



Send a Quick Pay Transaction in 5 Steps!

WESTERN UNION® WUPOST™ TECHNOLOGY



1 → start

Welcome the customer!

Customer completes the Payment Services Quick Pay form (if applicable).

Accept the form and review to ensure it has been filled-in completely and correctly.

Open the WUPOST™ system and enter your User Name and Password.

Click the **Log In** button.

Click the **F7 SEND QUICK PAY** button.

F7 SEND QUICK PAY

2 ↙ capture

Complete all **red star ★** fields.

In the SENDER LOOKUP section find the Sender by entering Gold Card number.

- For a new Sender, enter First and Last name.

Complete the TRANSFER INFORMATION section by entering:

- Company name
- Code city
- Amount to send, OR amount to receive, OR total amount
- Account number

Complete the SENDER DETAILS section.

Quick Pay - Training Mode

Required fields are marked with ★

SENDER LOOKUP

Gold Card number

☐ Enroll sender? ☐

OR

First name(s) ★ TESTING Last name(s) ★ SENDER

Choose name type

TRANSFER INFORMATION

Company ★ SERVICES TO MANAGEMENT

Code city ★ SMCOLLEGE UK

Country UKD

Exchange rate 1 EUR = 0.810457 GBP

Amount to send ★ 500.00 Amount to receive ★ 405.23

Transfer fee 14.00

Total amount 514.00

Account number ★ 123456789 Reference

Attention

Add promotion details

3 ↓ comply

If necessary, the WUPOS system will display the ID DETAILS section.

Complete the required ID information as noted by a **red star ★**.

Ensure that you validate customer's information against a valid ID.



Spelling errors are common and create payout difficulties. Validate the customer's information prior to completing the transaction by using the TRANSACTION SUMMARY box on the left side of the screen.

TRANSACTION SUMMARY	
Sender name	TESTING SENDER
Sender DOB	
Company name	SERVICES TO MANAGEMENT
Destination	UKD
Exchange rate	1 EUR = 0.810457 GBP
Send amount	EUR 500.00
Transfer fee	EUR 14.00
Payout amount	GBP 405.23
Total amount	EUR 514.00

4 → secure

Collect the full amount, including principal and the fee, *BEFORE* completing the transaction!

Place the funds in a secure location.

Collect the signed Payments Services Quick Pay form from the customer (if applicable).

Click the **Next** button.

Next

Review transaction details in Confirm payout pop-up. Click **Confirm** to proceed.

Confirm

5 ↻ finish

The Transaction Completed screen appears.

Click the **Click here to view and print the receipt** button to print the receipt (optional).

Make sure you **communicate the Money Transfer Control Number (MTCN)** to the customer. MTCN is required for payouts in most of the countries.

Fill-in the **Office Use Only** part of the Payment Services Quick Pay form.

Ensure that you and the customer sign the Customer and Agent sections of the form.

- Circle the MTCN.
- Give customers their copy of the form.
- Retain the Agent copy of the Payments Services Quick Pay form for your records.

Thank the customer for using Western Union!

Transaction Completed

[Click here to view and print the receipt](#)

TRANSFER INFORMATION

MTCN: TRA-IN-ING

Filing date/time: 11/27/2013 04:33 AM EST

Destination country: United Kingdom Destination currency: United Kingdom Pound

Send amount: EUR 500.00 Exchange rate: 0.8105

Transfer fee: EUR 14.00 Total to receiver: GBP 405.23

Plus charges: EUR 0.00

Total: EUR 514.00

SENDER INFORMATION

First name: TESTING Last name: SENDER

Address: UPPER MERRION ST. 21, DUBLIN Postcode:

Country: Ireland

Phone number:

PAY TO INFORMATION

Pay to: SERVICES TO MANAGEMENT

Account number: 123456789 Reference number: NONE