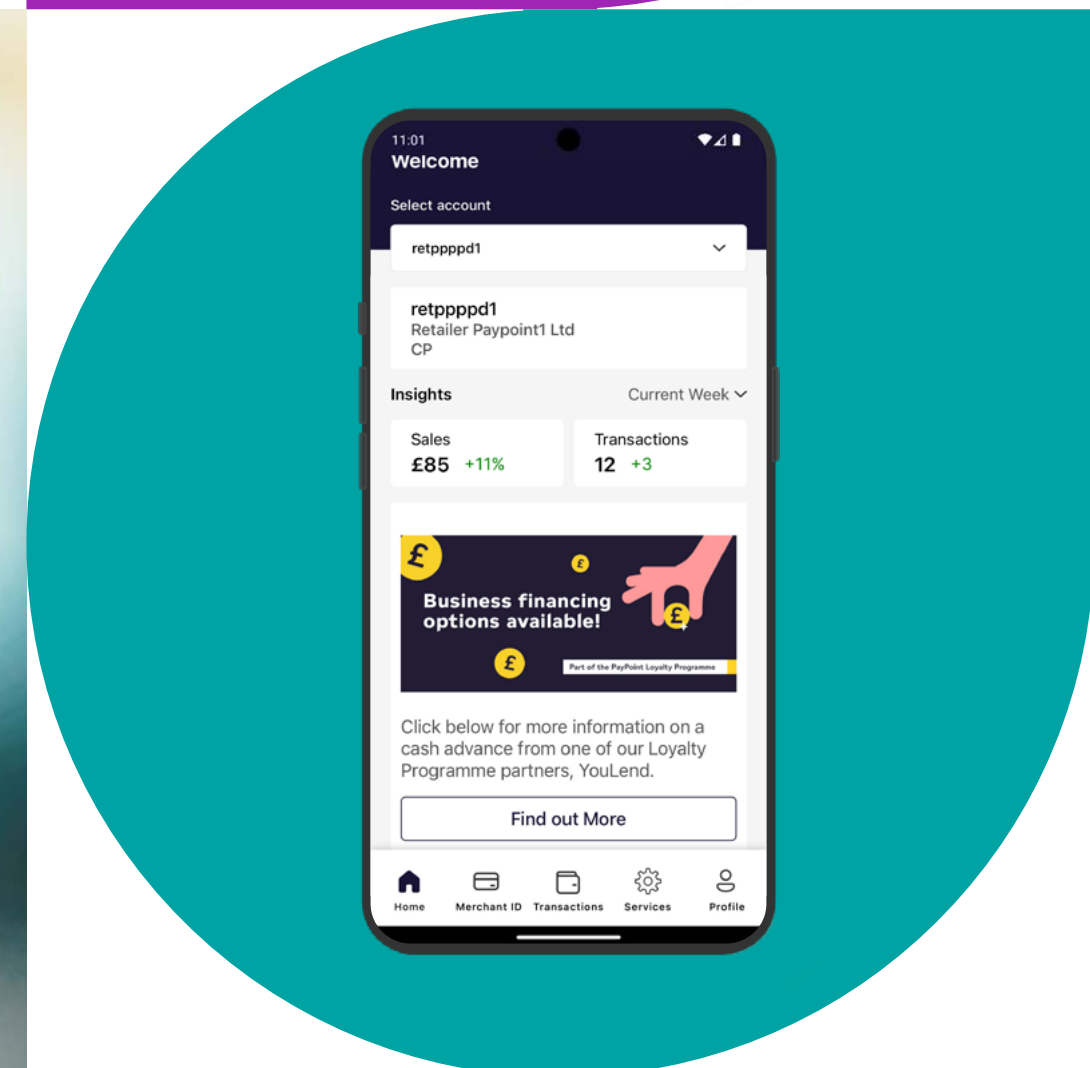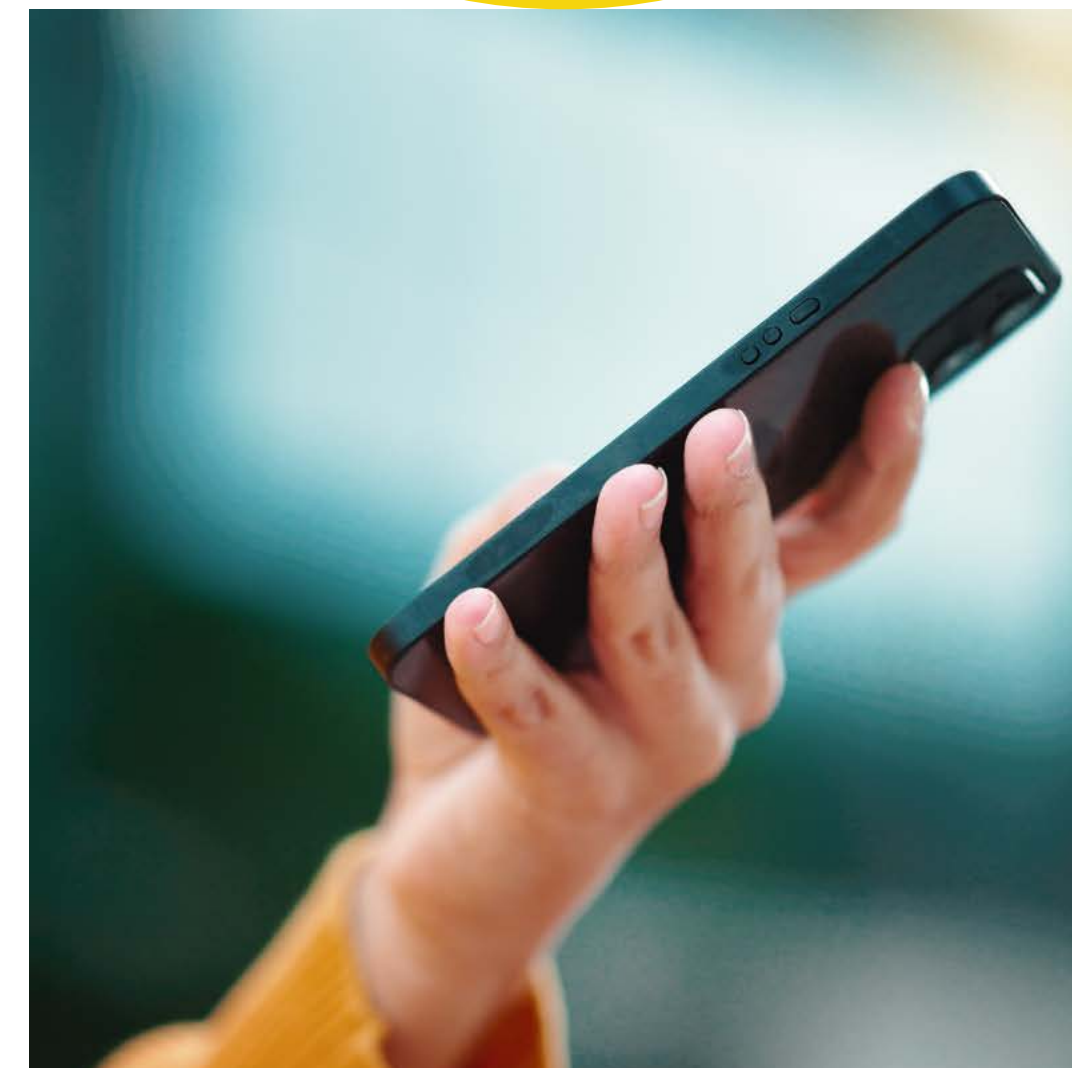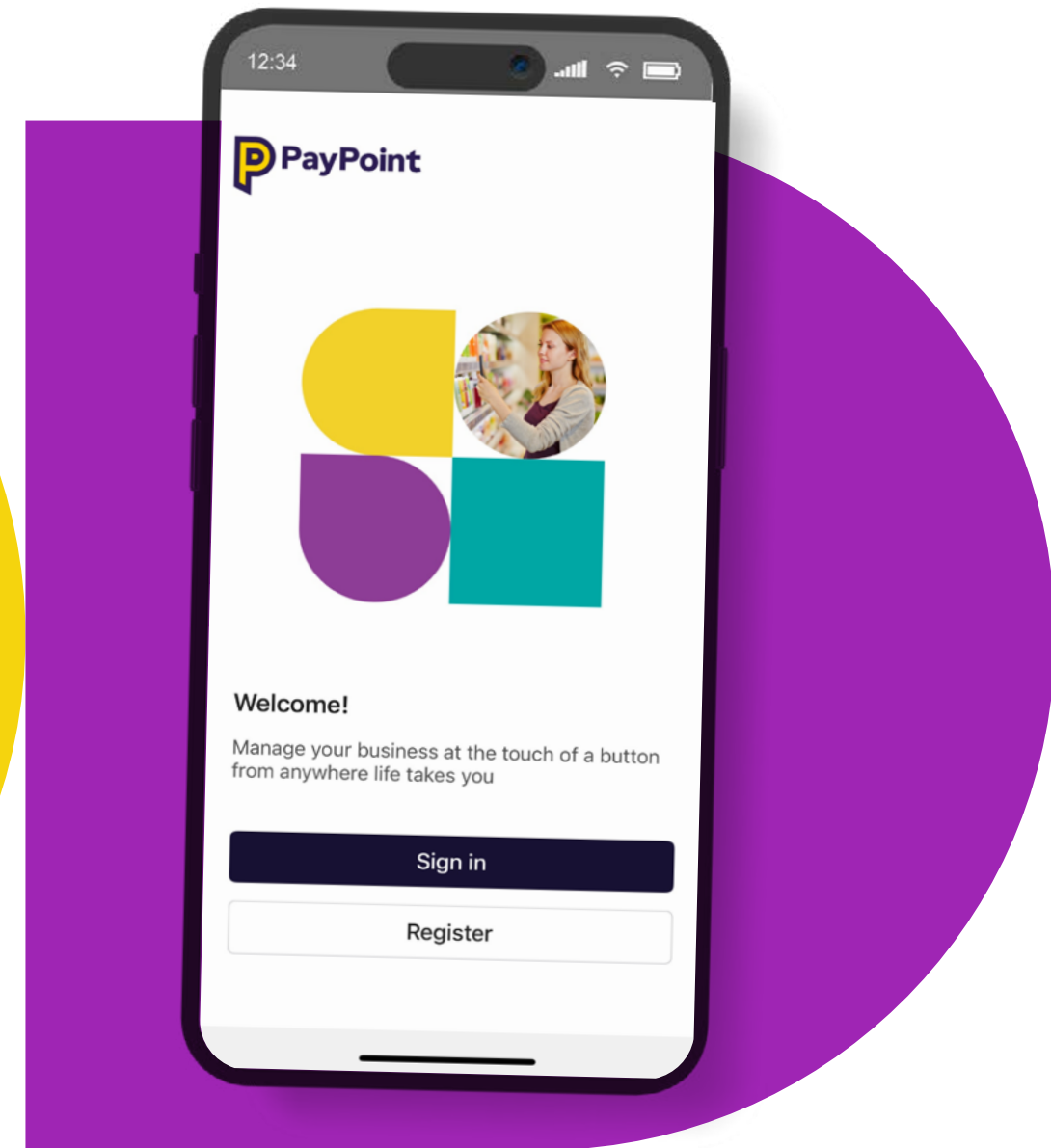# PayPoint

