

Payarc Gateway

Quick Reference Guide

Please see
support.payarc.com
for in depth guides

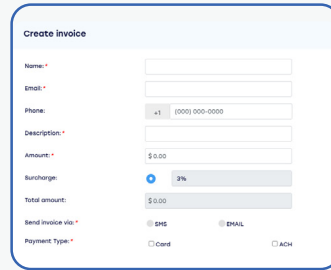
Customers



On the customer page you are able to **create, export, or charge** customers.

- Charge Customers by selecting the contact and pressing the **"Charge"** button on the left.
- This will prompt you to create and send an invoice.

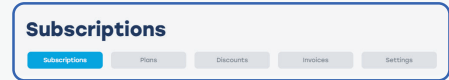
Transactions

A screenshot of a 'Create Invoice' form. The form has the following fields: Name (text input), Email (text input), Phone (text input with a '+1 (000) 000-0000' placeholder), Description (text input), Amount (text input with '\$ 0.00' placeholder), Burcharge (radio button selected, '3%' dropdown), Total amount (text input with '\$ 0.00' placeholder), Send invoice via (radio buttons for 'SMS' and 'EMAIL'), and Payment Type (radio buttons for 'Card' and 'ACH').

On the transactions page, select **"New"** in the top right corner.

- Fill out the invoice information and send it via SMS or email.

Subscriptions



On the Subscriptions page, there are five detailed sub-views.

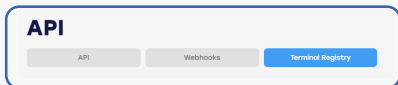
- Find the view you want and select it.
- You can also create new customers from this page to easily create and sign customers up for subscription or send them invoices.

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Payarc Support
support.payarc.com
877.203.6624

API



On this page you can access API keys, webhooks, and your terminal Registry.

- Use this page to setup hosted checkout pages or iframes, seamlessly embedding payments into your website.

Disputes & Deposits



View, filter, and export all your dispute and deposit information from their respective pages

- Merchants can review cases, upload supporting documents, and respond directly through the disputes tab.

Interested in deep diving ACH transactions?

Scan the code below, to get started.

