



# TOKENIZATION USER GUIDE



WHAT IS TOKENIZATION

**vSecure Tokenization** allows cardholder data to be stored within the vSecure Gateways secure vault. A merchant can process transactions by simply passing a token value representing a cardholder and credit card information. Using the token simplifies transaction processing and mitigates data entry errors. Additionally it eliminates the need to store sensitive information in-house.

CREATE A TOKEN Log-Out

Roll over **Token** on the menu bar and select **Add Customer**.

Populate the Card information and select **Submit**.

**Confirm** customer data to create **Token**.

FIND A TOKEN

Roll over **Token** on the menu bar and select **Find Token**.

Use the **Customer ID Field** to complete the **Query** (Need full customer ID will not do partial or wild card lookup)

Enter the transaction detail information then **Select Process** to complete a transaction using the displayed **Token**

**Confirm** the transaction and **print** or **email** the receipt.

COMPLETE A TRANSACTION WITH A TOKEN Transaction Type

Roll over **Token** on the menu bar and select **Sale**.

Populate desired **Token number** as well as the Charge details and Select **Process**.

- Sale
- Void
- Refund (Credit)