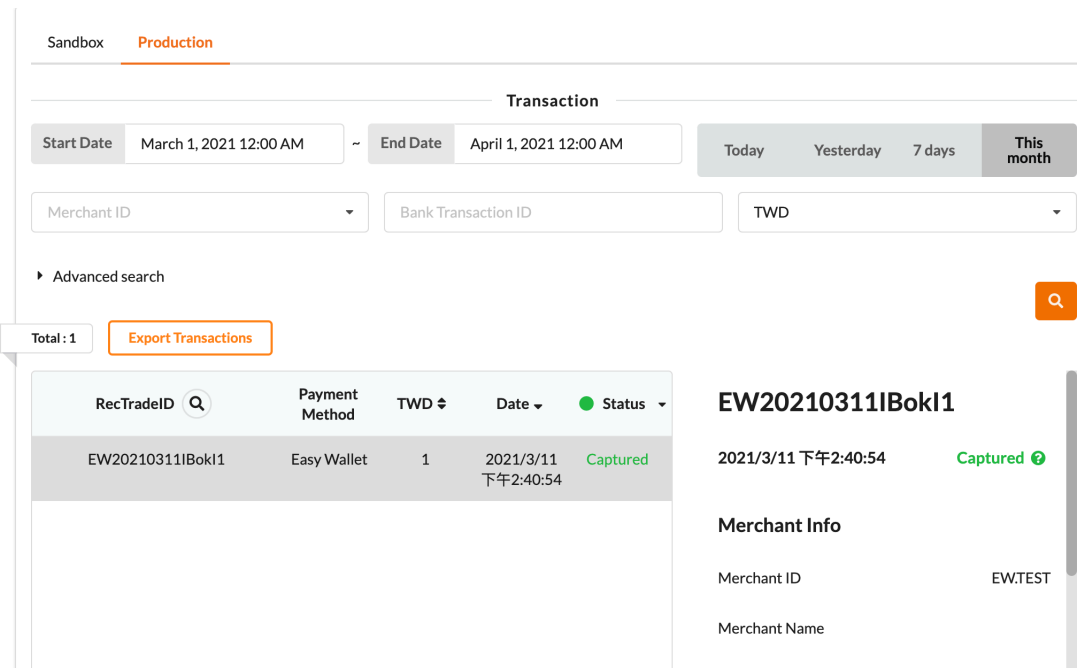
Merchant Name:

**Mobile Info**

AuthCode: 132662

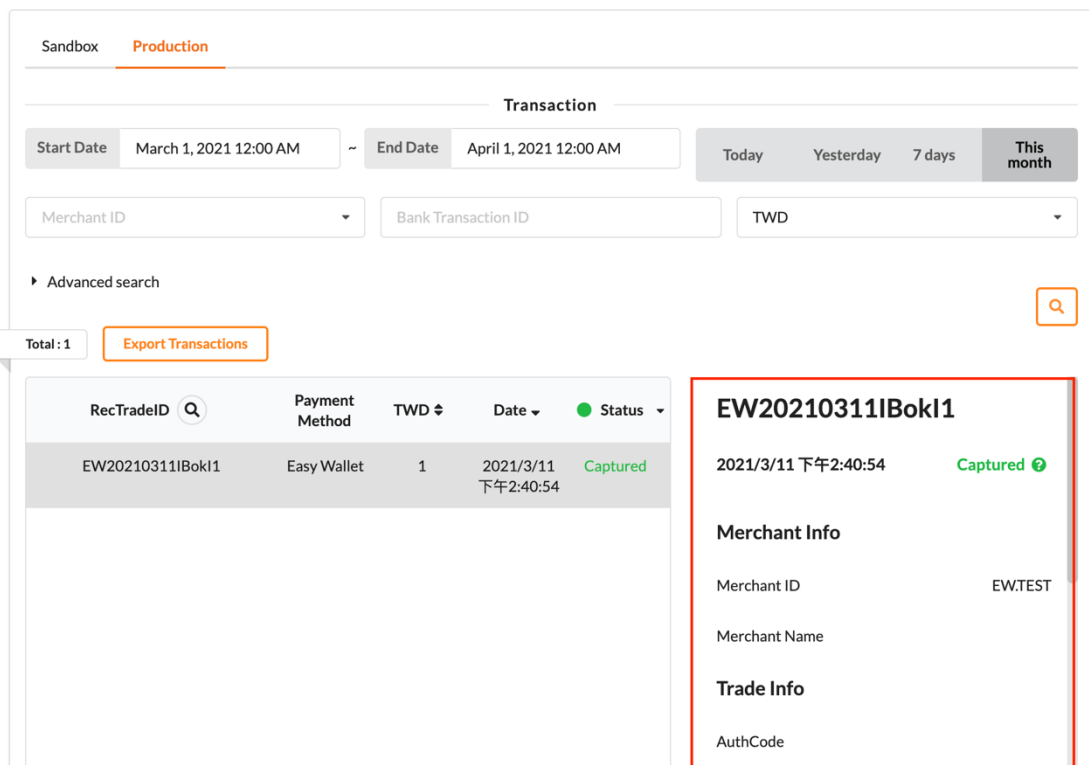
Enable 3D Secure: Yes

- Click [Captured], it will show all the transaction whose payment is captured in the chosen period.



### 3.16.4.5. How to view the details of a certain transaction?

- Select the transaction, the details will appear on its right side.



### 3.16.4.6. How to export transaction data?

- Click "Export Transactions" to export the transactions to Excel for the selected dates.

If it is not downloaded, please click "Click this button to download the transaction records within X seconds" again.

Sandbox **Production**

**Transaction**

Start Date: March 1, 2021 12:00 AM ~ End Date: April 1, 2021 12:00 AM

Today Yesterday 7 days **This month**

Merchant ID Bank Transaction ID TWD

Advanced search 🔍

Total: 1 Export Transactions

RecTradeID	Payment Method	TWD	Date	Status
EW20210311Bok1	Easy Wallet	1	2021/3/11 下午2:40:54	Captured

**EW20210311Bok1**

2021/3/11 下午2:40:54 Captured

**Merchant Info**

Merchant ID: EWTEST

Merchant Name:

**Trade Info**

AuthCode:

