



## Agent How-To Guide

# Printing Multiple Money Orders on a Single Transaction

If a customer walks in and needs to purchase more than one money order, the complete transaction can be keyed into the terminal at one time.

Looking at the Verifone terminal, locate the function buttons to the right of the screen. Press the function button just to the right of 'Money Orders'.

Press F2 for 'Money Order Sale'.

Key in your clerk ID and press the green button, 'Enter'.

Key in the first face amount your customer wishes to purchase.

Key in the second amount that your customer wishes to purchase.

You can repeat that process, so long as the total cash value does not exceed \$1,999.99.

When you are ready to purchase, press 'Enter' a second time. The screen will show you the total amount to collect, plus the fees to charge your customer.

Collect your cash from your customer, secure it in your cash register, return any change to your customer and then press F3, 'Yes' to print.

Your terminal will initiate a short communication between itself and Fidelity Express. At the end of that communication, the money orders will print from your printer.

As soon as the printer has stopped printing, tear off the money orders and confirm that you have received your cash from your customer.

Give the money orders to your customer.



To view a video of this guide, [click here](#).

If you have questions, please call our Help Desk at 800.621.8030.