✖ RBS WorldPay™

VeriFone Verix Series
EBT Quick Reference Card
Help Desk: 1-800-859-5965

SALE

Screen Prompt	Action
From Main Screen	1. Swipe card **or** Select **Sale** `F#` Then swipe card.
Choose Card	2. Select **EBT** `F#`
Or Key Manually	
From Main Screen	3. Select **Sale** `F#`, type **Acct No** + `ENTER`
Select Type: Food or Cash	4. Select **Type** `F#`
Imprint Card	5. Imprint card + `ENTER`
If prompted, Clerk/Server ID	6. **Clerk/Server #** + `ENTER`
Amount: $	7. **Trans Amt** + `ENTER`
Cash Benefit Transactions Only	
Only available if **Cash Back** option is turned on	
Cash: $	8. **Cash Back Amt** + `ENTER`
Enter PIN	9. Customer enters **PIN**.
Prnt Cust Copy	10. Press **Yes** for cust copy.

REFUND *(Food Benefit Only)*

Screen Prompt	Action
From Main Screen	1. Scroll ▼ to **Refund** `F#`
Password	2. **Supervisor Password** + `ENTER`
Swipe Card	3. Swipe Card.
Or Key Manually	
Swipe Card	4. Type **Acct No** + `ENTER`
Imprint Card	5. Imprint card + `ENTER`
Choose Card	6. Select **EBT** `F#`
If prompted, Clerk/Server ID	7. **Clerk/Server #** + `ENTER`
Amount: $	8. **Trans Amt** + `ENTER`
Enter PIN *(Swiped Entry Only)*	9. Customer enters **PIN**.
Manually Keyed Only	
Appr Code	10. **Approval Code** + `ENTER`
Voucher Number	11. **Voucher Num** + `ENTER`
Prnt Cust Copy	12. Press **Yes** for cust copy.

TICKET ONLY *(Food Benefit Only)*

Screen Prompt	Action
From Main Screen	13. Scroll ▼ to **Ticket Only** `F#`
Swipe Card	14. Swipe Card.
Or Key Manually	
Swipe Card	15. Type **Acct No** + `ENTER`
Imprint Card	16. Imprint card + `ENTER`
Choose Card	17. Select **EBT** `F#`
If prompted, Clerk/Server ID	18. **Clerk/Server #** + `ENTER`
Amount: $	19. **Trans Amt** + `ENTER`
Appr Code	20. **Approval Code** + `ENTER`
Voucher Number	21. **Voucher Num** + `ENTER`
Prnt Cust Copy	22. Press **Yes** for cust copy.

VOID

Screen Prompt	Action
From Main Screen	1. Scroll ▼ to **Void** `F#`
Password	2. **Supervisor Password** + `ENTER`
Void Last Trans Yes No	3. **Yes** `F#` = last trans
Void Any Transaction	

Click **No** `F#` = any transaction. Find a transaction by one of the following methods:

- Press **Inv#** , and `ENTER` for first invoice in batch; press **Next** to scroll to next invoice in batch
- **Inv#** `F#` ; type invoice number + `ENTER`
- **Acct#** `F#` ; type last 4 digits of account number + `ENTER`

Screen Prompt	Action
<card number> <trans amount>	4. Press **Yes** `F#`
Swipe Card	5. Type **Acct No** + `ENTER`
Prnt Cust Copy	6. Press **Yes** for cust copy.