Merchant Mobile App User Guide
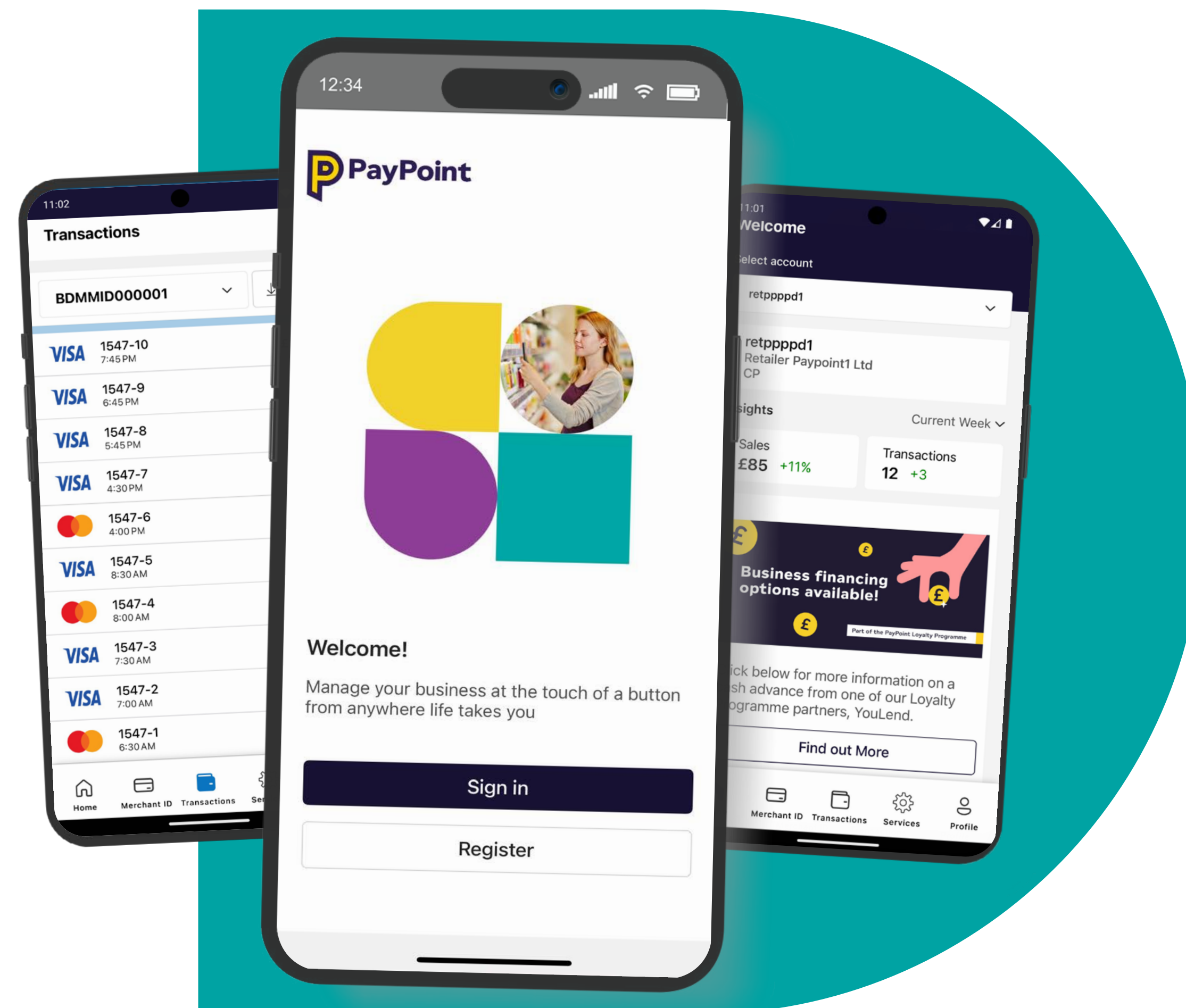
Contents

The PayPoint Merchant Mobile App is a mobile application that makes it easy for you to check your business on the go. It provides insights into your sales and transactions via a simple and easy to read interface

