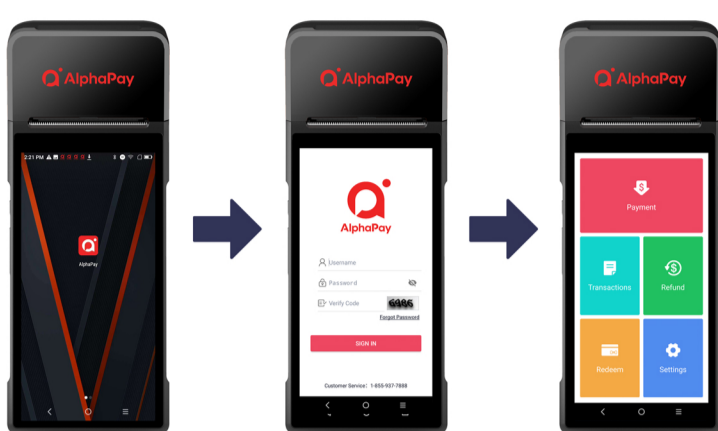


AlphaPay User Manual - SUNMI POS

- Login

1. Visit the “AlphaPay App” from the homepage
2. Enter the “Username” and “Password”
3. Then “SIGN IN”

*Please call our toll free at 1.855.937.7888 for an assistant if needed



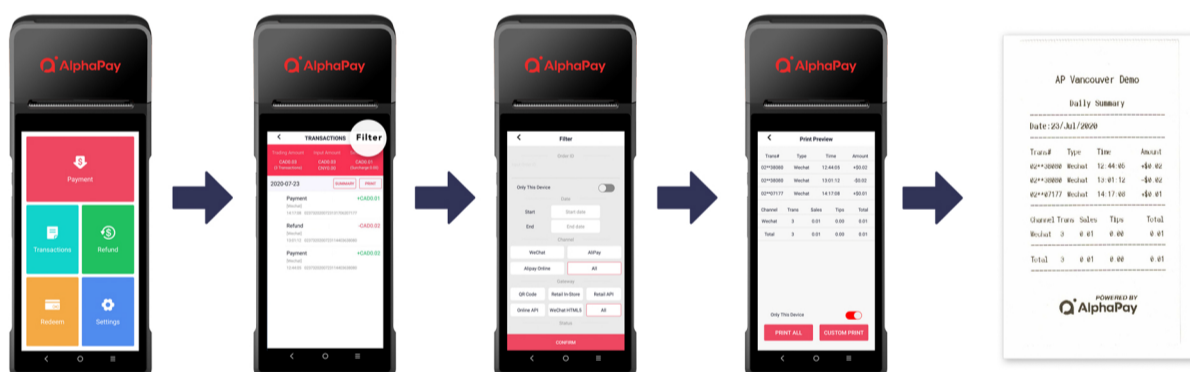
- Receive Money

1. Navigate to “Payment”
2. Enter “CAD Amount” and click “Scan Code”
3. Put the customer’s WeChat/Alipay/UnionPay payment QR Code into the frame and “Waiting for Payment”
4. Confirm “Payment Successful” and “Print Receipt”
5. Click “Done” to return to the homepage



- Transaction Records and Report

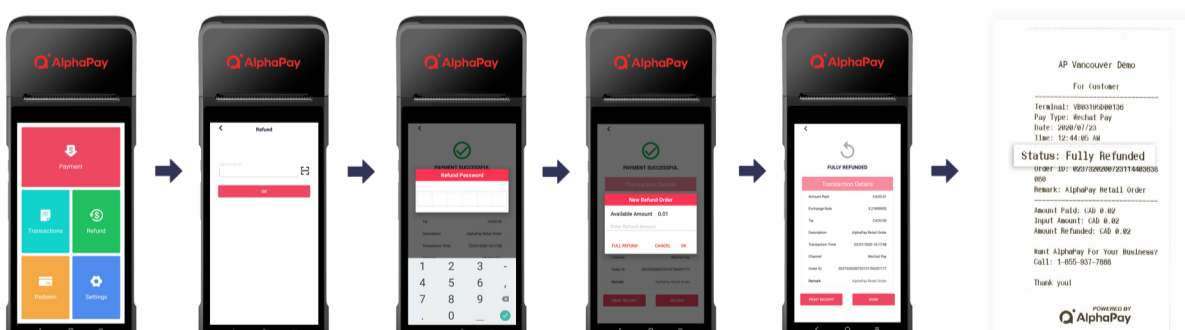
1. Navigate to “Transactions”
2. Click “Filter” on the right corner of the transactions page
3. Enter the “Start and End Date”, then click “Confirm”
4. Click “PRINT” > “PRINT ALL” to print the Daily Summary



- Refund

Enter a **refund password** to do either a full refund or a partial refund, the refund amount can not exceed the total amount of the order.

1. Navigate to “Refund”
2. Input “Order ID” or click the “QR” to scan the “refund QR Code”
*Please note that the order ID and refund QR Code can be found from the customer’s receipt
3. Enter the Refund Password
4. Enter “Refund Amount” or “Full Refund” then click “OK”
5. Confirm “FULLY REFUNDED” and “PRINT RECEIPT”



- Settings

Feature	Introduction of features
Language	Choose the preferred language including: English/Simplified Chinese/French
Auto Print	Print the receipt automatically after payment successful
Voice Notification	To get the voice notification after payment successful
Customer Service	AlphaPay online customer support
Help Center	More user manual