- The exported transaction records are as below

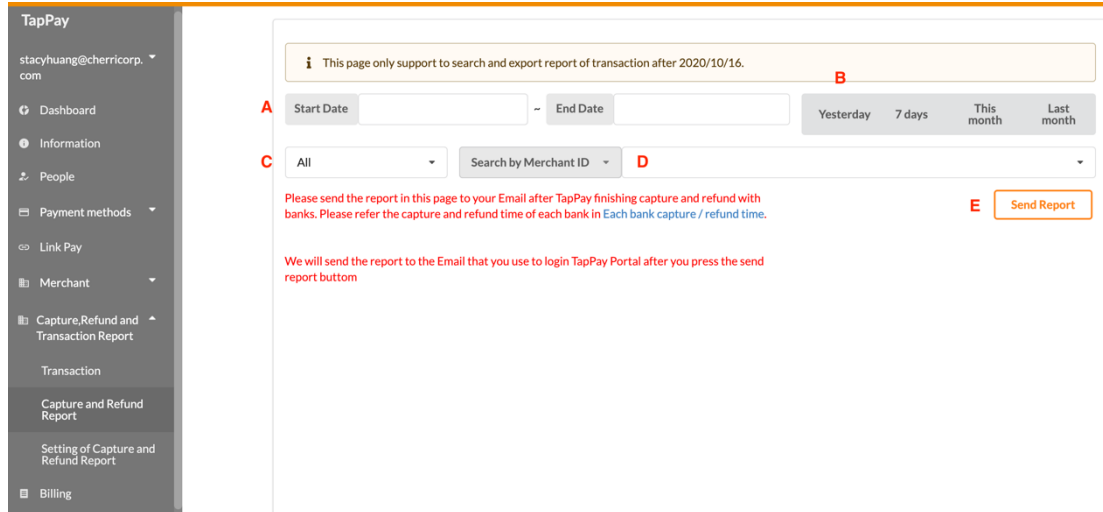
Date	Record Status	Payment Method	RecTrade ID	Bank Order ID	Order Number	TapPay Merc	TapPay Merc	Merchant Name	Auth Code	Currency	Amount	Original Amount	Refunded Amount	Refunded Percentage	Card Number	Card Identification Details	Issuer Bank	Card Type	Cardholder Name	Card Number
Th, Mar 11, 2021	Captured	Easy Wallet	EW20210311	TP20210311	HP95917826	EW.TEST	悠遊付正式			TWD	1	1	0		414763-4706	tpdirect-demo	line pay test		CHERRI TEI	+886

### 3.17. Capture, Refund and Transaction Report–Capture and Refund Report

#### 3.17.1. Function Description

You can search for Refund and Transaction records in a certain period and export it as a report to be sent to the assigned email addresses. The report is mainly used by the accountant for reconciliation purpose.

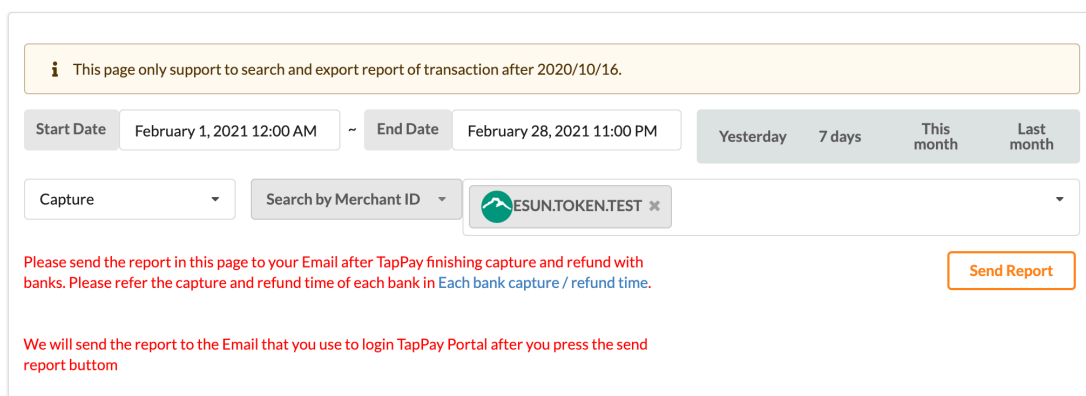
#### 3.17.2. UI Demo



No.	Function	Description
A	Start Date ~ End Date	Search by a period of time
B	Quick search	Yesterday, 7 days, this month, last month
C	Types	All/capture/refund
D	Merchant ID	Search by Merchant ID
E	Send report	Send report/edit default emails

#### 3.17.3. Operating Instruction

- Set the searching criteria.



- Edit default Emails. You can configure up to 5 emails.



### Edit default emails ✕

Current email count 1/5

Send to emails

stacyhuang@cherricorp.com ✕

Save

- Send the report to the default emails and check.

**i** This page only support to search and export report of transaction after 2020/10/16.

Start Date February 1, 2021 12:00 AM ~ End Date February 28, 2021 11:00 PM

Yesterday 7 days This month Last month

Capture ▼

Search by Merchant ID ▼

ESUN.TOKEN.TEST ✕

Please send the report in this page to your Email after TapPay finishing capture and refund with banks. Please refer the capture and refund time of each bank in Each bank capture / refund time.

We will send the report to the Email that you use to login TapPay Portal after you press the send report button

Send to default emails

stacyhuang@cherricorp.com

Edit default emails

Send Report

#### TapPay Capture and Refund Report 請退款報表 - TapPay (2021-01-01 00:00\_2021-01-31 23:00) 📎 1 ▼

T

**tappay\_service@cherritech**

Mon 3/8/2021 4:21 PM

To: Stacy Huang

👍 ↶ ↷ → ⋮

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 (2021-01-01\_2021-01-31).xlsx**