- **Availability**
- **How to use it**
- **Features**
- **Help & Support**
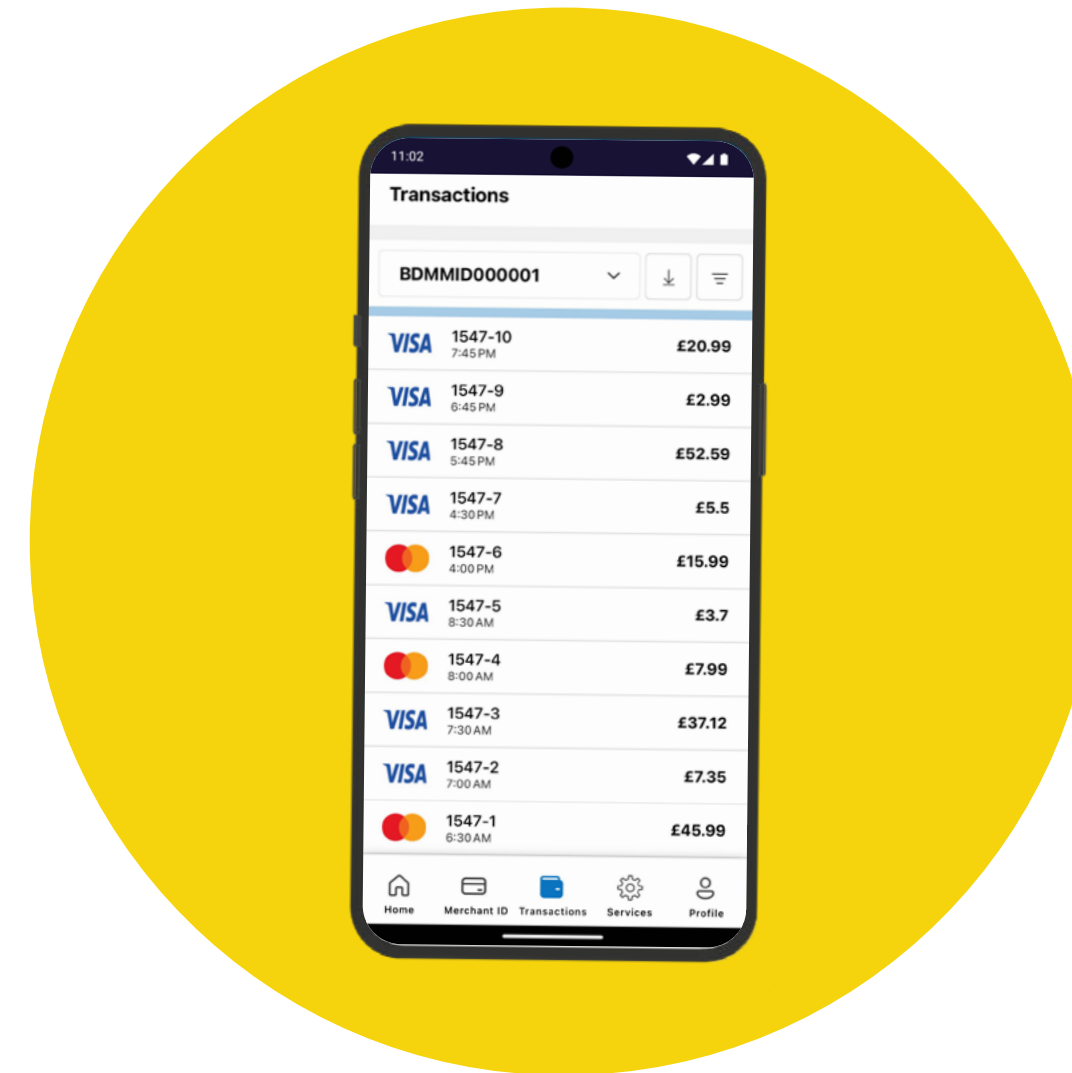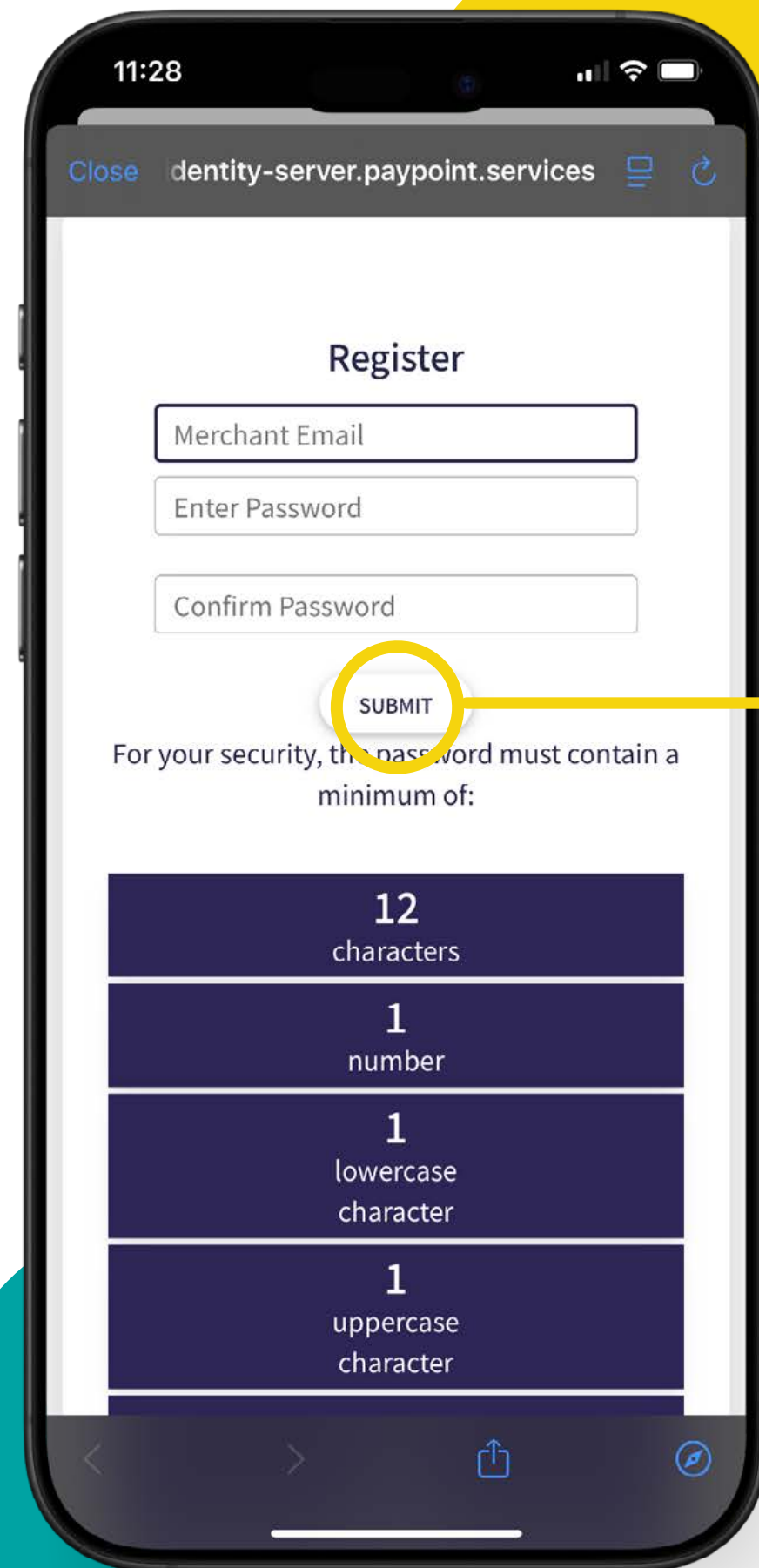
Registration

Welcome page where you can select Register or Sign In

PayPoint

Welcome!

