

Heartland Setup

The following steps set up the direct interface with Heartland Payments in version 8.0.2200 and higher:

- 1) Verify you have purchased the direct interface so that it is enabled in the license file
- 2) Verify you have the Heartland parameter sheet provided from the processor
 - a. This includes: URL, License ID, Site ID, Device ID, Username, and Password
- 3) Go to Manager's Menu → Register Setup → Credit Card Setup:
 - a. Select "Heartland" from the Primary Host Name dropdown menu (NOTE: If you do not see the option for Heartland, you will need to call the MicroSale office)
 - b. Type "Heartland" into the Secondary Host Name and the Merchant ID fields
 - c. The Terminal ID is 5 zeros
 - d. Select the "Save Credit Card Setup" button, EXIT MicroSale to the Windows desktop and RESTART MicroSale

The image shows two screenshots of the 'Credit Card Setup' window. The first screenshot, labeled 'Step 3', shows the 'Primary Host Name' dropdown menu set to 'HEARTLAND'. The 'Secondary Host Name' and 'Merchant Id' fields are both set to 'Heartland', and the 'Terminal Id' is '00000'. There are buttons for 'Dial Epay Setup' and 'Mercury Setup'. The second screenshot, labeled 'Step 4', shows the same window but with a 'Heartland Setup' button circled in red, indicating it is the next step in the process. An arrow points from the 'Mercury Setup' button in Step 3 to the 'Heartland Setup' button in Step 4.

- 4) Go to Manager's Menu → Register Setup → Credit Card Setup:
 - a. Select the "Heartland Setup" button (Now displaying to the right of the Mercury Setup button)
- 5) The Heartland Account Setup window launches. Your parameter sheet will provide you the data to fill into each field. Once you are finished, select SAVE and exit to the Manager's Menu
 - a. Note: Site Trace should be left blank
 - b. The URL is standard but verify with your parameter sheet:
<https://posgateway.secureexchange.net/Hps.Exchange.PosGateway/PosGatewayService.aspx>

The image shows the 'Heartland Account Setup' window. It has several text input fields: 'URL', 'License Id', 'Site Id', 'Device Id', 'User Name', 'Password', and 'Site Trace'. At the bottom of the window, there are three buttons: 'Delete' (red), 'Save' (blue), and 'Exit' (grey with a red 'X' icon).

- 6) Go to Register Options by Terminal → Menu/Credit Cards → Enable "Accept Tips Internet Connection" → SAVE → Exit MicroSale to the Windows desktop → Restart MicroSale
- 7) Start an audit and run a test transaction to verify credit cards are working correctly