-----

Transaction Date 交易日期區間 : **2021-01-01 00:00\_2021-01-31 23:00**

Currency 幣別 : **TWD**

Total Capture Trade - Success 請款成功總筆數 : **5**

Total Capture Amount - Success 請款成功總金額 : **5.0**

Total Refund Trade - Success 退款成功總筆數 : **0**

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 : **5**

Total Amount - Success 總請款成功交易金額 - 總退款成功交易金額 : **5.0**

-----

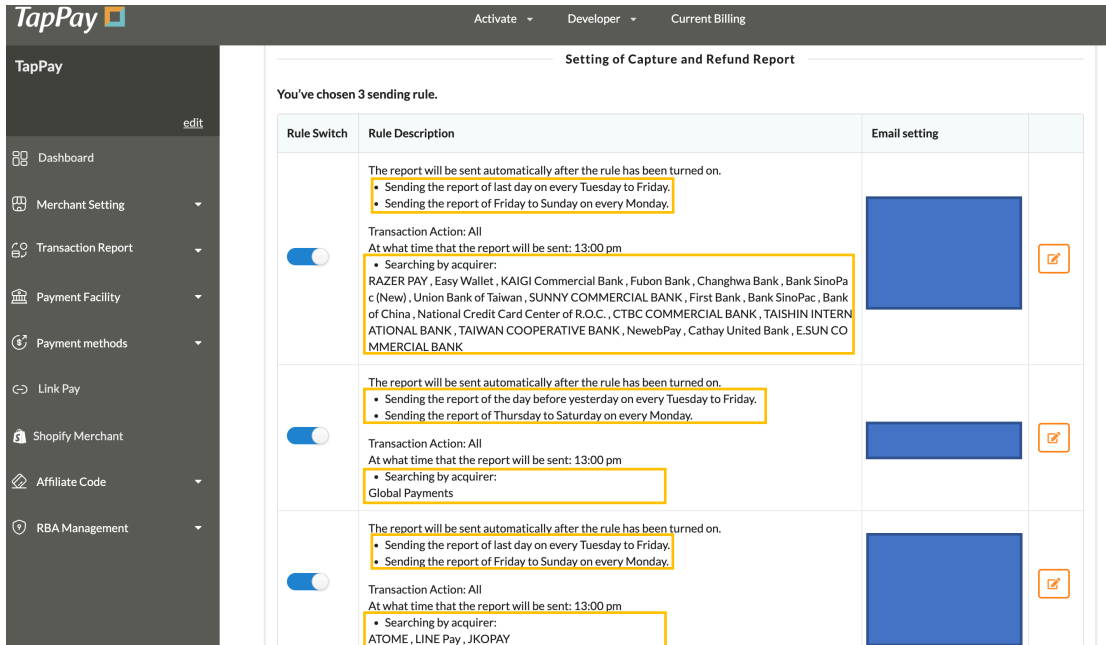
Best,  
TapPay

### 3.18. Capture, Refund and Transaction Report—Setting of Capture and Refund Report

### 3.18.1. Function Description

To automatically receive the report after banks have processed captures and refunds, you can turn on the settings here. We have 2 different settings according to banks rules. After you have turned on the settings, the report will be automatically delivered to your default emails at the time stated.

### 3.18.2. UI Demo

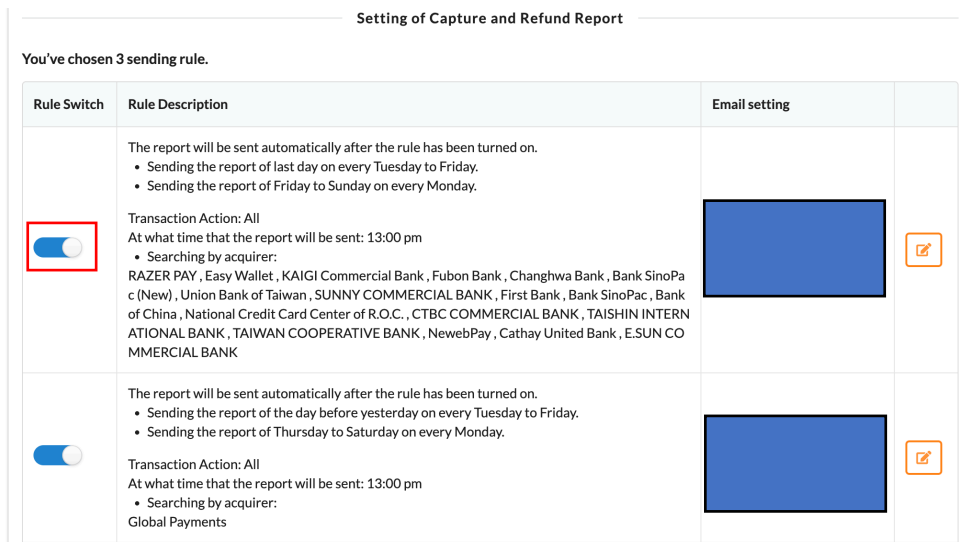


- There are different rules, according to the banks and capture, refund rules.

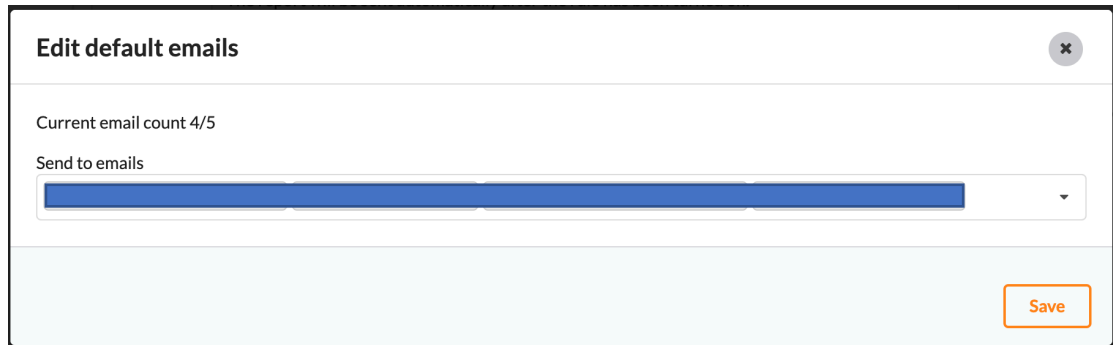
### 3.18.3. Operating Instruction

#### 3.18.3.1. For example : turn on [Rule 1]

- Please click the button below to turn on the setting



- Click the [edit] button on the right side to edit emails. After it is saved, the reports will be sent according to the rule.

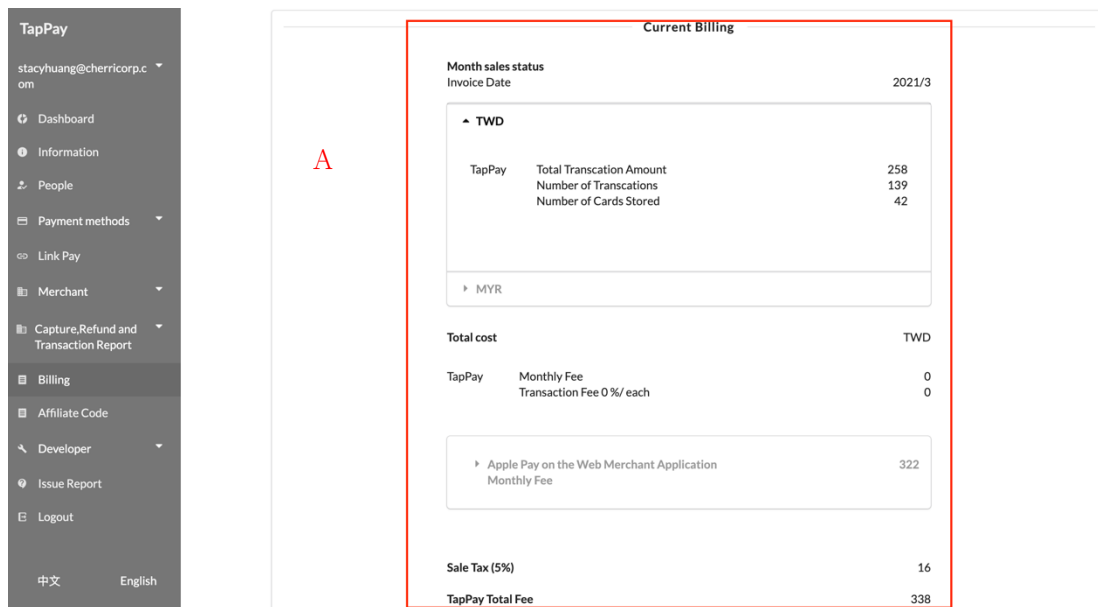


### 3.19. Billing

#### 3.19.1. Function Description

You can check the current month's sales status and the TapPay system service fee for that month here. You can see the records of the past months in the below billing history

#### 3.19.2. UI Demo



The screenshot shows the TapPay portal interface. On the left is a navigation menu with options like Dashboard, Information, People, Payment methods, Link Pay, Merchant, Capture, Refund and Transaction Report, Billing, Affiliate Code, Developer, Issue Report, and Logout. The main content area displays a 'Billing History' table with columns for month/year, invoice number, and amount in TWD. A red box labeled 'B' highlights the entire table. Below the screenshot is a legend table:

No.	Function	Description
A	Current Billing	Show billing of this month
B	Billing History	Show all history of billing

### 3.19.3. Operating Instruction

#### 3.19.3.1. How to link a credit card and pay automatically?

\*You can link a credit card at the bottom of the page and set to pay automatically with a 5% discount on the monthly fee (depending on if your company decides to pay by a credit card)

\*Only the merchants that have gone online can use the "Link Credit Card to Pay Monthly Fee" function.

