



OPEN MICROSITE INSTRUCTIONS

General Instructions

November 2024

Version 2

CONFIDENTIAL USE

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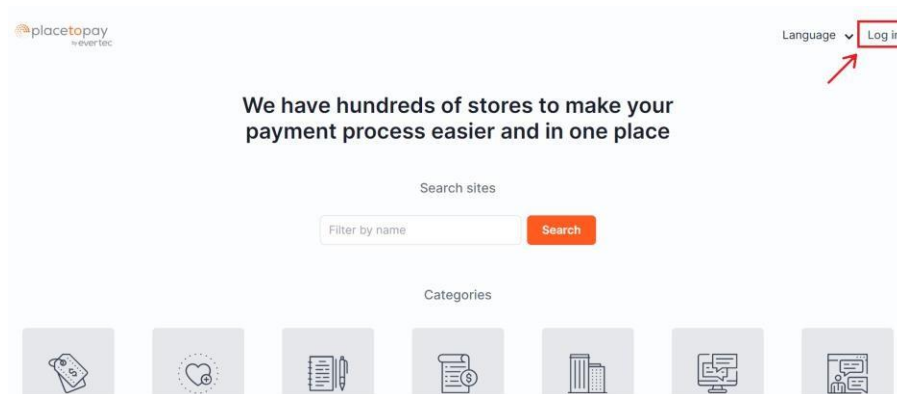
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1. ACCESS TO THE OPEN MICROSITE.

Considerations:

- Have a username and password to access the administrative console:
<https://panel.placetopay.com/index.php/module/Sites/action/Index>
- Be clear about the name of the payment site created in the console, which will be tied to the microsite.

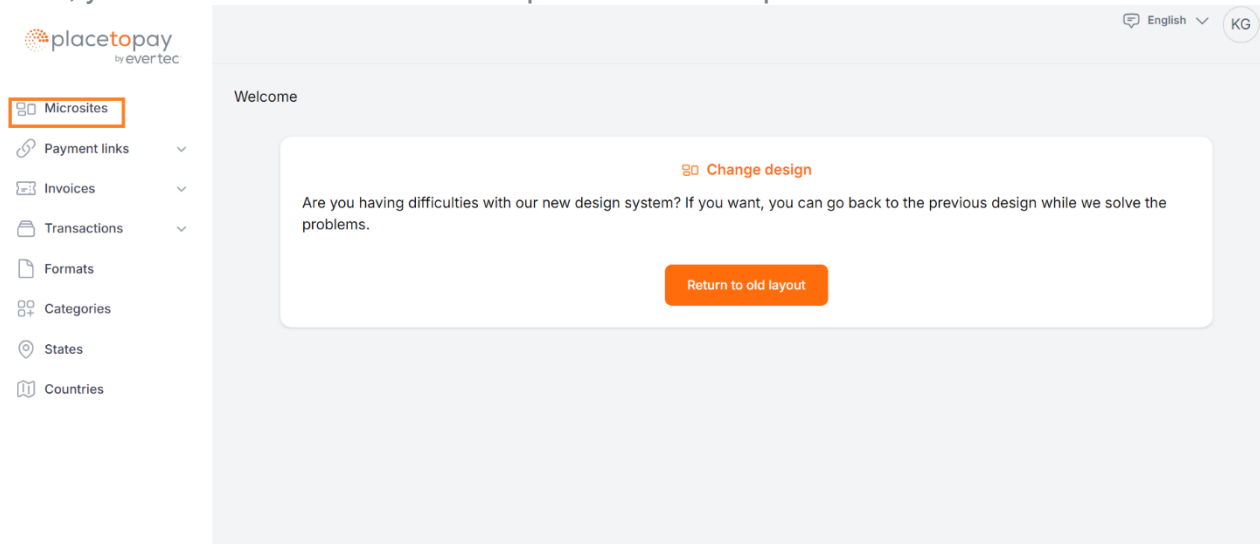
you must click on the start button shown in the link: [Sites - Evertec®](#).



