Log On Terminal

Select Logon Clerk.

Enter Clerk ID. Press green enter key. (Must be 4 numbers)

Enter Clerk Password. Press green enter key. (Must be 4 to 8 numbers)

Press any key to begin transactions.

**NOTE:** Prints a receipt with a logon message Clerk XXXX is logged on.

Terminal is logged on and ready for operation.

Log Off Terminal

Select Retailer Options.

Select Logon/Logoff Clerk.

Select Logoff Clerk.

Terminal prints clerk totals. Press any key.

**NOTE:** Prints a receipt with a logoff message and clerk logoff totals.

Terminal will not perform any transactions in this mode.

Supplies

The VeriFone Vx570 can use either of the following types of single-ply thermal-sensitive replacement paper:

- CRM0039 High Grade Thermal Paper 2 1/4 inch
- CRM0027 Medium Grade Thermal Paper 2 1/4 inch

Balance Inquiry

Swipe EBT card or press Manual Entry to manually enter card number. **NOTE:** Card Numbers that are manually entered on a Balance Inquiry Terminal require a supervisor password.

Select WIC Balance Inquiry.

Customer enters PIN on the PINpad and presses ENTER on PINpad. Screen will flash:

- Contacting Host...Waiting For Line...
- Dialing Primary...Waiting for Answer...

Terminal will print WIC Balance Inquiry receipt.

Load/Change WIC Price(s)

Select Retailer Options.

Arrow down and select Load WIC Prices.

Scan or Enter Item #.

Enter price. Press Green Enter Key. Scan or Enter New Item # or press Red Cancel Key to return to previous screen.

Terminal displays item description and current price. Press button beneath Change and enter new price. Press green enter key. Scan or Enter next Item# or if finished press the red cancel key.
WIC Purchase With NO Cents-Off Coupons *

Swipe EBT card or press Manual Entry to manually enter card number. **NOTE:** If not logged on as a supervisor, terminal will prompt for a supervisor password if manually entering a card number.

Select WIC Purchase.

Customer enters PIN on the PINpad and presses ENTER on PINpad. Customer’s WIC Prescription is now loaded in POS.

Scan or Enter Item # to be purchased. **NOTE:** Qty key must be pressed first to enter multiple quantities of an item and will always default back to one quantity.

Subtotal amount is displayed. If NO Cents-Off Coupons are presented by cardholder, press TOTL button. **DO NOT** enter the total amount of the WIC items sold. Doing so will “zero out” the transaction and the store will not be paid.

Terminal prompts if transaction is “All Finished”. Press “1” to complete WIC Purchase.

* For instructions on completing a WIC Purchase WITH Cents-Off Coupons, see the Virginia WIC EBT Vendor Manual.

WIC EBT Vendor Help Desk
1-877-436-6057