

Execu/Tech Systems, Inc. Secure Tokenization



To create a new account for i4Go the Shift4 account must already be set up and you will need the Customer Configuration Report showing the API Serial Number, Password, Merchant ID and Card Types.

Go to <u>https://secure.i4go.com</u> and register a new account. Use the following image as a template. DO NOT HIT THE ENTER KEY TO MOVE BETWEEN FIELDS.

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Contact Infor	mation					
First Name	Support					
Last Name	Support					
Title	ET Support					
Phone	850-747-0581					
Cell	850-832-4317					
Fax	850-747-0491					
Email Varification	support@execu-tech.com			=		
Email vernication						
	Sharing Opt-OUT - Check this option to NOT elevels any management and shinks. Sharing Opt-OUT - Check this option to NOT allow Shift4 to share this email address with selected business partners.					
Company Information						
Company Name	Brush Creek					
Address Line 1	66 Brush Creek Ranch Road					
Address Line 2						
City	Saratoga					
State or Province	WY					
Postal Code	82331					
Country	United States					
Website						
User Informa	tion - This user name, is the name you will use to log into your account.					
User Name	ETBrushCreek					
Password	Change password					
	Save Reset					
Done	Internet Protected Mode: Off	4 +	1 95%			
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After creating the account an email will be sent requiring you to verify the account. Click the link and log in. You will be asked to change the password. Change it to Execu9tech@

Execu/Tech Systems, Inc. i4Go Setup Guide

Once an account is created you will need to create a Site for each Merchant ID. Once logged in to the account click on the "My Sites" button and then on the "Add a new site" link. The Site Name should be descriptive of the Merchant ID. You'll enter the API Serial Number for the merchant as well as the API Password and when you click on the Merchant ID field it should update with the list of Merchant IDs set up for this customer. If no IDs appear then the account hasn't been linked to i4Go, yet. This takes a couple days after the account it set up with Shift4 and is automatic. There is nothing we have to do but wait. Use the following images as a template.

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	Site Information							
L		Site Name	Brush Creek Lodging					
	D	OLLARS ON THE NE	T API Information					
		API Serial Number	20003					
		API Password	*****					
		Merchant ID	Lodge & Spa @ Brush Creek (378570) 💌					
		Processing Options	Validate card with a 1\$ authorization					
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		Referrer						
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The Company Logo can be found in \\DATASRVR\datadrive\Graphics\i4Go and is named i4Go_secure.png. The Payment Types Accepted should be selected based on the Customer Configuration Report. JC = JCB and NS = Discover.

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Company Logo	Browse					
	Clear image					
	Important Note: Some templates allow the logo to be virtually any size, other templates expect the logo to be a specific size. The in requirements as well as how and where the logo is displayed is dependent upon the template chosen.	Ng (
Template White Thin i4Go Footer lower right - Full top banner logo 💌						
Color Scheme	Black on White					
Body Width	400					
Success Message	Abbreviated message w/auto continue, no delay					
Failure Message	Standard message w/auto continue, no delay					
User Prompts						
Cardholder Name	Display Require					
Street Address	Display Require					
Postal Code	Display Require					
CVV2/CVC/CID	Display Require					
Card Type	Unused 💌					
Expiration Date Free form Drop down menus						
Payment Types Acce	pted					
American Express 🗸	● Yes ◎ No					
Diners Club 🗹	● Yes ◎ No					
Discover 🗸	● Yes ◎ No					
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(including IT'S YOUR CARD)	© Yes ⊛ No					
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