Manage your business at the touch of a button from anywhere life takes you
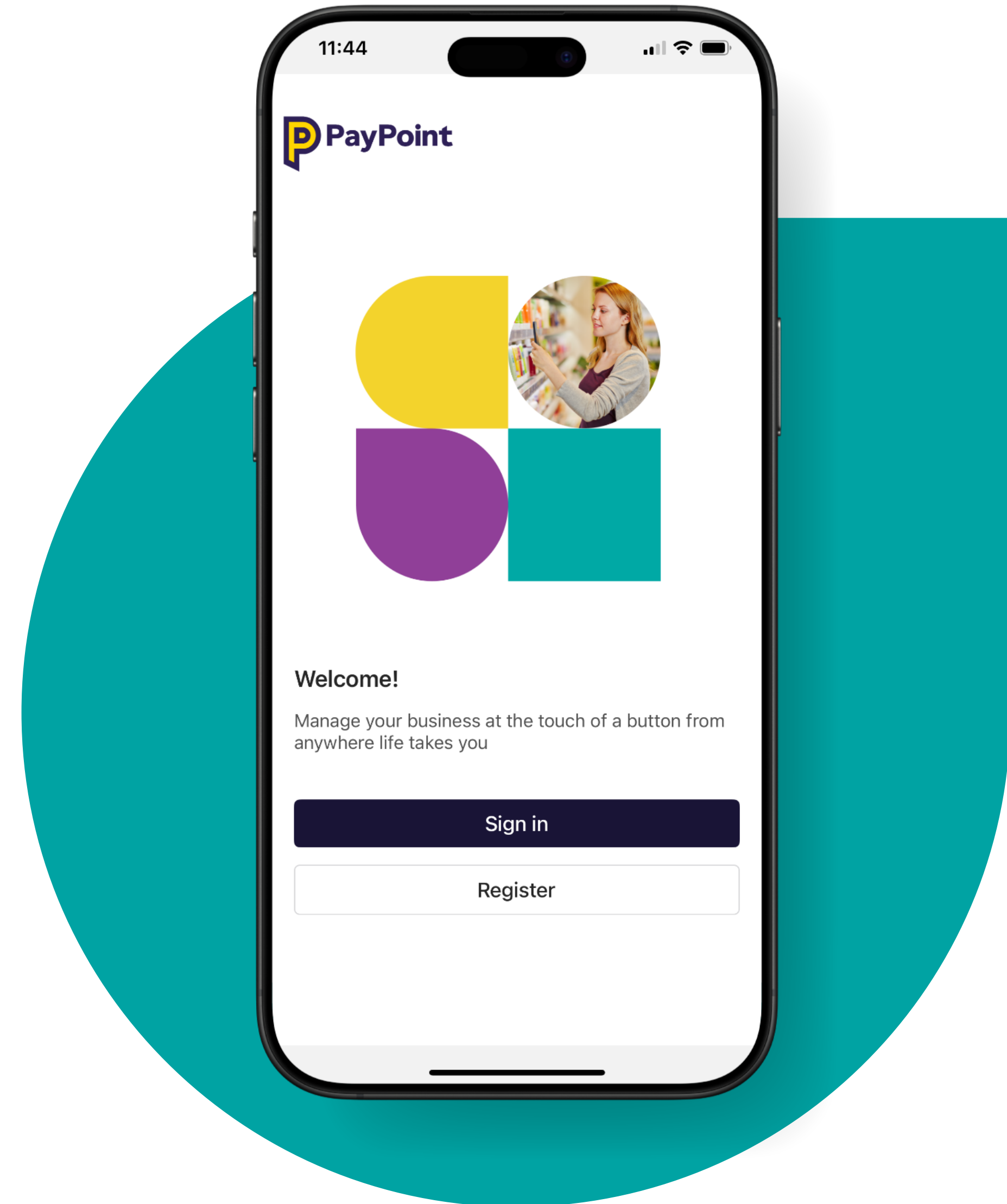
Sign in

Register

Registration and sign in
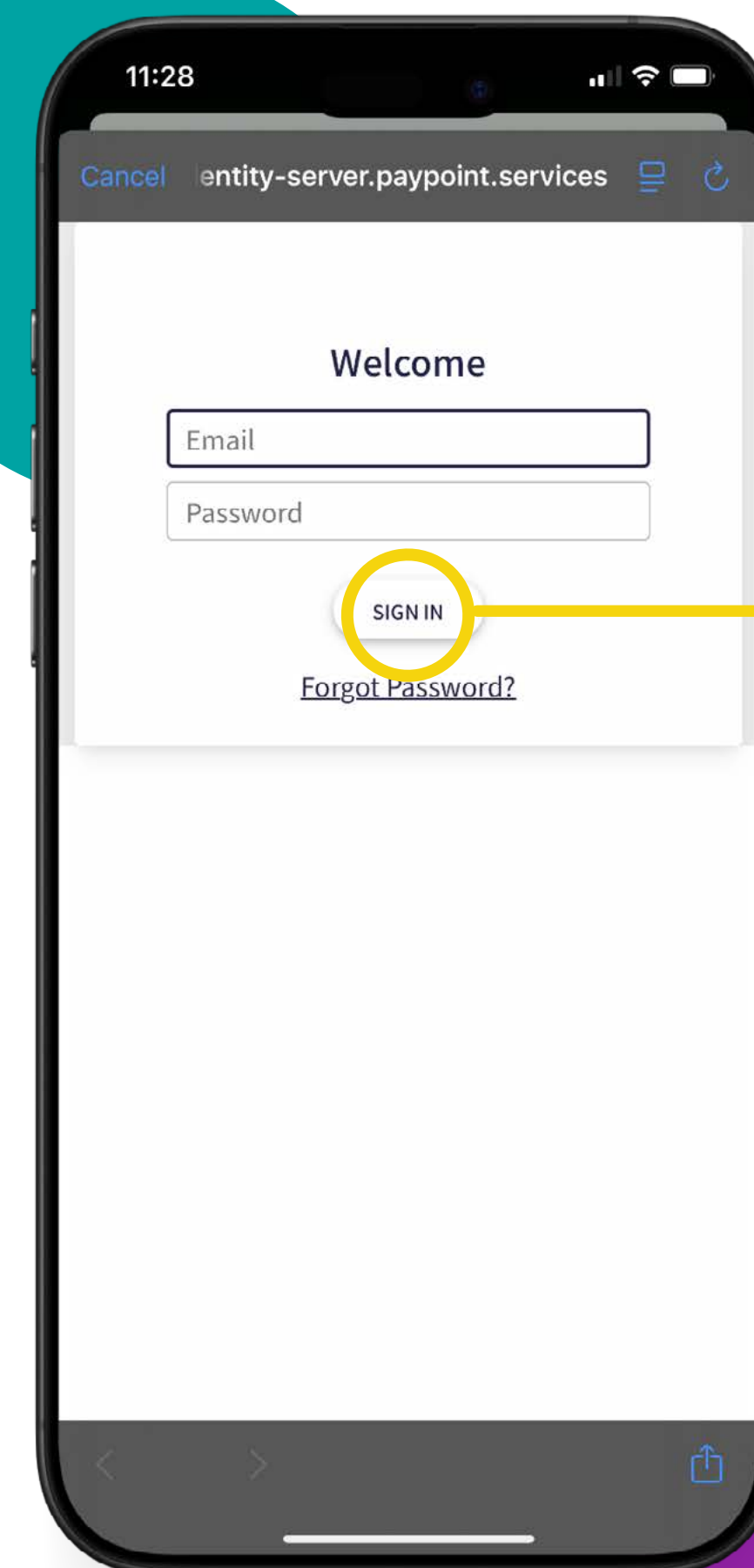
In order to register you will need to provide the email address you used to sign up for card services through PayPoint. You can then create a password and sign up.

Once you are registered you will then be prompted to enter your email address and password.

Forgot your password?

If you have forgotten your password you can reset it here. You will receive an email prompting you to choose a new password.

Homepage - Insights *Part one*

The homepage displays insights and options to choose how your information is displayed.

If you have multiple MIDs, the dropdown menu at the top of the page allows you to select which one you want to see and the corresponding information will be displayed on the homepage.

