



OPEN MICROSITE INSTRUCTIONS

General Instructions

Medellín, August 2022

Version 1

CONFIDENTIAL USE

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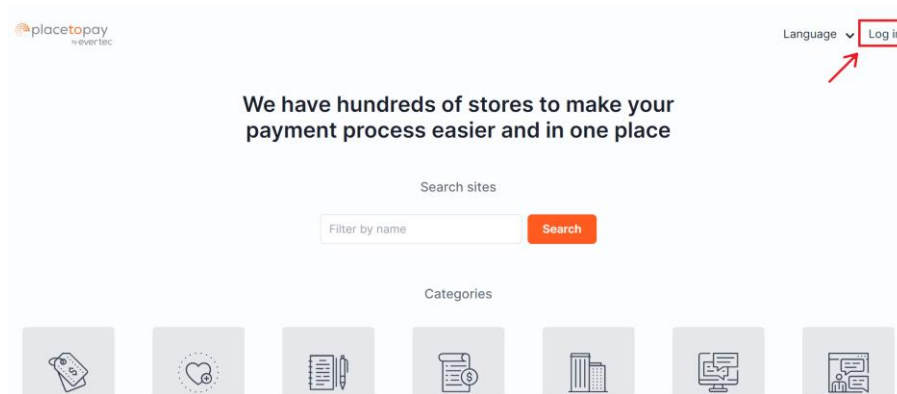
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1. ACCESS TO THE OPEN MICROSITE.

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®](#).



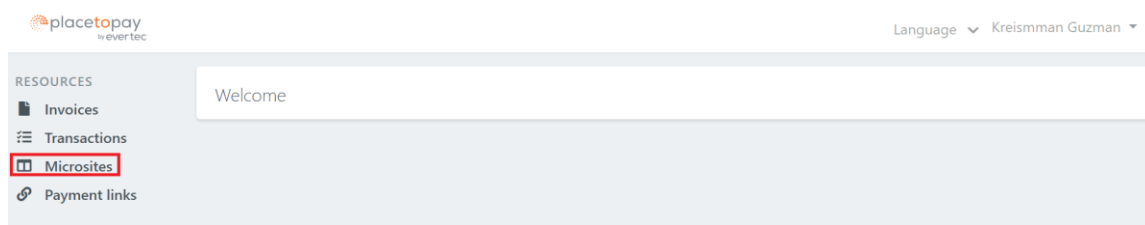
Enter the credentials provided by Placetopay and click on the login button.

Log in

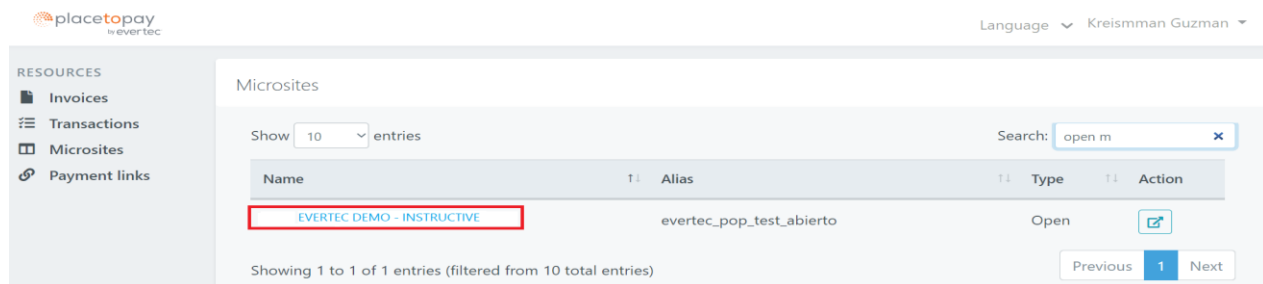
Username	<input type="text" value="evertec_instructive"/>
Password	<input type="password" value="....."/>

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.

