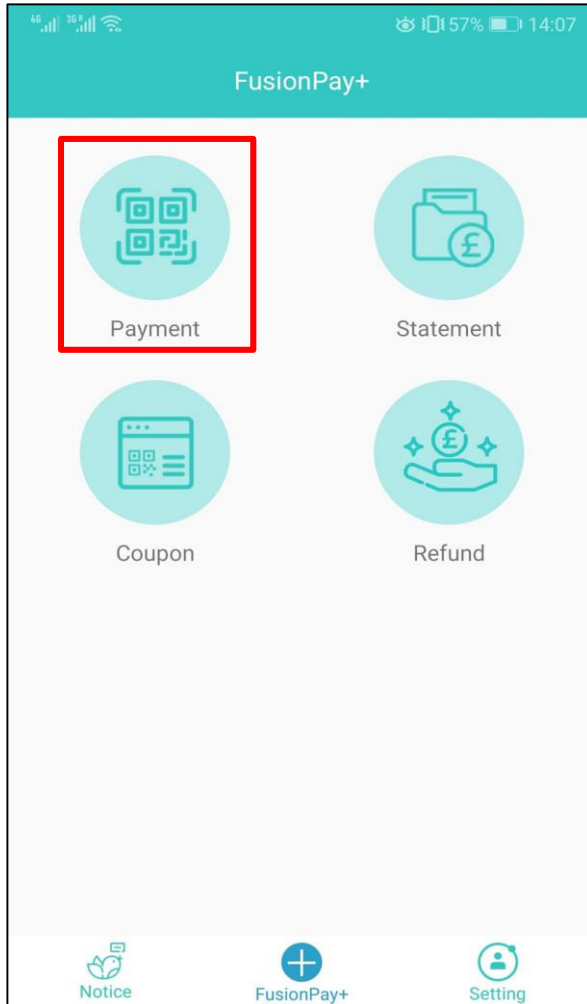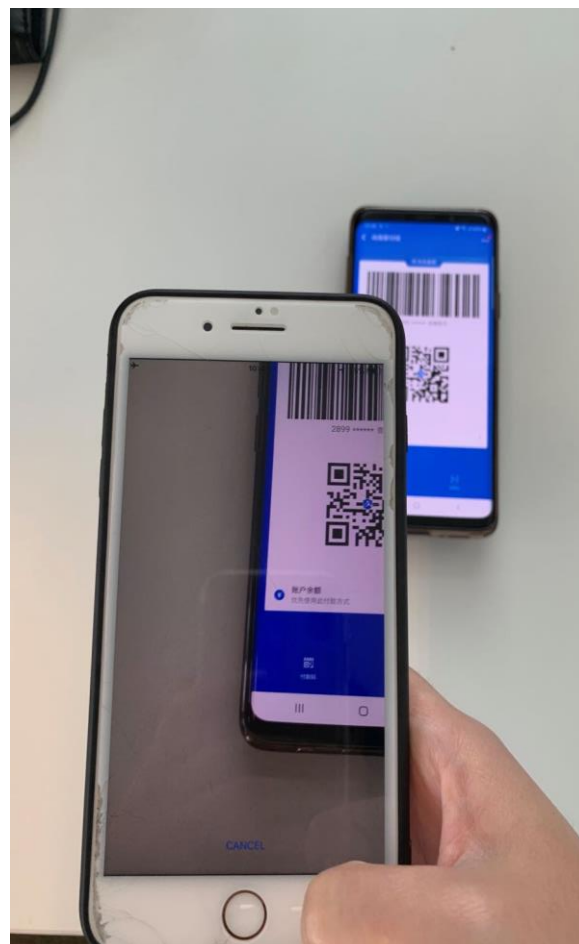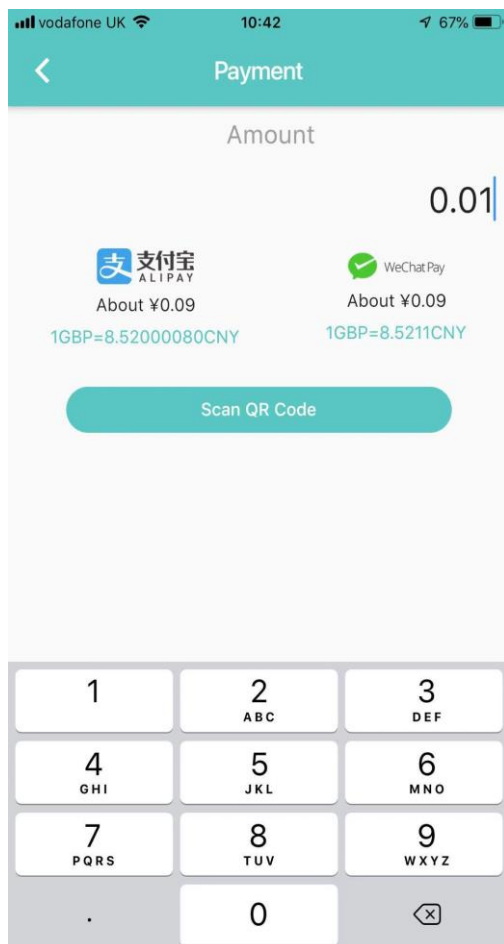# FUSIONPAY