Insights - Sales

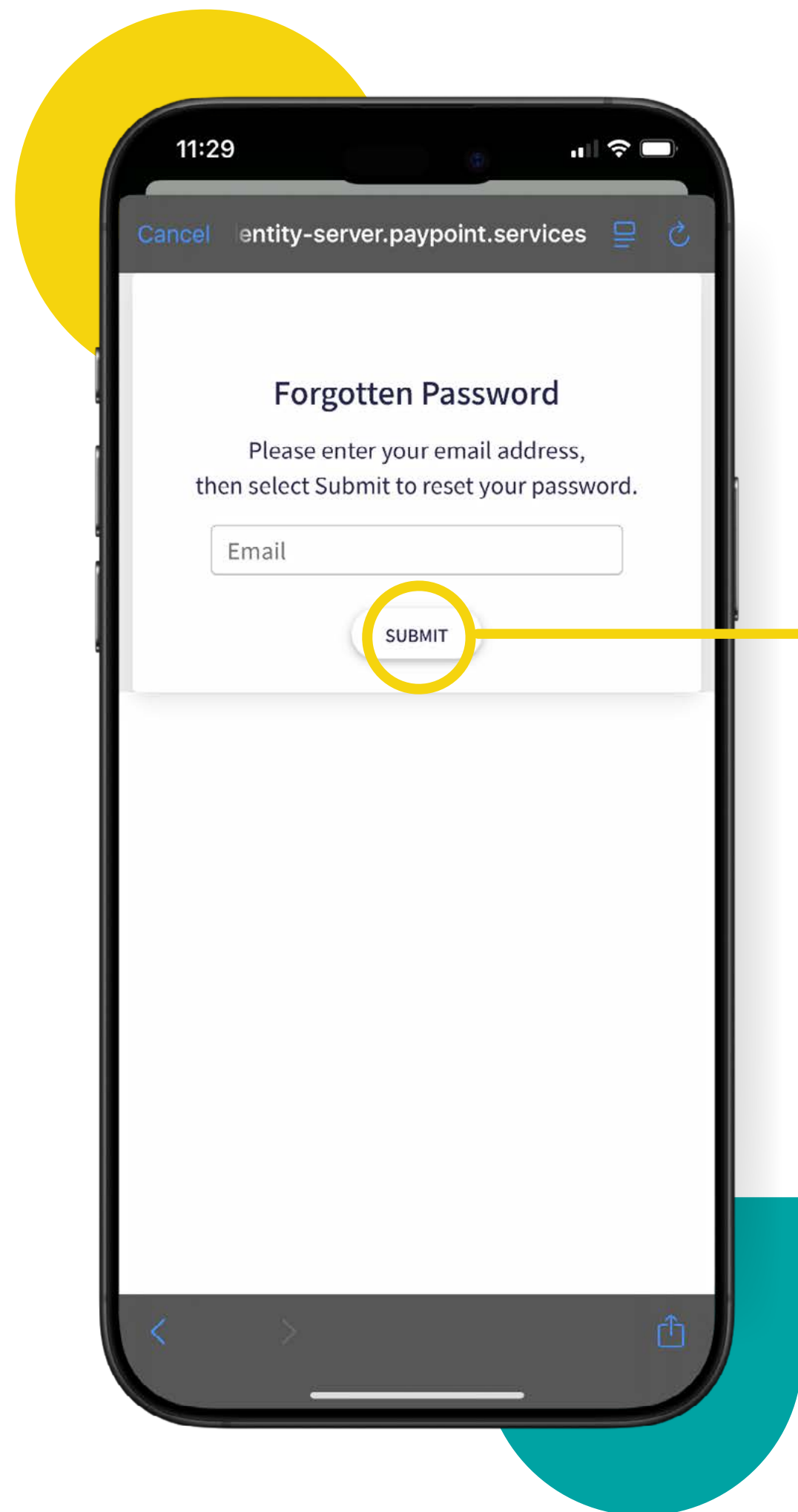Sales show the total value for a selected time range. Choose the time frame you want to view using the dropdown menu. Next to the figures displayed there is a difference between current and past time ranges which will be green or red depending on the performance.

Insights - Transactions

Transactions show the number of payments accepted. Choose the time frame you want to view using the dropdown menu. Like the sales section, you can see the difference between current and past time ranges colour coded depending on performance.

13:29

Welcome

Select account

retppppd1

retppppd1
Retailer Paypoint1 Ltd
CP

Insights   Current Week ⌄

Sales   Transactions
£85 +11%   **12** +3

Business financing options available!

Part of the PayPoint Loyalty Programme

Click below for more information on a cash advance from one of our Loyalty Programme partners, YouLend.

Find out More

Home   Merchant ID   Transactions   Services   Profile

Homepage – Insights *Part two*

The banner under the insights is a link to business funding options from YouLend Ltd, who is part of the PayPoint Loyalty Programme of partner services. The banner may contain a pre-qualification offer for business funding in the form of a cash advance based on your business criteria. If you click the link, it will take you to the PayPoint website to find out more about the business finance product and allow you to apply directly with YouLend.

This section also includes other offers and services that may be of interest to you and your business, as part of the PayPoint Loyalty Programme.

The graph represents the volume of sales during a particular time range. You can change this time frame using the dropdown menu on the righthand side.
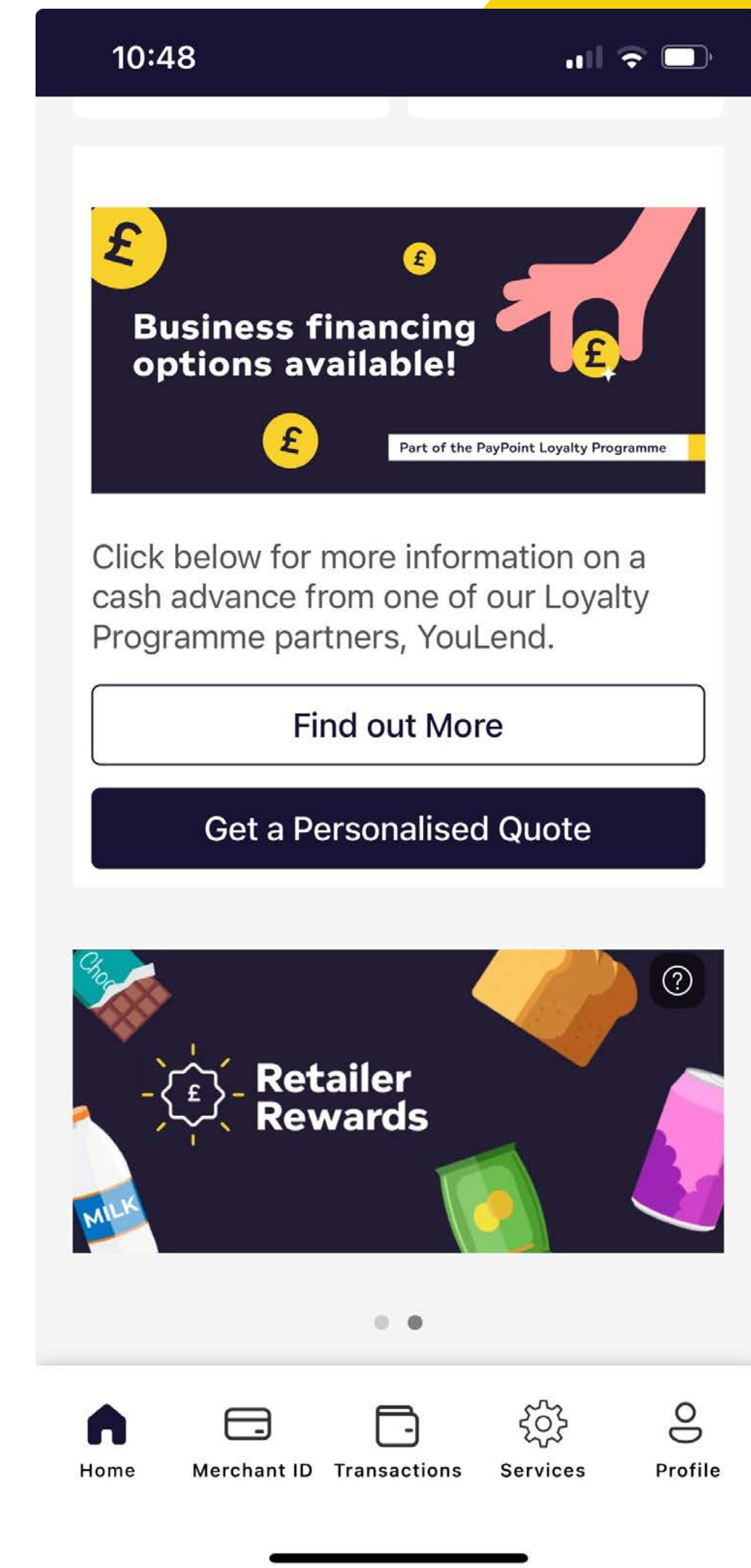
Merchant ID Selection

If you have multiple MIDs, this is where you can select which ones you want to view within your app on the 'Insights' page and the 'Transactions' page.