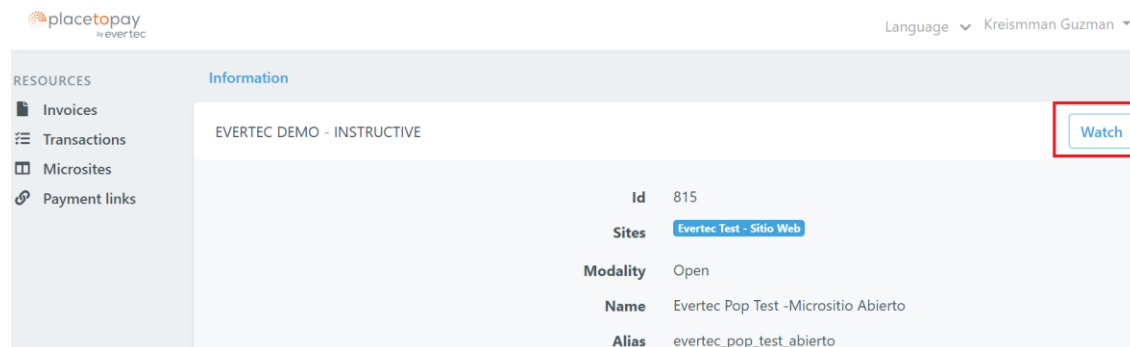
Then, you must enter the microsities option to start the process.



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



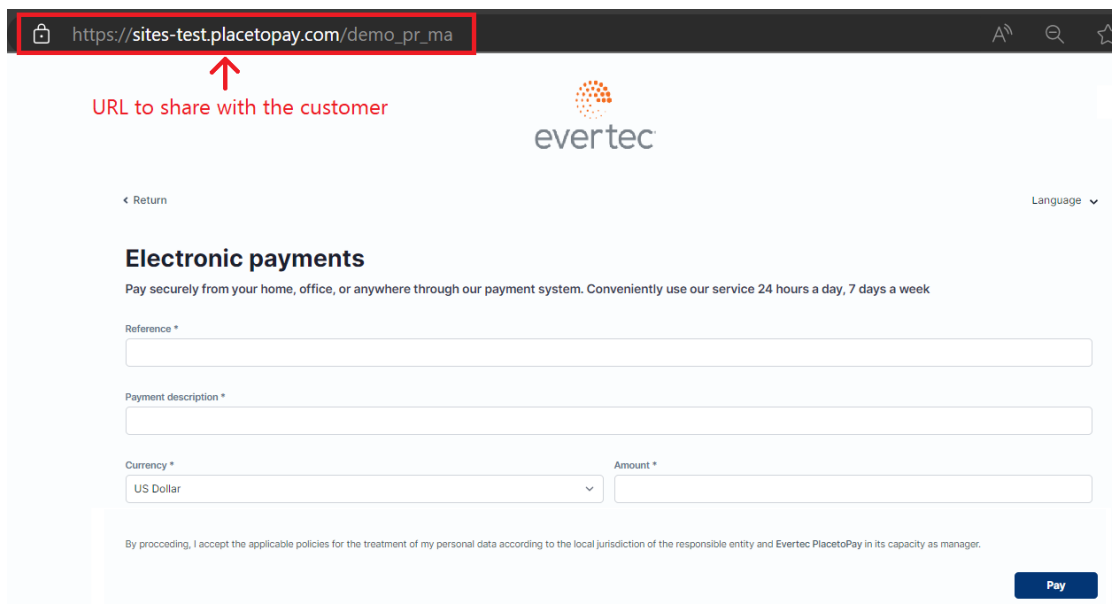
Once inside the microsite detail, click on the button located at the top right "Watch" to enter the microsite and extract the URL to share.



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 address bar containing the URL `https://sites-test.placetopay.com/demo_pr_ma`. A red box highlights the URL, and a red arrow points to it with the text "URL to share with the customer". The Evertec logo is visible in the top right corner. The main content area is titled "Electronic payments" and includes a sub-header "Pay securely from your home, office, or anywhere through our payment system. Conveniently use our service 24 hours a day, 7 days a week". Below this, there are four input fields: "Reference *", "Payment description *", "Currency *" (with a dropdown menu showing "US Dollar"), and "Amount *". At the bottom right, there is a blue "Pay" button. A small disclaimer at the bottom left states: "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."

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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