



# 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 **F5 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 the 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.

TRANSFER INFORMATION			
Company ★	SERVICES TO MANAGEMENT		
Code city ★	SMCCLERGE UK		
Country	UKD		
Exchange rate	1 GBP = 1.000000 GBP		
Amount to send ★	800.00	Amount to receive ★	800.00
Transfer fee	10.00		
Total amount	810.00		
Account number ★		Reference	
Attention			
<a href="#">Add transaction details</a>			

## 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	TEST SENDER
Sender DOB	01/01/1980
Company name	SERVICES TO MANAGEMENT
Destination	UKD
Exchange rate	1 GBP = 1.000000 GBP
Send amount	GBP 800.00
Transfer fee	GBP 10.00
Payout amount	GBP 800.00
Total amount	GBP 810.00

## 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 **Send Money** button.

**Send Money**

## 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 payout 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			
<a href="#">Click here to view and print the receipt</a>			
TRANSFER INFORMATION			
MTCN: TRA-NN-NG			
Filing date/time:	02:07 1545A EST	Destination currency:	United Kingdom Pound
Destination country:	United Kingdom	Exchange rate:	1.0000
Send amount:	GBP 800.00	Total to receiver:	GBP 800.00
Transfer fee:	GBP 10.00		
Plus charges:	GBP 0.00		
Total:	GBP 810.00		
GOLD CARD INFORMATION			
Gold Card number:	863729328		
SENDER INFORMATION			
First name:	TEST	Last name:	SENDER
Address:	5700ET 159, LONDON	Postcode:	258963
Country:	United Kingdom		
Phone number:	44 9030527410		
PAY TO INFORMATION			
Pay to:	SERVICES TO MANAGEMENT	Reference number:	NONE
Account number:	9678543210		