

**THINGS TO CONSIDER BEFORE YOU BEGIN:** You will program the CryptoPay Coordinator and swiper(s) online. Consequently, your coordinator must be connected to the internet and the swiper(s) installed at your location before you can configure your equipment. If that is done, you're ready to finish your CryptoPay installation.

**1 Online Configuration** – Go to [www.mycryptopay.com/login](http://www.mycryptopay.com/login) and click on the "Create A New Account" link. Complete the form by entering a user name, email address, and password then click the "Create Account" button when finished (see Figure 1).

**2 Log In** – Now that your account has been created, go ahead and click "Log In". Enter your user name and password you just created and click login button.

**3 Adding/Naming the Site** – From the Home screen of your MyCryptoPay account, click on the Add A New Site link. Complete the form, naming the site, selecting your time zone and typing the "CPY" number in the "Site Code" field. The "CPY" number can be found labeled on your Coordinator unit. **Note: The "CPY" number must be entered exactly as printed on the label (Capital CPY). Now Click the Add Site button.**

**4 Setup Merchant Account** – You will see an alert message that your merchant account is not set. When we received your merchant account from World Pay, we sent you a "MPM" number and password which you will now need to set up your account. **Note: To make sure your system works properly, the "MPM" number and password must be entered exactly. You may avoid problems if you 'copy' and 'paste' the information into the online configuration fields.**



The screenshot shows the 'Create A New Account' page on the CryptoPay website. At the top, there is a navigation bar with the CryptoPay logo and 'Innovative Payment Solutions' tagline. Below the navigation bar, there are links for 'Login' and 'Signup'. The main heading is 'Create A New Account'. Below this, it says 'To create a new account, please provide the following information:'. There are four input fields: 'User Name:', 'Email Address:', 'Choose Password:', and 'Re-type Password:'. A 'Create Account' button is located below the 'Re-type Password' field. At the bottom of the form, there is a section for 'Already have an account?' with a 'Log In' link.

FIGURE 1

Turn over to continue  
with step 5.



**5 Configure Devices** – You will now be prompted to configure the devices. (see Figure 2).

Your swipers are shipped in an out of service mode and must now be configured. Click the 'Configure' link in the CryptoPay Devices section. Name your swiper (Bay 1, Vacuum 1, Pet Wash, Washer 1, Dryer 1, etc). Change the Profile from 'Out of service' to the profile option that matches your timer/machine profile (see figure 3). You will now have additional fields to fill in. Configure your swiper by completing the 'Basic Options', 'Card Options', and 'Button Options' sections. Click the box next to 'Confirm Changes' and then click the 'Apply Changes' button. **Note: Configure all your swipers.**

**6 Final Testing** – Your coordinator and swipers are now configured. Swipe a credit card at the swiper and verify that the timer/machine started and the purchase went through. The LED light bar will go blue for a valid swipe or red for an invalid swipe. The timer/machine will receive a signal from the swiper and activate the bay/vacuum/washer according to the swiper and timer/machine configurations. Note: Ensure that the timer/machine configuration matches the swiper configuration.

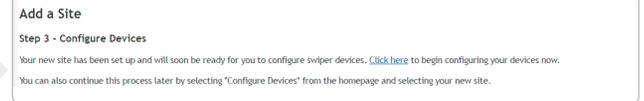


FIGURE 2

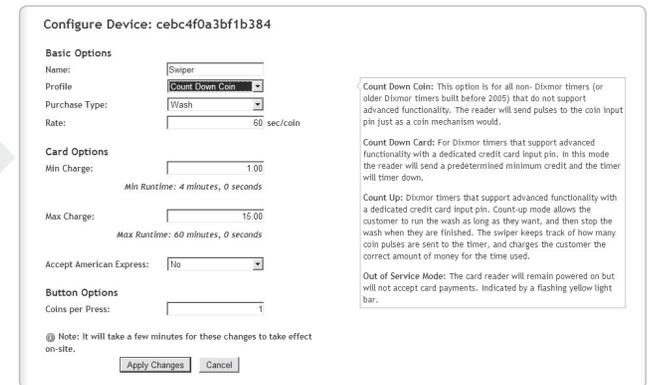


FIGURE 3: CONFIGURE DEVICE