Send a Quick Pay Transaction in 5 Steps!





$1 \longrightarrow start$

Welcome the customer!

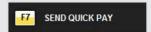
Customer completes the Payment Services Quick Pay form (if applicable).

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

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

Click the Log In button.

Click the F7 SEND QUICK PAY button.



2 🖊 capture

Complete all red star ★ fields.

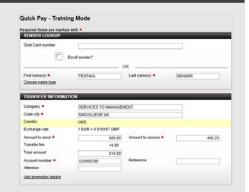
In the SENDER LOOKUP section find the Sender by entering Gold Card number.

 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.



3 👃 comply

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

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



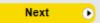
4 \longrightarrow secure

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.



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



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!