If you add or remove any MIDs this will be reflected here and will only show current MIDs.

Merchant ID Selection

Select your merchant ID

GB00000001737
Business Name
Type

GB00000001737
Business Name
Type

GB00000001737
Business Name
Type

Home   Merchant ID   Transactions   Services   Profile
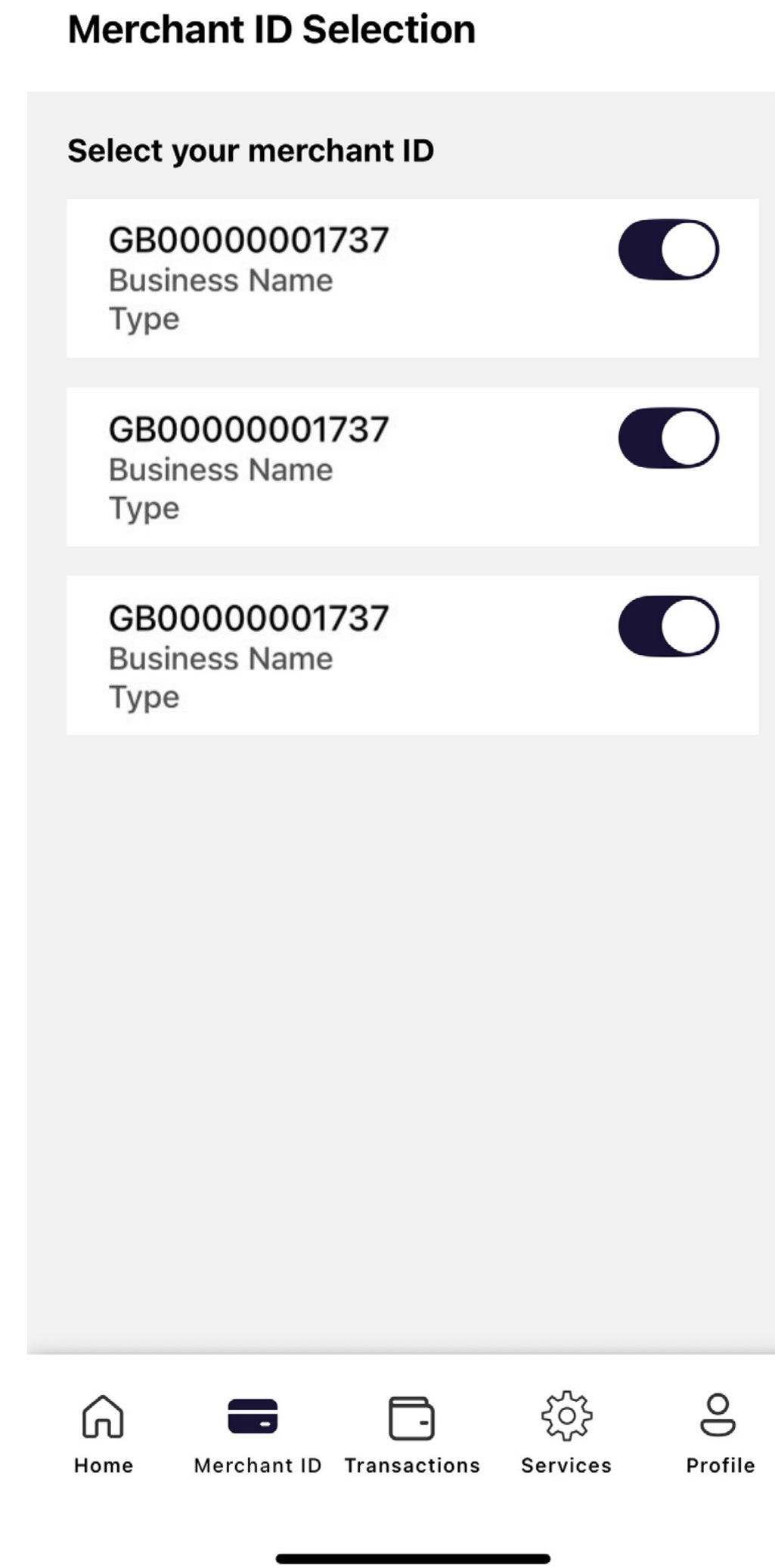
Transactions

The Transactions tab provides a view into transactions associated with a MID. If you have multiple MIDs, you can change the view from the dropdown menu.

You can select a time range to view your transactions. You can download this report to your device in either a PDF or CSV format. These options are available at the top right side of the tab next to the MID selection.

Further info about a transaction is available when you click on a transaction. A detailed view of the transaction will display. To navigate back to the transactions list users click on the back arrow at the top left corner.

The data displayed for insights is provided to PayPoint by your card acquiring service provider. The insights are not a replacement for your billing information which you can access in the merchant portal provided by your card acquiring service provider.

Transactions

BDMMID000001

VISA	1547-10 7:45 PM	£20.99
VISA	1547-9 6:45 PM	£2.99
VISA	1547-8 5:45 PM	£52.59
VISA	1547-7 4:30 PM	£5.5
	1547-6 4:00 PM	£15.99
VISA	1547-5 8:30 AM	£3.7
	1547-4 8:00 AM	£7.99
VISA	1547-3 7:30 AM	£37.12
VISA	1547-2 7:00 AM	£7.35
	1547-1 6:30 AM	£45.99

Home Merchant ID Transactions Services Profile

Transaction details

MID	677003600193189
Transaction value	35.49
Terminal ID	34524228
Card number	************4303
Date and time	11 June 2025, 9:38 pm
Transaction Type	Purchase
Status	Cleared
Auth code	479292

Real-Time Transaction Data

You can see near real-time transactions in the app, by choosing 'Today' in the dropdown menu.