- Select "Billing" and go to "Payment Information" at the bottom of the page.
- Enter the credit card number and click [Link Credit Card] to complete the process.

#### Billing Information

The screenshot shows a 'Credit Card' binding form. It includes a card icon, a masked card number field (\*\*\*\* \*), a field for MM / YY, and a field for CCV. A green 'Bind Card' button is located at the bottom of the form.

### 3.20. Affiliate Code

#### 3.20.1. Function Description

When a bank and a merchant are promoting a co-branded credit card, you can create an Affiliate Code and set up a matching card number.

For example, a merchant and Taishin GOGO Card are going to have a limited-time promotion, consumers will be rewarded for spending on a certain platform (e.g. 1%). If they use their Taishin GOGO Card, they will be rewarded 2% more. Then, the merchant can set an Affiliate Code and a matching card number to use this function.

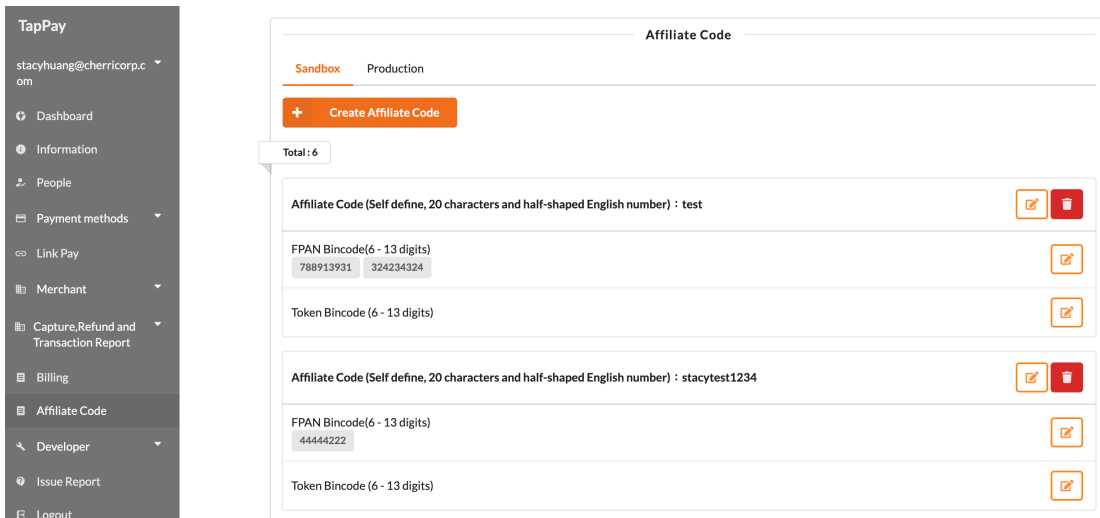
### 3.20.2. UI Demo

No.	Function	Description
A	Sandbox/production	Switch between sandbox and production
B	Create Affiliate Code	Click to create Affiliate Code
C	Affiliate Code information	Show Affiliate Code information
D	Edit Affiliate Code	Edit Affiliate Code name
E	Delete Affiliate Code	Delete Affiliate Code
F	Edit FRAN Brcode	Click to edit FRAN Brcode
G	Token Brcode	Click to edit Token Brcode

### 3.20.3. Operating Instruction

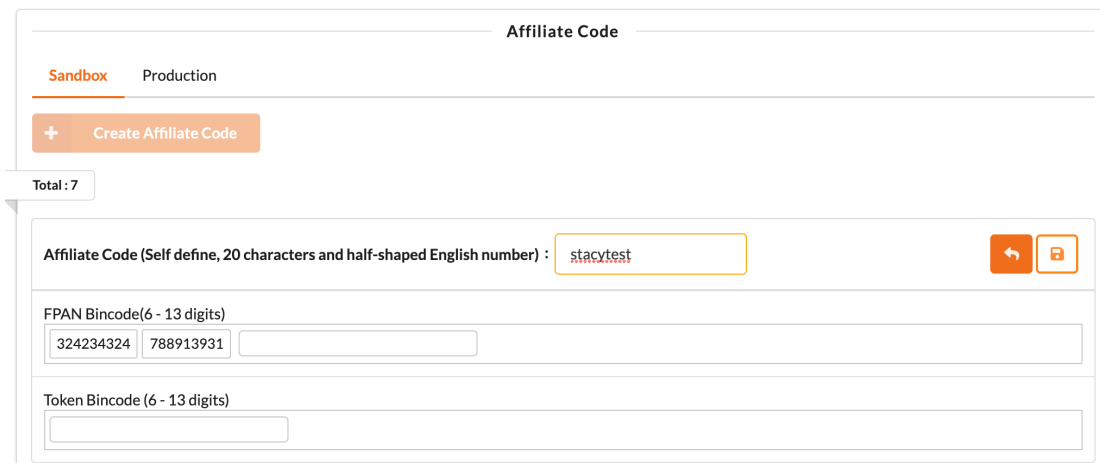
#### 3.20.3.1. How to create an Affiliate Code?

- Click [Create Affiliate Code].

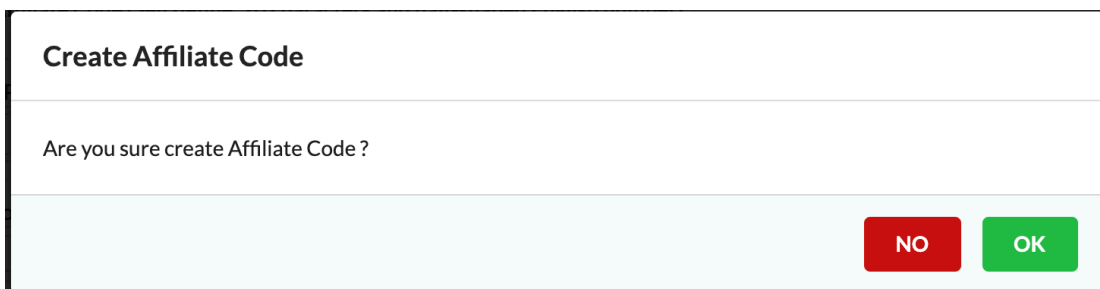


- It shows a blank Affiliate Code for you to set up the information (Affiliate Code name and card number). Click [Save] when you are done, otherwise, click [Back] to cancel the action.

