USING TOUCHNET FOR CREDIT CARD TRANSACTIONS - LOCKERS

Log into Touch Net using Internet Explorer at the terminal connected to the credit card machine:

1. Click on the FEATURED menu and select LOCKERS

2. Select Locker Rental
3. Under Quantity, Enter 1 for one term or 2 for two terms

4. Enter the patron’s name. Select YES or NO on the dropdown box labeled “Are you renewing?” If patron requests a specific locker, enter in field (optional).

5. After clicking Add Item, a Order Summary will appear on the right. Confirm the amount with the patron and click Pay Now. *(You can also add additional items or transactions if needed)*

6. Click on Credit Card and TouchNet will connect with the credit card reader
7. Patron will be prompted to Insert, Swipe or Tap Card:

- Patron will be prompted to confirm amount by pressing YES or NO.

- Patron may be asked to sign machine and/or enter a PIN code.

8. If signature is required, you will be asked to Accept the signature.

9. If payment is approved a Receipt will appear. You have the option to Print or Email receipt.