Please be aware that transactions dated "Today" are authorised but not settled. To see true real-time settled transactions, you should log in to your acquirer portal. Any queries regarding card transactions should also be directed to your acquirer.
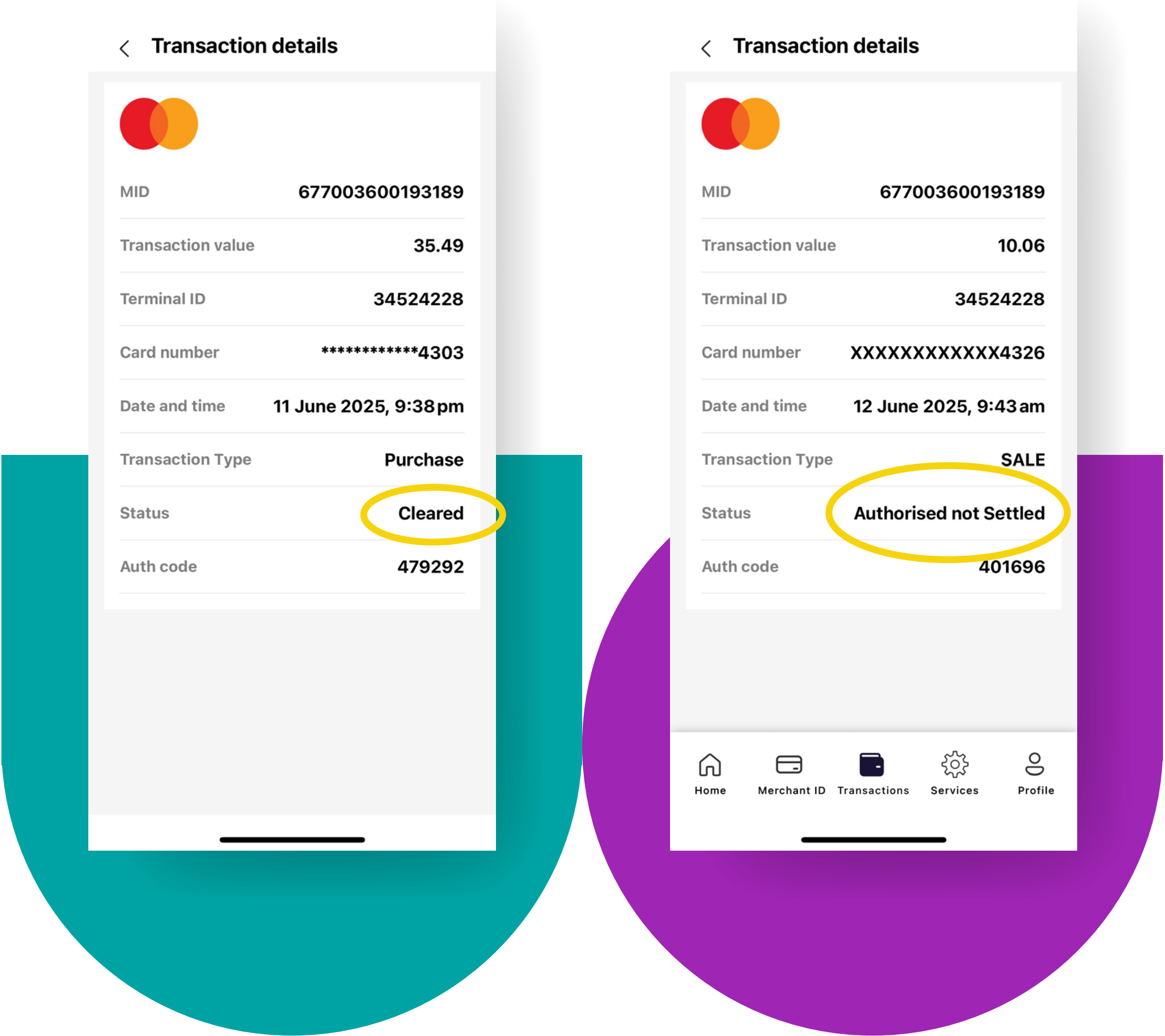

Transaction details	
MID	677003600193189
Transaction value	35.49
Terminal ID	34524228
Card number	************4303
Date and time	11 June 2025, 9:38 pm
Transaction Type	Purchase
Status	Cleared
Auth code	479292

Transaction details	
MID	677003600193189
Transaction value	10.06
Terminal ID	34524228
Card number	XXXXXXXXXXXX4326
Date and time	12 June 2025, 9:43 am
Transaction Type	SALE
Status	Authorised not Settled
Auth code	401696

Home   Merchant ID   Transactions   Services   Profile

Services

Under the Services tab you can access a sales contact form to register your interest in any of our other products and services. Simply select the service from the drop-down menu, click Submit and someone from the PayPoint team will contact you to discuss your query. Please do not use this feature to submit queries for help and support, these should be directed via email to contactus@paypoint.com.

You can also log in to your acquirer portal by clicking the Services tab, it will take you to the acquirer's portal outside of the app and may take a few minutes to load.

Only the relevant acquirer portal(s) will be displayed for the MIDs that you have registered in the mobile app.