\*After you enter a card number and want to add another one, just click [Enter] and it will show a new card number field for you to input.



- A confirmation window pops up: Are you sure to create the Affiliate Code? Confirm to create: Yes: OK, No: NO



- Once created successfully, the newly added Affiliate Code will immediately appear on the top.

Affiliate Code

Sandbox
Production

+ Create Affiliate Code

Total : 7

Affiliate Code (Self define, 20 characters and half-shaped English number) : stacytest	<span style="border: 1px solid #e67e22; padding: 2px 5px;">✎</span> <span style="background-color: #c00; color: white; padding: 2px 5px; border-radius: 3px;">✖</span>
FPAN Brcode(6 - 13 digits) 324234324    788913931	<span style="border: 1px solid #e67e22; padding: 2px 5px;">✎</span>
Token Brcode (6 - 13 digits)	<span style="border: 1px solid #e67e22; padding: 2px 5px;">✎</span>

### 3.20.3.2. How to edit the name of Affiliate Code?

- When you want to change the name of an existing Affiliate Code, click [Edit] (e.g. change Affiliate Code: test123456 to test).

Affiliate Code

Sandbox
Production

+ Create Affiliate Code

Total : 7

Affiliate Code (Self define, 20 characters and half-shaped English number) : stacytest	<span style="border: 2px solid #e67e22; padding: 2px 5px;">✎</span> <span style="background-color: #c00; color: white; padding: 2px 5px; border-radius: 3px;">✖</span>
FPAN Brcode(6 - 13 digits) 324234324    788913931	<span style="border: 1px solid #e67e22; padding: 2px 5px;">✎</span>
Token Brcode (6 - 13 digits)	<span style="border: 1px solid #e67e22; padding: 2px 5px;">✎</span>

- Affiliate Code name becomes editable as below.

Affiliate Code

Sandbox
Production

+ Create Affiliate Code

Total : 7

Affiliate Code (Self define, 20 characters and half-shaped English number) : <input style="width: 400px;" type="text" value="stacytest"/>	<span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">↶</span> <span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">🔒</span>
FPAN Brcode(6 - 13 digits) 324234324    788913931	<span style="border: 1px solid #e67e22; padding: 2px 5px;">✎</span>
Token Brcode (6 - 13 digits)	<span style="border: 1px solid #e67e22; padding: 2px 5px;">✎</span>

- After editing, click [Save].

Affiliate Code

Sandbox
Production

+ Create Affiliate Code

Total : 7

Affiliate Code (Self define, 20 characters and half-shaped English number) :	<input style="width: 100%;" type="text" value="stacytest123"/>	<span style="border: 1px solid #ccc; padding: 2px 5px;">↩</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">🔒</span>
FPAN Bincode(6 - 13 digits)	<input style="width: 50%;" type="text" value="324234324"/> <input style="width: 50%;" type="text" value="788913931"/>	<span style="border: 1px solid #ccc; padding: 2px 5px;">✎</span>
Token Bincode (6 - 13 digits)	<span style="border: 1px solid #ccc; padding: 2px 5px;">✎</span>	

- A confirmation window pops up. Click [OK] to confirm the change.

### Eidt Affiliate Code

Are you sure edit Affiliate Code ?

NO
OK

- The change is updated immediately.

Affiliate Code

Sandbox
Production

+ Create Affiliate Code

Total : 7

Affiliate Code (Self define, 20 characters and half-shaped English number) :	<input style="width: 100%;" type="text" value="stacytest123"/>	<span style="border: 1px solid #ccc; padding: 2px 5px;">✎</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #e91e63; color: white;">🗑</span>
FPAN Bincode(6 - 13 digits)	<input style="width: 50%;" type="text" value="324234324"/> <input style="width: 50%;" type="text" value="788913931"/>	<span style="border: 1px solid #ccc; padding: 2px 5px;">✎</span>
Token Bincode (6 - 13 digits)	<span style="border: 1px solid #ccc; padding: 2px 5px;">✎</span>	

### 3.20.3.3. How to change the card number?

For example, Change physical card number from 324234324 to 1234566

Add a new international mobile payment Token Card Number: 134134431556

- Physical card number. Click the rightmost button [Edit].

Affiliate Code (Self define, 20 characters and half-shaped English number) :	<input style="width: 100%;" type="text" value="stacytest123"/>	<span style="border: 1px solid #ccc; padding: 2px 5px;">✎</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #e91e63; color: white;">🗑</span>
FPAN Bincode(6 - 13 digits)	<input style="width: 50%;" type="text" value="324234324"/> <input style="width: 50%;" type="text" value="788913931"/>	<span style="border: 2px solid #e91e63; padding: 2px 5px;">✎</span>
Token Bincode (6 - 13 digits)	<span style="border: 1px solid #ccc; padding: 2px 5px;">✎</span>	



- Click on [X] to delete the physical card number 324234324, and then add a new card number: 1234566. And click [Save].

Affiliate Code (Self define, 20 characters and half-shaped English number) : stacytest123	 
FPAN Brcode(6 - 13 digits)	 
788913931   1234566 X	<input type="text"/>
Token Brcode (6 - 13 digits)	

- A confirmation window pops up. Click [OK].

### Edit Token Brcode

Are you sure want to Token Brcode ?

NO
OK

- International mobile payment Token card number can be edited as well. Click the rightmost button [Edit], add a new card, and click [OK] to confirm. It is updated immediately (same as steps above).

Affiliate Code

Sandbox
Production

+ Create Affiliate Code

Total: 7

Affiliate Code (Self define, 20 characters and half-shaped English number) : stacytest123	 
FPAN Brcode(6 - 13 digits)	
788913931   1234566	
Token Brcode (6 - 13 digits)	
134134431556	

#### 3.20.3.4. How to delete an Affiliate Code?

- To delete Affiliate Code: test, click the rightmost button [Delete]

Affiliate Code

Sandbox
Production

+ Create Affiliate Code

Total: 7

Affiliate Code (Self define, 20 characters and half-shaped English number) : stacytest123	<span style="border: 1px solid #e67e22; padding: 2px;">✎</span> <span style="border: 1px solid #e67e22; padding: 2px; background-color: #c0392b; color: white;">✖</span>
FPAN Bicode(6 - 13 digits) 788913931 1234566	<span style="border: 1px solid #e67e22; padding: 2px;">✎</span>
Token Bicode (6 - 13 digits) 134134431556	<span style="border: 1px solid #e67e22; padding: 2px;">✎</span>

- A confirmation window pops up. Click [OK] to delete.

Delete Affiliate Code

Are you sure delete Affiliate Code ?

NO
OK

- It is deleted immediately. The Affiliate Code: Stacytest123 has disappeared.