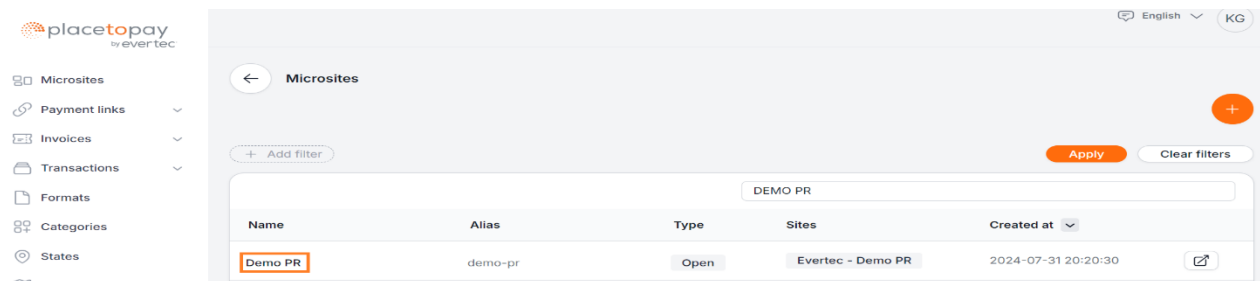
Enter the credentials provided by Placetopay and click on the login button.

The image shows the login form on the Placetopay by Evertec website. The form is titled 'Log in'. It has two input fields: 'Username *' with the value 'evertec_kguzman' and 'Password *' with masked characters. Below the password field is an orange 'Log in' button. At the bottom of the form, there is a disclaimer text: 'By proceeding, I accept the applicable policies for the treatment of my personal data according to the local jurisdiction of the responsible entity and Evertec PlacetoPay in its capacity as manager.'

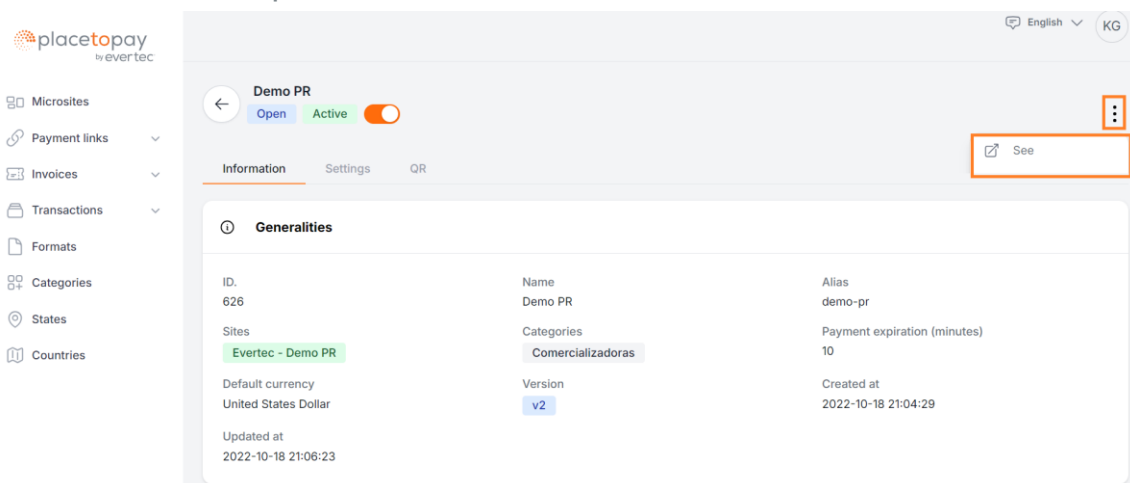
Then, you must enter the microsities option to start the process.



Click on the name of the microsite to access the details.



Once inside the microsite detail, click on the button located at the top right with 3 dots “⋮” and then click on the “SEE” option to enter the microsite and extract the URL to share.



Once inside the microsite, the browser URL must be shared with the client (it is always the same for all clients) so that they can enter the data in the microsite fields:

- **Reference:** is unique for each payment order to be charged, this field is understood as the reference of the transaction.
- **Payment Description:** A brief description of the purchase
- **Amount:** value of the product or service.

Note: these fields must be filled in by the end customers.

The screenshot shows a web browser window with the URL <https://sites-test.placetopay.com/demo-pr>. The page title is "Demo PR". Below the title, it says "Start the payment process, by entering the following information". The form contains four fields: "Reference *" with the value "test", "Payment description *" with the value "test", "Currency *" with a dropdown menu showing "United States Dollar", and "Amount *" which is empty. Below the form, there is a small text block: "By proceeding, I accept the applicable policies for the treatment of my personal data according to the local jurisdiction of the responsible entity and Evertec PlacetoPay in its capacity as manager." and a "Pay" button. On the right side of the page, there is a sidebar with the heading "Electronic payments" and a paragraph: "Pay securely from your home, office, or anywhere through our payment system. Conveniently use our service 24 hours a day, 7 days a week". At the bottom of the sidebar, it says "Made by placetopay" and "English" with a dropdown arrow.

Once you fill in the data and click on the pay button, you will be redirected to the payment portal where you will enter the payment method data and complete the transaction.



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