We will contact you about your request and about services we provide to you, or you provide to us. We will not sell your details to third parties for marketing purposes. Please see our Privacy Statement for more information on how we use your personal data: https://www.paypointbusiness.com/privacy-statement
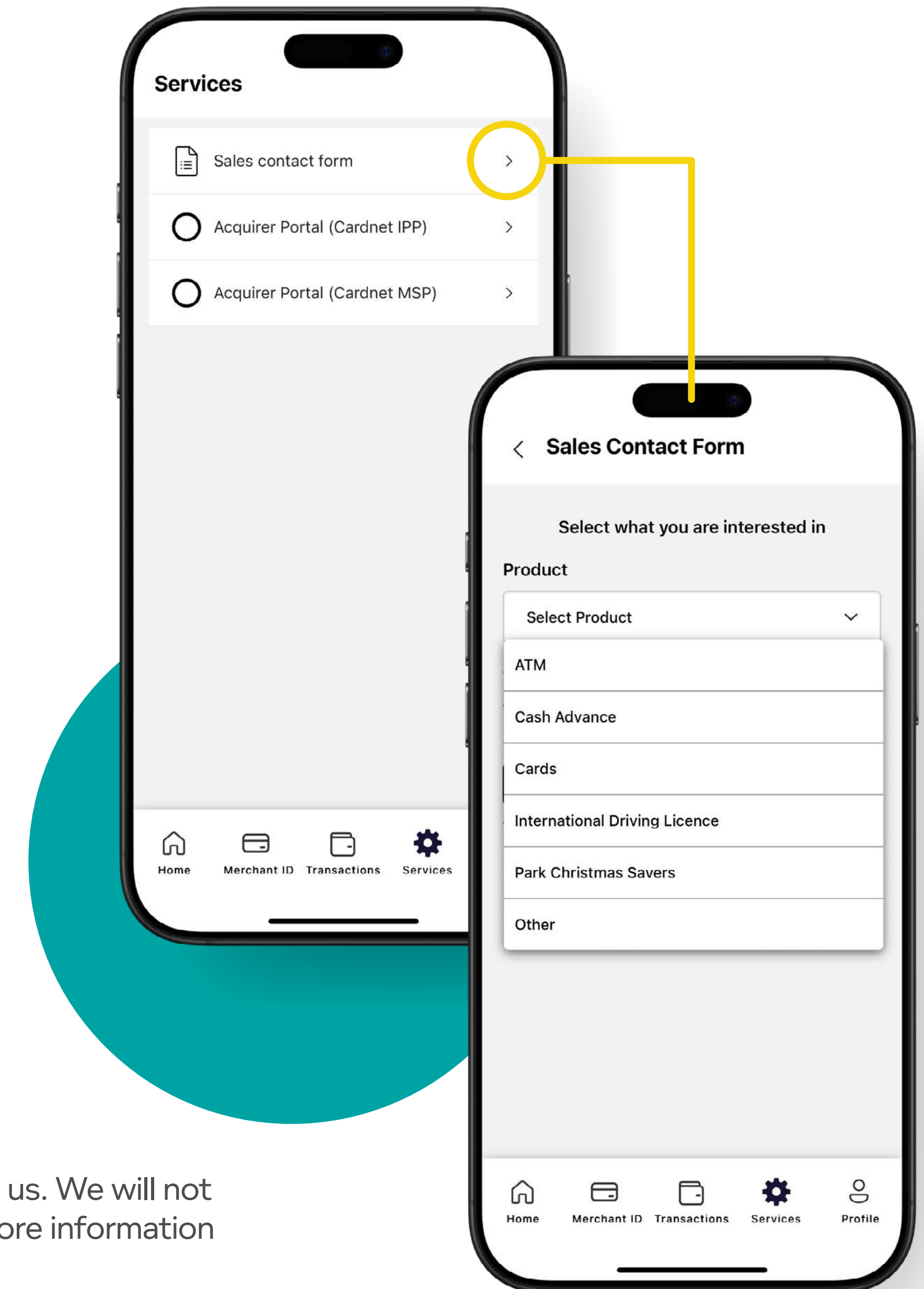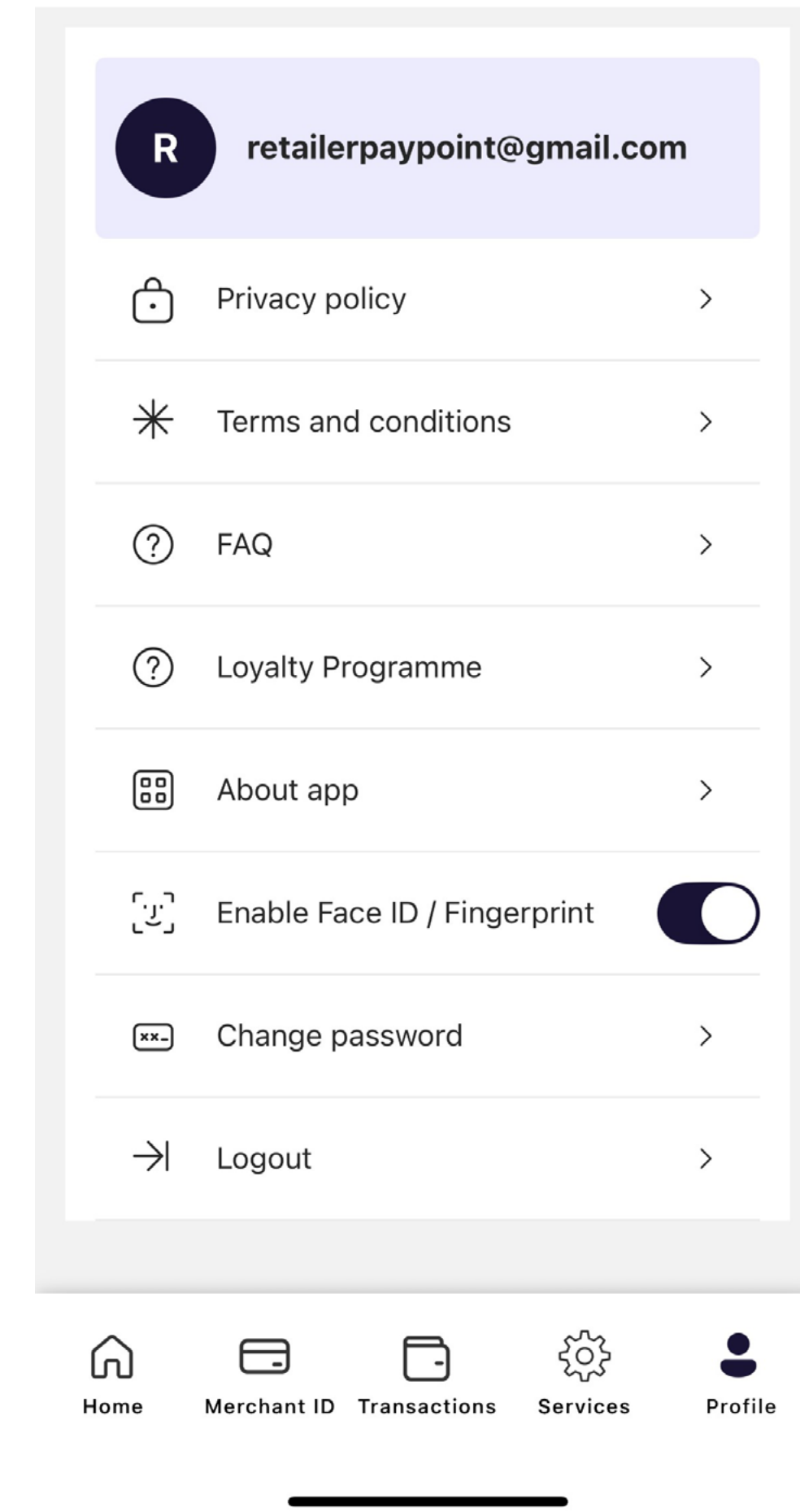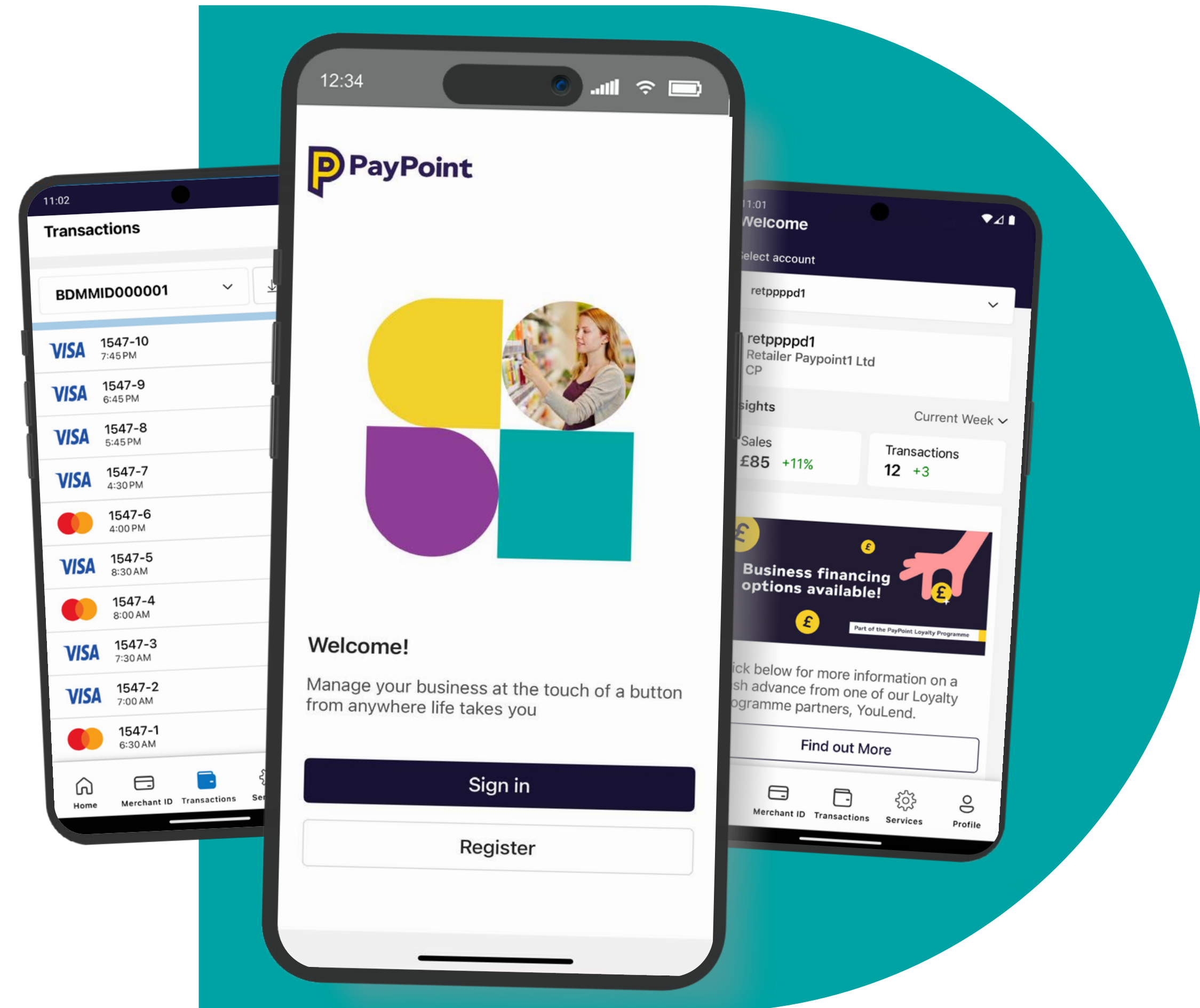
Profile

-Privacy Policy
-Terms and Conditions
-FAQs
-Loyalty Programme
-About App
-Enable Face ID/Fingerprint
-Change Password
-Log Out

In order to update your email address, you will need to contact the PayPoint team on contactus@paypoint.com.

Profile

R retailerpaypoint@gmail.com

🔒 Privacy policy   >

✳ Terms and conditions   >

? FAQ   >

? Loyalty Programme   >

⊞ About app   >

⟦⟧ Enable Face ID / Fingerprint   ⬤

🔢 Change password   >

→ Logout   >

Home   Merchant ID   Transactions   Services   Profile

We will contact you about your request and about services we provide to you, or you provide to us. We will not sell your details top third parties for marketing purposes. Please see our Privacy Statement for more information on how we use your personal data.