Affiliate Code

Sandbox
Production

+ Create Affiliate Code

Total: 5

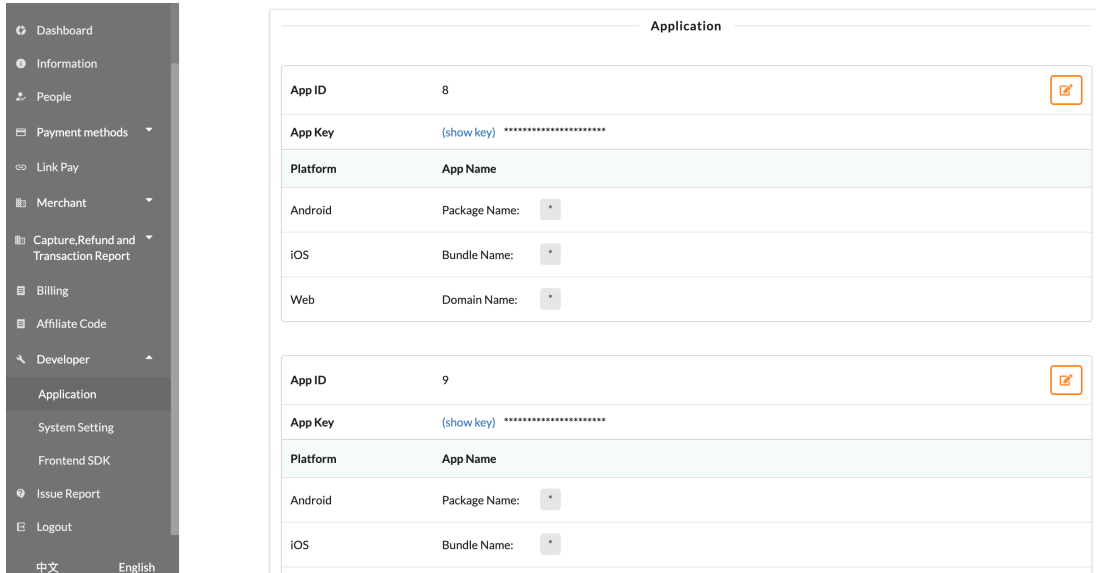
Affiliate Code (Self define, 20 characters and half-shaped English number) : test	<span style="border: 1px solid #e67e22; padding: 2px;">✎</span> <span style="border: 1px solid #e67e22; padding: 2px; background-color: #c0392b; color: white;">✖</span>
FPAN Bicode(6 - 13 digits) 788913931 324234324	<span style="border: 1px solid #e67e22; padding: 2px;">✎</span>
Token Bicode (6 - 13 digits)	<span style="border: 1px solid #e67e22; padding: 2px;">✎</span>
Affiliate Code (Self define, 20 characters and half-shaped English number) : LINEPay	<span style="border: 1px solid #e67e22; padding: 2px;">✎</span> <span style="border: 1px solid #e67e22; padding: 2px; background-color: #c0392b; color: white;">✖</span>
FPAN Bicode(6 - 13 digits) 418230	<span style="border: 1px solid #e67e22; padding: 2px;">✎</span>
Token Bicode (6 - 13 digits)	<span style="border: 1px solid #e67e22; padding: 2px;">✎</span>
Affiliate Code (Self define, 20 characters and half-shaped English number) : DD	<span style="border: 1px solid #e67e22; padding: 2px;">✎</span> <span style="border: 1px solid #e67e22; padding: 2px; background-color: #c0392b; color: white;">✖</span>
FPAN Bicode(6 - 13 digits)	<span style="border: 1px solid #e67e22; padding: 2px;">✎</span>

### 3.21. Developer > Application

### 3.21.1. Function Description

The AppID and AppKey that are used in Frontend integration can be found here. You can configure domain settings according to different platforms at the same time.

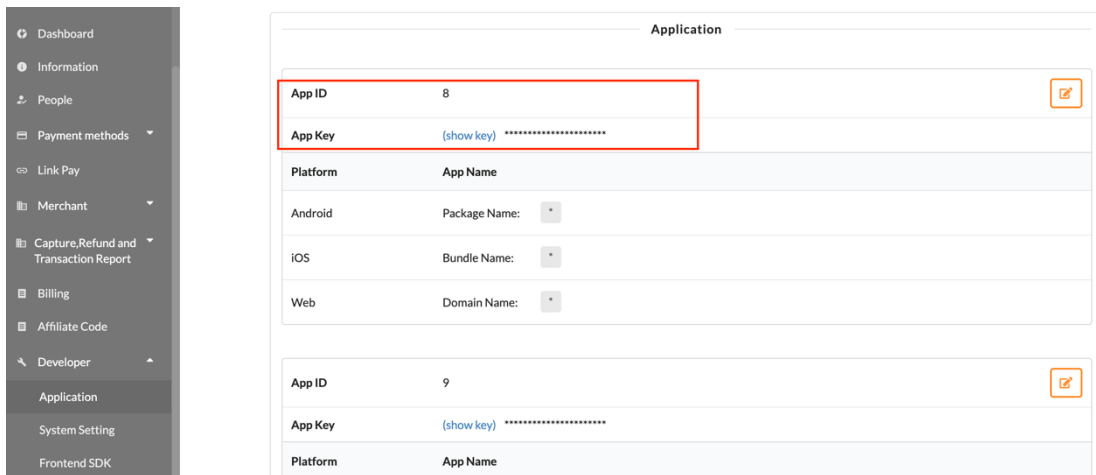
### 3.21.2. UI Demo



### 3.21.3. Operating Instruction

#### 3.21.3.1. Where will AppID, AppKey be used?

##### Frontend integration



# SetupSDK

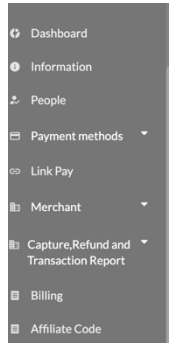
```
TPDirect.setupSDK(appID, appKey, serverType)
```

Name	Usage
appID	Please refer to <a href="#">appid</a>
appKey	Please refer to <a href="#">appkey</a>
serverType	Use 'sandbox' for <a href="#">sandbox</a> environment. Use 'production' for <a href="#">production</a> environment.

```
<script src="https://js.tappaysdk.com/tpdirect/v5.5.1"></script>
<script>
  TPDirect.setupSDK(APP_ID, 'APP_KEY', 'sandbox')
</script>
```

### 3.21.3.2. How to edit the domain for each platform?

- Click the [Edit] button on the top right corner, and then click [Submit] to update. If no changes are needed, just click [Cancel] to cancel.



Application

App ID	8	
App Key	<a href="#">(show key)</a> *****	
Platform	App Name	
Android	Package Name: *	
iOS	Bundle Name: *	
Web	Domain Name: *	

✕

### Edit APP ID: 8

**\*Android Package Name**

\*

package name supported \* for test

**\*iOS Bundle Name**

\*

bundle name supported \* for test

**\*Web Domain Name**

\*

Submit
Cancel

### 3.21.3.3.AppID for Link Pay

- When you turn on Link Pay, an additional account will be added automatically and you can see the Domain Name as link-pay.tappaysdk.com in Platform > Web.  
 \*Important: If you accidentally delete the domain link-pay.tappaysdk.com, the transaction will fail when you use Link Pay.

