

E-CONNECTIONS USER GUIDE



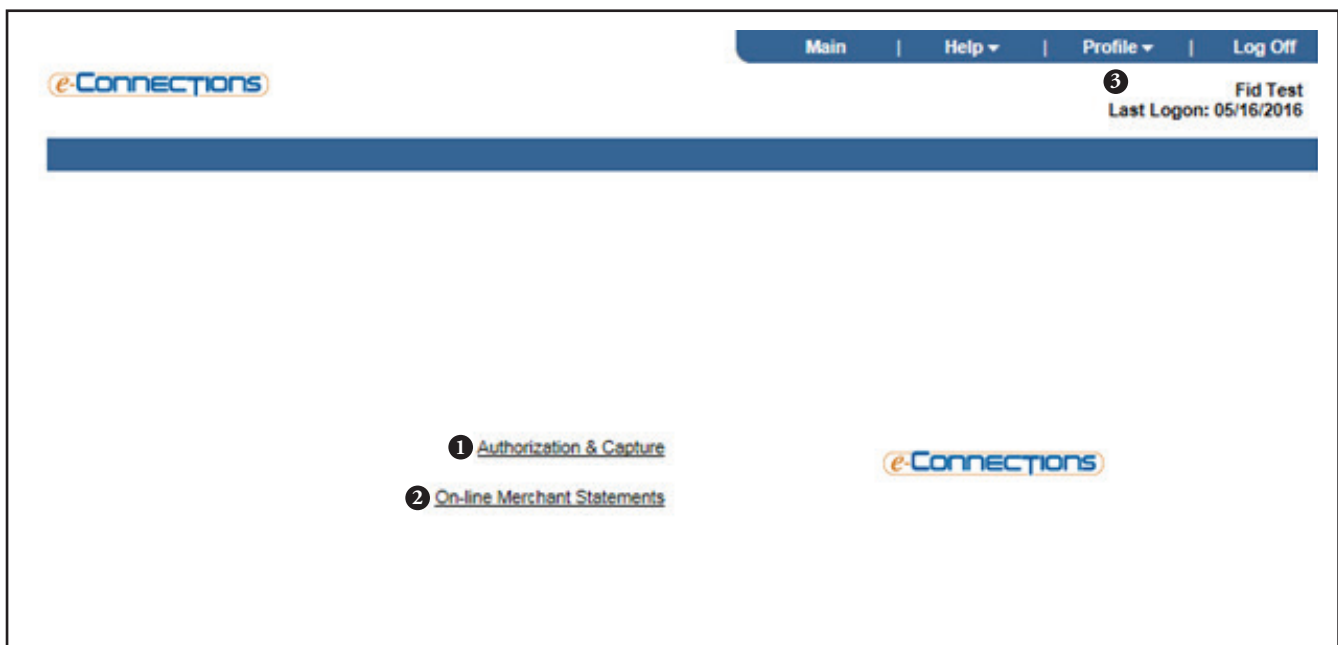
Signing In

- www.fidelitybanknc.com/econnections
- Enter log in credentials and click *Log On*
- At your initial sign in, you will be prompted to read through the Terms of Use document. Once you are ready to proceed, simply click the “I Accept” circle and then the *Submit* button.



Landing Page

- You will be directed to the e-Connections landing page. From here, you can view statements, research authorizations, and capture detail.
 1. To research authorizations and capture detail, click *Authorization & Capture*.
 2. To view statements, click *On-Line Merchant Statements*.
 3. To navigate back to the main landing page, simply click *Profile* at the top of your screen.



Viewing Authorization & Capture Details

- Once you have clicked *Authorization & Capture*, you are directed to the Daily Summary screen. This screen will show you transactions that have been completed today or on a specific day. To change the date, simply insert the date you wish to view and click the *Refresh* button.

The screenshot shows the 'Authorization & Capture' interface. At the top, there are navigation links: Portal, Main, Help, Profile, and Log Off. The user is identified as 'Fid Test' with a last login of '05/16/2016'. Below this is a secondary navigation bar with 'Bulletins', 'Daily Summary', 'Inquiry', and 'Reports'. The main section is titled 'Daily Summary' and includes a date selector set to '05/15/2016' and a 'Refresh' button. The data table below shows:

Total Authorizations		Total Capture	
Count	Amount	Count	Amount
0	0.00	0	0.00

Below the table is a 'Store Summary' section with a table that has columns for Store, Authorizations (Count, Amount), Capture (Count, Amount), Purchases, Credits, Prepaid Load, Tips/Cashback, and Net Amount. A message states: 'There is no data available for this time period'.

- To view card authorizations, click the *Inquiry* menu option and then click *Authorization* in the drop down menu.

This screenshot shows the same interface but with the 'Inquiry' menu open. The 'Authorization' option is selected. The date is now '05/09/2016'. The data table shows:

Total Authorizations		Total Capture	
Count	Amount	Count	Amount
3	360.13	3	360.13

Viewing Authorization & Capture Details Cont.

