




Online Ordering Portal

Basic Merchant Functions

Portal Login

To log into the online portal, head over to <https://cardpointe.cardconnect.com>
Then, please follow the screenshot below:



Username	<input type="text"/>
Password	<input type="password"/>

Log in

[Forgot Password?](#)

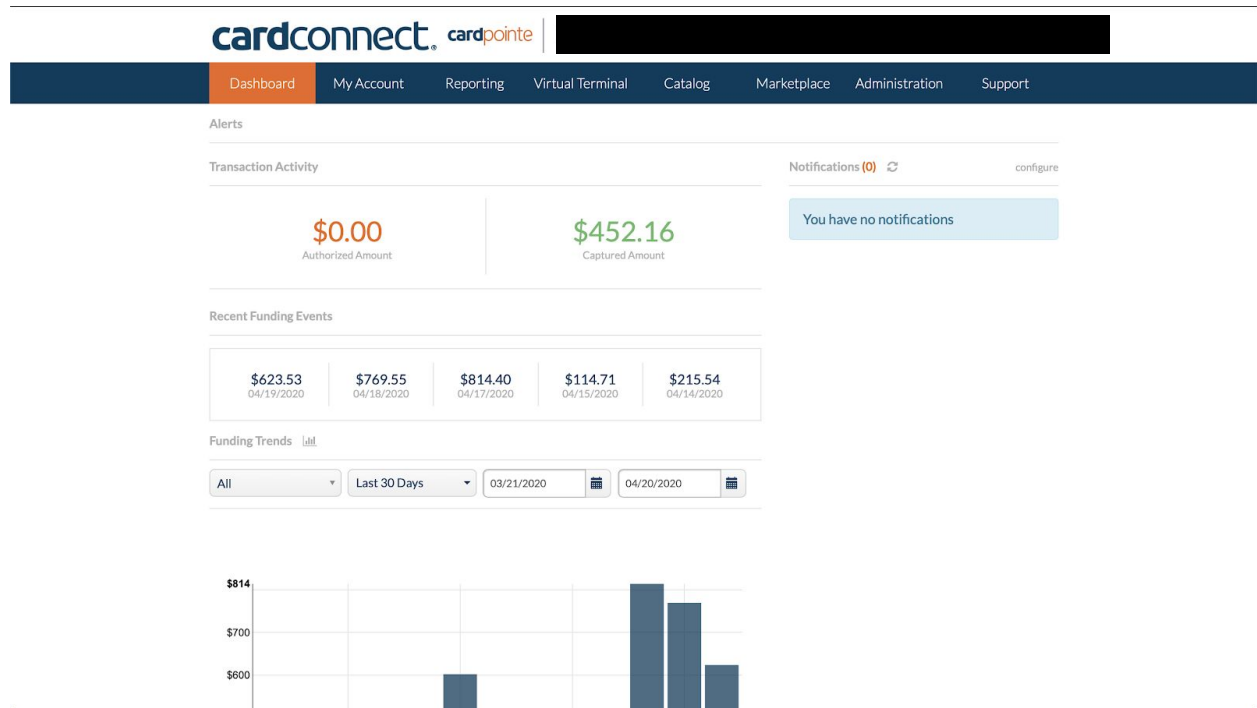
Don't have an account? [Sign Up](#)

Here are the following credentials:

- Username: oramen-chelsea
- Password: Oramen@Yuni579

Portal Dashboard

Your portal dashboard displays general overview information such as transaction activity and recent funding activity.



Reporting - Transactions List

In this section, you will see your list of transactions. You may also search your transactions based on filtered results.

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DashboardMy AccountReportingVirtual TerminalCatalogMarketplaceAdministrationSupport

TransactionsGateway BatchesFundingChargebacksStatements

Unsaved Report Show Filters

Saved ReportsLocationDateMethodStatusFront EndColumns

ExportSearch Columns: AllSearch

Reporting is available for all transactions that ran in the past year.

Total Count: 78Total Amount: \$3,116.67

Transaction #	Location	Date	Method	Name	Brand	Last 4	Amount	Auth Code	Status
R110850776846	266378148883	04/19/2020...	Sale		MC	7192	\$26.29	01406Z	Captured
R110286270703	266378148883	04/19/2020...	Sale		VISA	8814	\$87.78	05300A	Captured
R610665069160	266378148883	04/19/2020...	Sale		VISA	7935	\$49.10	07234C	Captured
R110204068975	266378148883	04/19/2020...	Sale		MC	7870	\$52.91	43681T	Captured
R110770765717	266378148883	04/19/2020...	Sale		VISA	2389	\$56.97	05543C	Captured
R110378064236	266378148883	04/19/2020...	Sale		VISA	9936	\$148.37	03747D	Captured
R110721050039	266378148883	04/19/2020...	Sale		MC	8669	\$11.96	00801Z	Captured
R610418050016	266378148883	04/19/2020...	Sale		VISA	1370	\$18.78	025337	Captured
R609504071662	266378148883	04/18/2020...	Sale		MC	8695	\$63.69	26589Z	Processed

To view more information on a transaction, click on the *Transaction #*.