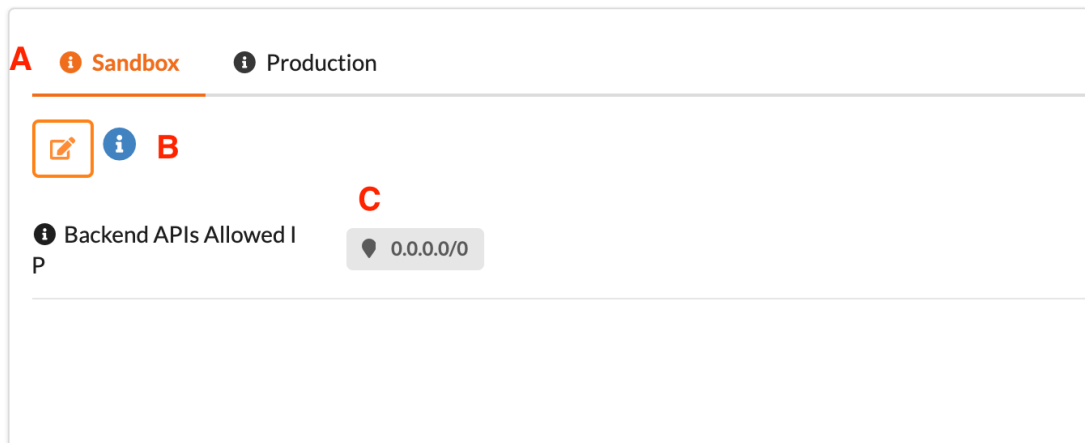
App ID	13786	
App Key	<a href="#">(show key)</a> *****	
<b>Platform</b>	<b>App Name</b>	
Android	Package Name:	
iOS	Bundle Name:	
Web	Domain Name:	link-pay.tappaysdk.com

## 3.22. Developer > System Settings

### 3.22.1. Function Description

Backend IP settings for sandbox and production environment have to be set up here before you conduct any transaction.

### 3.22.2. UI Demo

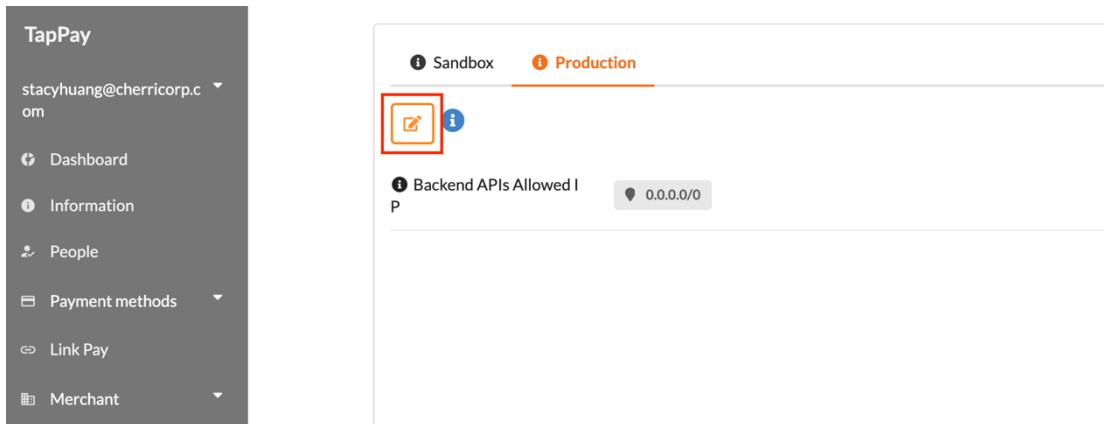


No.	Function	Description
A	Sandbox/Production	Switch between sandbox and production
B	Edit button	Edit IP
C	IP setting	Show IP setting
D	Save	Save changes of IP setting
E	Back	Go back

### 3.22.3. Operating Instruction

#### 3.22.3.1. How to change the system settings?

- TapPay system has a testing environment as well as a production environment, you can go to Developer > System Settings > System Environment Settings to configure the IP settings.



- Click [Edit] at the top left corner to start editing. When it is done, click [Save] to save, otherwise, click [Back] to cancel the changes.



### 3.23. Developer > Frontend Kit

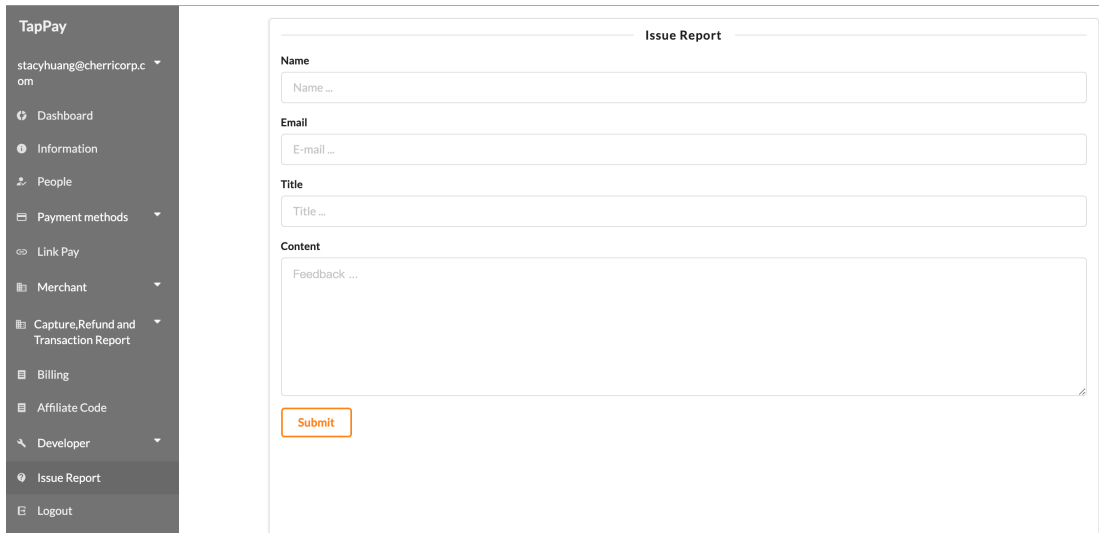
A description of the TapPay Frontend Kit can be found here. For more detailed integration documents, please go to <https://docs.tappaysdk.com/tutorial/zh>

### 3.24. Issue Report

#### 3.24.1. Function Description

If you have any question about Portal, please feel free to send us an issue report. We will reply to you in a few days.