INTRODUCTION TO FUSIONPAY APP

FusionPay

1.ENTERING THE APP & HOME PAGE

Once you open the Fusionpay app, you will be at the home page as shown. From here you can choose to accept payment, give a refund, or to look at your transaction history.
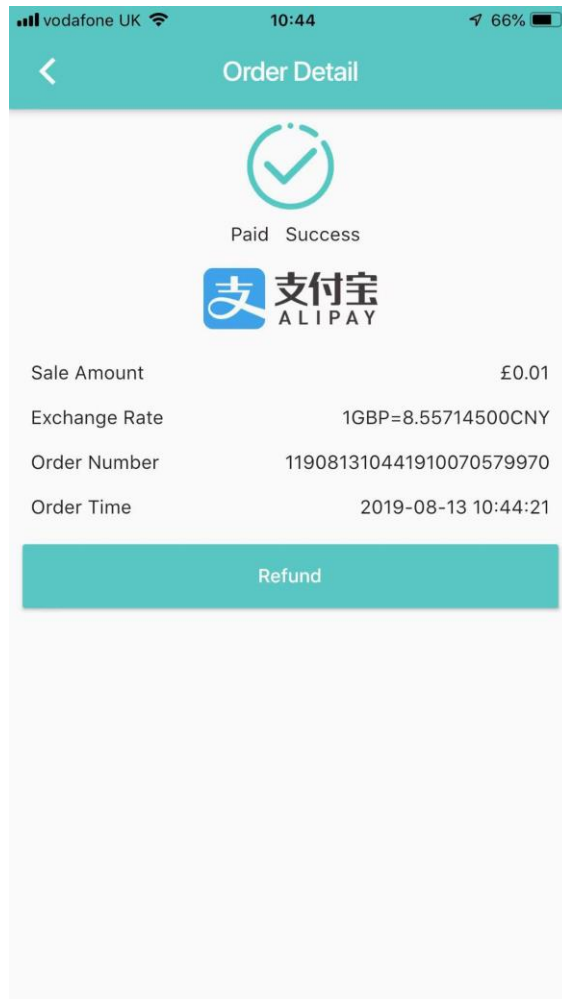
2. PAYMENT

If you choose to accept payment from a customer, the left screen will appear. **Real time exchange rates** are shown for each service and are specific depending on the service being used.