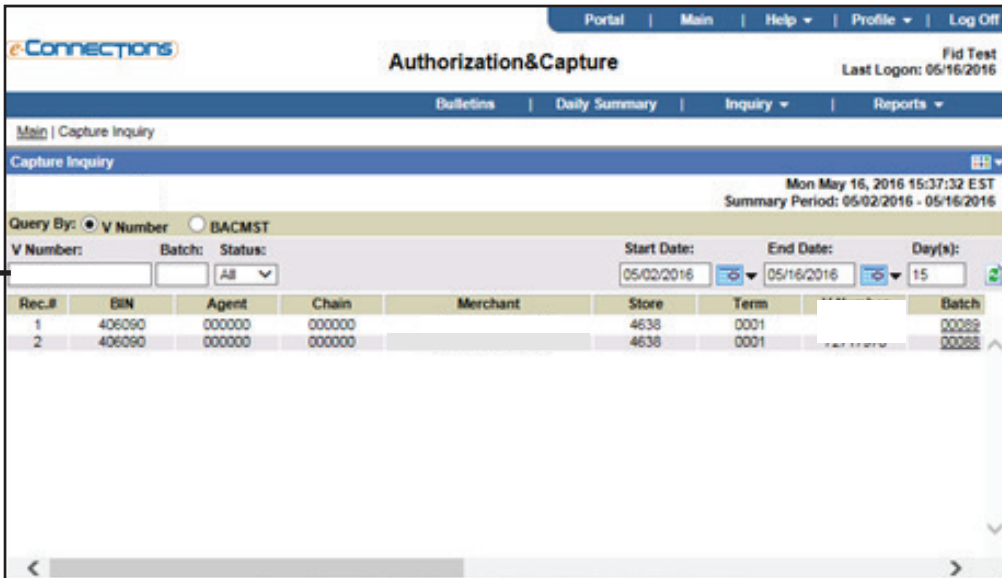
- Enter in a date range (7 days maximum) and click the *Refresh* button. This will provide you with complete credit card information including card number and expiration date.

- To view specific batch details, click the *Inquiry* menu option and then click *Capture* from the drop down menu.

Total Authorizations		Total Capture	
Count	Amount	Count	Amount
3	360.13	3	360.13

Viewing Authorization & Capture Details Cont.

- You will need to enter your “V” number starting with a 7, select your date range, and click the *Refresh* button. All batches will be displayed, starting with the most recent.
- Batch number, amount and date, as well as the transaction count are all displayed.



V Number →

Rec.#	BIN	Agent	Chain	Merchant	Store	Term	Batch
1	406090	000000	000000		4638	0001	00088
2	406090	000000	000000		4638	0001	00088

Viewing Authorization & Capture Details Cont.

- To see batch specific information, simply click on the *batch number (hyperlink)* and the Batch Detail screen will load. You will be able to see client credit card information with the exception of the expiration date, type of transaction, and even print a receipt from this screen.
- To see even more transaction detail, click on the *transaction sequence hyperlink*. The transaction detail screen will be displayed.

Transaction Sequence
Hyperlink

Trans Seq	Trans ID	Consumer Account	Date/Time	Payment Type	Trans Type	Auth SRC	Auth Code	Amount
00000292			05/10/2016 01:33:37	VI	Mail/Phone Order	5	671987	22.00

Batch ID: 00089
Status: V
Total # Transactions: 1

Batch Total: 22.00

General		
Merchant Name:	Capture Date:	05/10/2016 21:12:41
Merchant City:	Location:	00001
Merchant State:	Industry Code:	D
MCC:		
Base Group		
Record Format:	K	Consumer Account Number: 4741664997368623
Card Type:	VI	Appl Type: 1
Cardholder ID:	N	Requested ACI: Y
Msg Delimiter:		Transaction ID: 386131452175342
Returned ACI:	V	X25 Routing ID: H
Authorized Amount:	22.00	Validation Code: VJ3R
Void Ind:		Transaction Amount: 22.00
Record Type:	DX@'D@R'@	Acct Source: @
Approval Code:	671987	Reimb Atr: 0
Auth Source:	5	Trans Date/Time: 05/10/2016 01:33:37
Transaction Code:	56	Add Rspn AVR: Y
Confirm Code:	44J0	Cashback/Tip: 0.00
Trans Status:	V	Response Code: 00
POS Entry Mode:	@	AVS Result Code: Y
Device Code:	W	Vendor Source Code: VITAL
AVS Response Code:	Y	Tax Amount: 0.00
Purchase ID Format Code:	1	Tax Amount Included ID: 0
P. O. Number:		Market Specific Data ID:
POS Data Cd Ind:	D	UCAF Indicator:
POS Data Cd:	669410655001	Card Brand POS Data Cd:

Viewing Merchant Statements

- To view merchant statements from the main landing page, click *On-Line Merchant Statements*. The past 12 months of statements are available to you. To print or save a copy of the statement, simply click on the date and a PDF will open.

Portal | Main | Help | Log Off

e-Connections **On-line Merchant Statements** Fid Test
Last Logon: 05/16/2016

Statements

Merchant Statement Summary

Bank ID: 3967, Merchant ID: 4

Start Date: 04/16/2015
End Date: 05/16/2016

Date	DDA Account #	# Sales	\$ Sales	# Credits	\$ Credits	\$ Discount	\$ Fees	\$ Total Fee
April 2016								
04/29/2016	0211003500	28	5,686.50	0	0.00	184.85	10.00	194.85
March 2016								
03/31/2016	0211003500	28	6,853.50	0	0.00	222.77	10.00	232.77
February 2016								
02/29/2016	0211003500	25	5,637.50	0	0.00	183.25	10.00	193.25
January 2016								
01/29/2016	0211003500	32	7,115.00	0	0.00	231.27	10.00	241.27
December 2015								
12/31/2015	0211003500	22	5,511.50	0	0.00	179.15	10.00	189.15
November 2015								
11/30/2015	0211003500	18	4,031.50	0	0.00	131.03	10.00	141.03
October 2015								
10/30/2015	0211003500	24	4,216.40	1	240.00	129.25	10.00	136.25
September 2015								
09/30/2015	2110035007	21	4,948.50	0	0.00	160.85	10.00	170.85
August 2015								
08/31/2015	0211000387	1	94.50	0	0.00	3.07	10.00	13.07
July 2015								
07/31/2015	0211000387	2	594.00	0	0.00	19.30	10.00	29.30
June 2015								
06/30/2015	0211000387	1	467.00	0	0.00	15.16	10.00	25.16