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TransactionsGateway BatchesFundingChargebacksStatements

Unsaved Report ▼Show Filters ▼

Saved Reports ▼Location ▼Date ▼Method ▼Status ▼Front End ▼Columns ▼

ExportSearch Columns: All ▼Search

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R609504071662	266378148883	04/18/2020...	Sale		MC	8695	\$63.69	26589Z	Processed

Transaction - Void

To void a transaction immediately (on the same day), click on *Void*.

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Transaction Detail

Print ReceiptEmail ReceiptVoidTip Adjust

Authorized Amount:
Captured Amount:

USD\$26.29
USD\$26.29

Date/Time:
Status:
Payment Type:
Location:
Method:
Response:
Gateway Batch #:

04/19/2020 09:20:46 PM
Captured
Credit
266378148883
Sale
Approval (RPCT - 000)
113

Customer Information

Save Profile

Name on Card
Billing Address
City/State
Zip
Email Address
Phone Number

123

11238 US

Credit CardToken: 9551441232457192

XXXX XXXX XXXX 7192

Expiration 01/2021

Transaction - Tip Adjust

Click on *Tip Adjust*, to make tip adjustments. You may utilize this option to add additional charges. Here are some scenarios:

1. Customer calls back and wants to add an additional item or modifier
2. Customer wants to add more tips

Transaction - Email Receipt

Click on *Email Receipt*, to issue a receipt and send a copy based on the customer's email address.

Transaction - Refund

The *Refund* option appears after the transaction has been processed. It takes 1 business day (week) and 2-3 business days (weekend) to process the transaction.

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DashboardMy AccountReportingVirtual TerminalCatalogMarketplaceAdministrationSupport

< Back to Transactions

Transaction Detail

Print ReceiptEmail ReceiptRefund

Authorized Amount:

USD \$13.07

Captured Amount:

USD \$13.07

Settled Amount:

USD \$13.07

Date/Time:

04/18/2020 06:57:28 PM

Status:

Processed

Payment Type:

Credit

Location:

266378148883

Method:

Sale

Response:

Approval (RPCT - 000)

Gateway Batch #:

112

Funded Batch #:

197800

Customer Information

Save Profile

Name on Card

Billing Address

City/State

Zip

Email Address

Phone Number

123

11205 US

Credit Card Token: 9378734007161002

XXXX XXXX XXXX 1002

Expiration 07/2024

AMERICAN EXPRESS

cardconnect

Transaction Details

Amount

Refund Reason

13.07

Cancel

Refund

Authorized Amount:

\$13.07

Date/Time:

04/18/2025 04:52:09 PM

Captured Amount:

\$13.07

Status:

Pending

Initial Amount:

\$13.07

Payment Type:

Credit

Location:

ZAGS/ST-148803

Method:

Sale

Reversal:

Approval RPCT - 0000

Gateway Batch #:

112

Posnet Batch #:

109030

Customer Information

Store Profile

Name on Card:

YINING FENG

Billing Address:

123

City/State:

Zip:

13805 US

Email Address:

yfeng@mybank.com

Phone Number:

Cardholder Photo

Cardholder Signature

Cardholder ID

00000000000000000000

Cardholder Name

YINING FENG

Cardholder Email

yfeng@mybank.com

Cardholder Phone

Cardholder Address

123

Cardholder City/State

Cardholder Zip

13805 US

Cardholder Country

US

Cardholder Expiry Date

01/2025 - 12/2025

Cardholder Card Number

00000000000000000000

Cardholder Card Type

VISA

Virtual Terminal

The virtual terminal is used to manually issue a charge to a customer using their name, credit card, and profile. To issue a charge through customer profile, save the customer's profile and charge using the saved profile.

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< Back to Transactions

Transaction Detail

Print ReceiptEmail ReceiptVoidTip Adjust

Authorized Amount:
Captured Amount:

USD\$26.29
USD\$26.29

Date/Time:
Status:
Payment Type:
Location:
Method:
Response:
Gateway Batch #:

04/19/2020 09:20:46 PM
Captured
Credit
266378148883
Sale
Approval (RPCT - 000)
113

Customer Information

Save Profile

Name on Card
Billing Address
City/State
Zip
Email Address
Phone Number

123

11238 US

Credit CardToken: 9551441232457192
XXXX XXXX XXXX 7192
Expiration 01/2021

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DashboardMy AccountReportingVirtual TerminalCatalogMarketplaceAdministrationSupport

Virtual TerminalCustomersBilling PlansScheduled Payments

266378148883SaleAuthorize and CaptureSearch for a customer

Name on Card *
Billing Address
City / State
Zip
Email Address
Phone Number

Name on Card
Address Line 1
City
Zip Code
Email
Phone

☐ Email Receipt

☐ Store Customer Profile

+ Add New Credit Card
MM YYYY CVV
Device/Terminal Card Entry

Transaction Details

Amount
Total

0.00
\$0.00 (USD)

Process Transaction or Cancel