#### 3.24.2. UI Demo

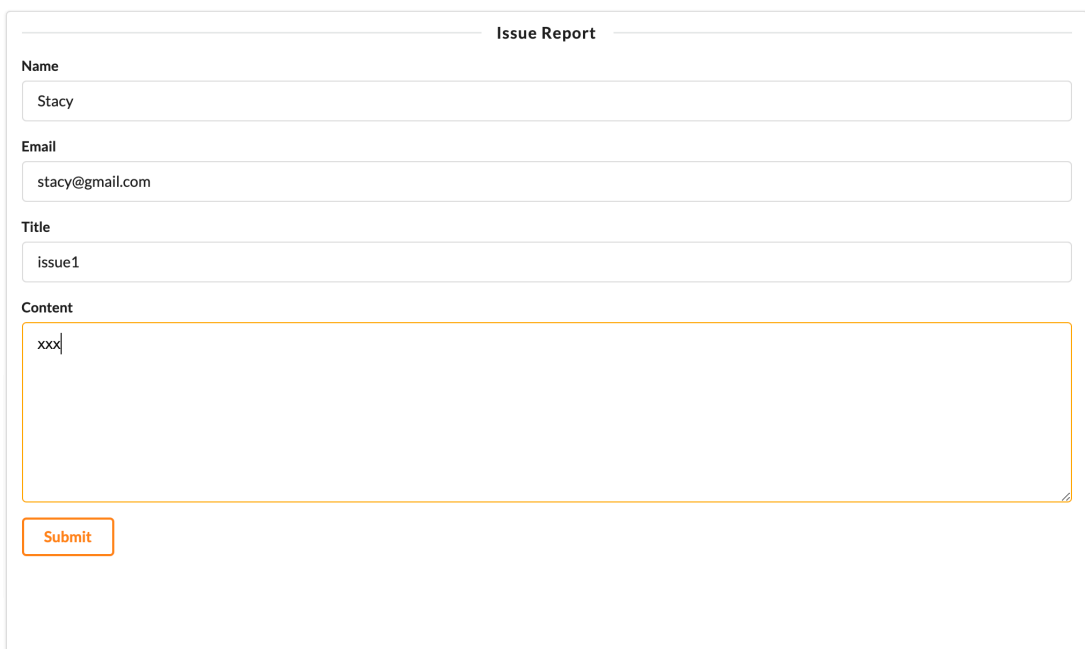


The screenshot shows the TapPay portal interface. On the left is a dark sidebar menu with the TapPay logo at the top. Below the logo, the user's email 'stacyhuang@cherricorp.com' is displayed. The menu items include: Dashboard, Information, People, Payment methods, Link Pay, Merchant, Capture, Refund and Transaction Report, Billing, Affiliate Code, Developer, Issue Report (highlighted), and Logout. The main content area shows the 'Issue Report' form with the following fields: Name (placeholder: Name ...), Email (placeholder: E-mail ...), Title (placeholder: Title ...), and Content (placeholder: Feedback ...). A 'Submit' button is located at the bottom of the form.

### 3.24.3. Operating Instruction

#### 3.24.3.1. How to submit an issue report to TapPay?

- Please go to Menu > Issue Report, fill in the required information below and click [submit]



The screenshot shows the 'Issue Report' form with the following sample data: Name: Stacy, Email: stacy@gmail.com, Title: issue1, and Content: xxx. A 'Submit' button is located at the bottom of the form.

### 3.25. Logout

#### 3.25.1. Function Description

Click to log out of TapPay Portal.

#### 3.25.2. UI Demo

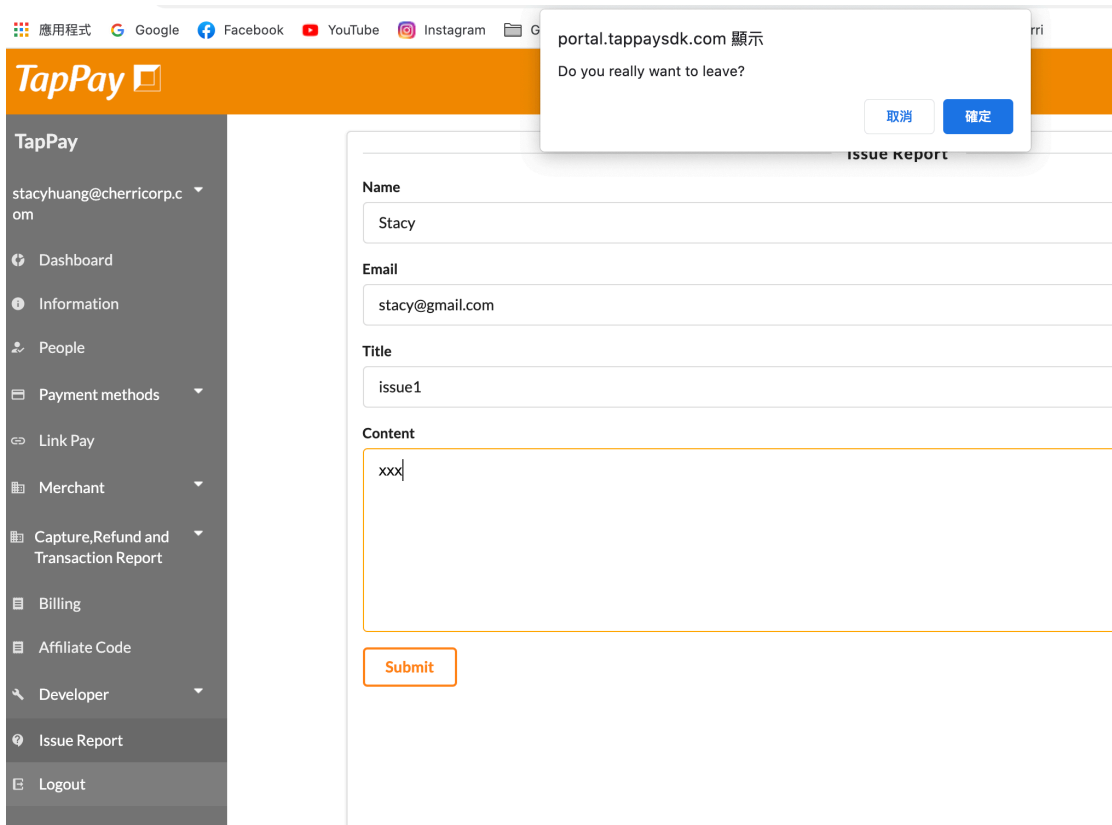


The screenshot displays the TapPay portal interface. On the left is a dark sidebar menu with the TapPay logo at the top and the user email 'stacyhuang@cherricorp.com'. The menu items include: Dashboard, Information, People, Payment methods, Link Pay, Merchant, Capture, Refund and Transaction Report, Billing, Affiliate Code, Developer, Issue Report (highlighted), and Logout. The main content area shows an 'issue report' form with the following fields: Name (Stacy), Email (stacy@gmail.com), Title (issue1), and Content (xxx). A 'Submit' button is located below the content field. A white confirmation dialog box is overlaid on the top right of the form, with the text 'portal.tappaysdk.com 顯示' and 'Do you really want to leave?'. The dialog has two buttons: '取消' (Cancel) and '確定' (Confirm).

### 3.25.3. Operating Instruction

#### 3.25.3.1. How to log out of Portal?

- Please go to Menu > Logout, a confirmation window will pop up.



- Click [OK], you will log out and be redirected to the login page.



## Login

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**Company Account**

**Email**

**Password**

Remember My Company Account [Forgot Password?](#)

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我不是機器人
 

reCAPTCHA  
隱私權 - 條款