Enter the value you wish to charge. **Scan the customer's QR code** from their phone and the payment will be done. (You do not need to choose AliPay or Wechat Pay, the customer will choose from their side and show you the QR code)
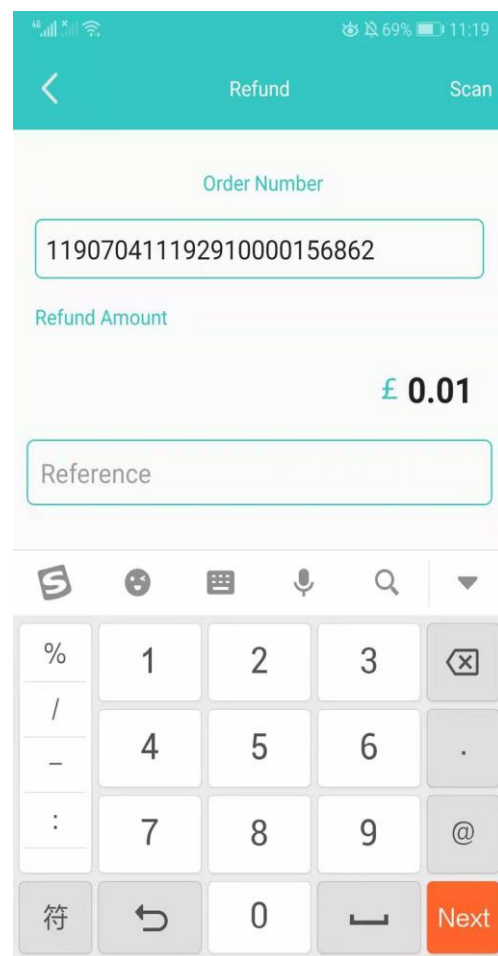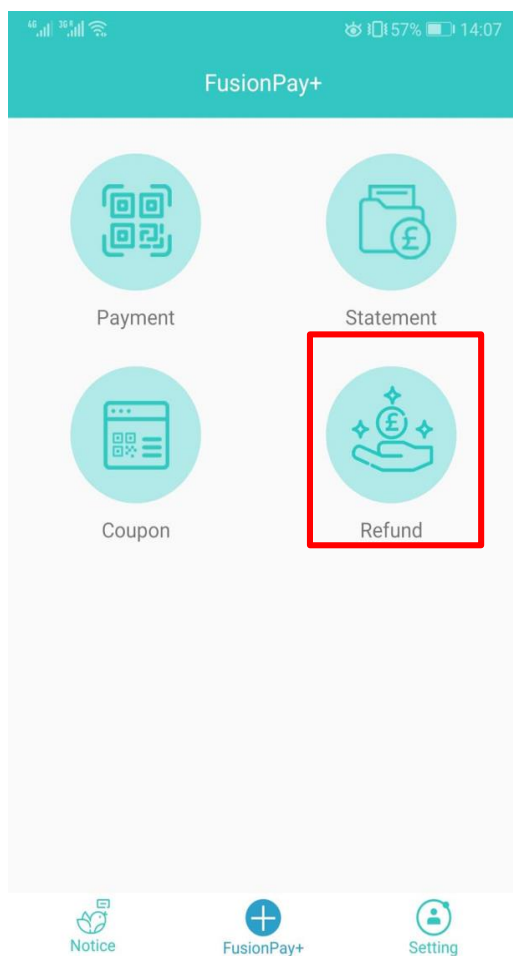
3. RECEIPT

Once the payment is processed you will be redirected to this screen showing all the necessary information, including the sale amount, the exchange rate at which the transaction was conducted, Order number, and the exact second the order went transaction went through. From here it will automatically be saved to your **transaction history** (statement) .
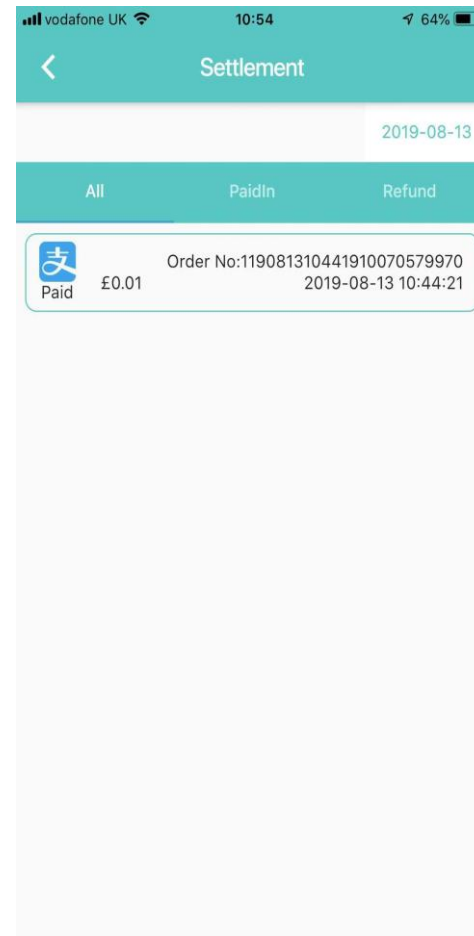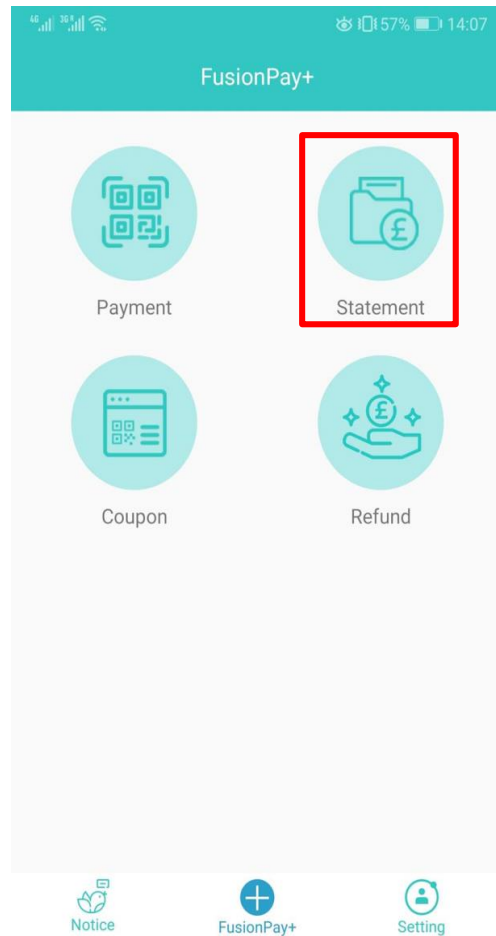
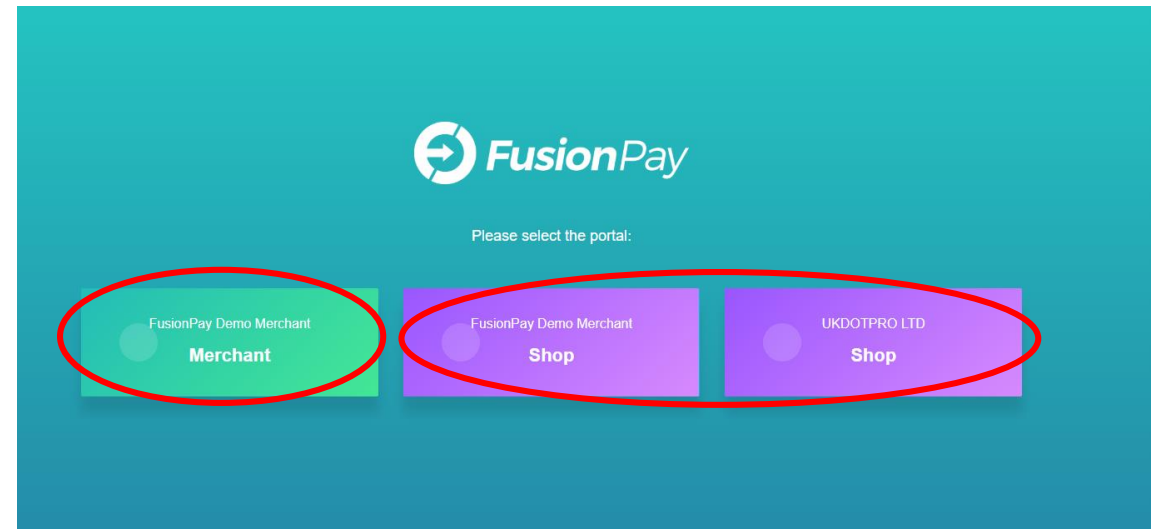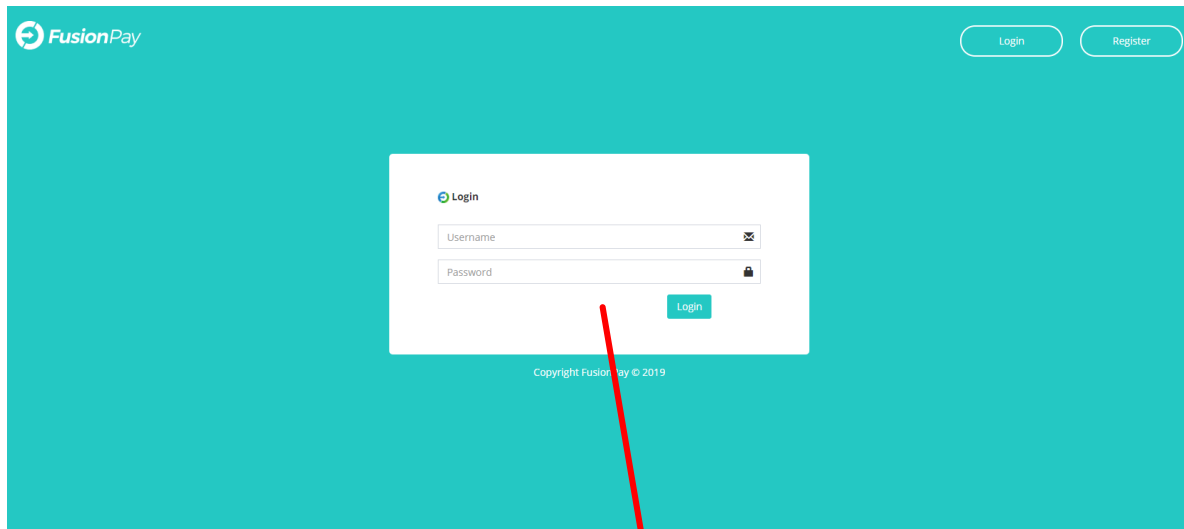You can find this transaction (this page) in the '**statement**' from the main.

4. REFUND

If you wish to conduct a refund you just simply **click 'Refund' from the home page** and **scan the barcode on the customer's e-receipt in their app** and get into the page on the right, then **enter the amount** you wish to refund. The refund will be done.

5. STATEMENT(CHECK,REFUND AND PRINT)

You can find every single transactions(summary and details) in the 'statement' from the home page.

6.PORTAL (https://company.fusionpay.co.uk)

You will have a portal login account(will be given after e-agreement) to login to see and search for all the transactions.

This is like the 'statement' part in the App. The green button is for the head office to overview **all of its shops' statements** while the purple buttons are for **each individual shop's statements**.

6.PORTAL (https://company.fusionpay.co.uk)

Once you have logged in just scroll down to see your transaction history to view all data points of each individual transaction such as, exact date and time, exchange rate for each given transaction, amount, etc.

6.PORTAL (https://company.fusionpay.co.uk)

To search for transactions/ settlement from specific dates simply go to the bar and the left hand and click the tab. You can choose the specific dates you wish to view. It will show you all the data points that appeared on the previous page.

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