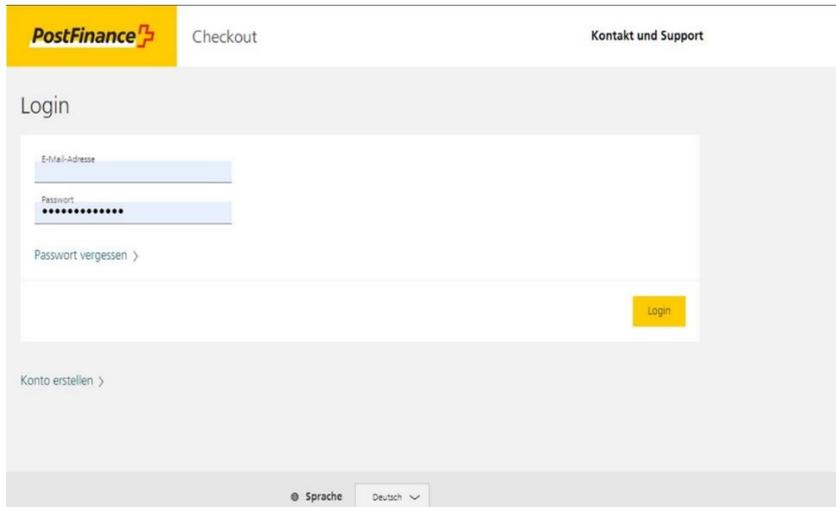


Instructions for activating PostFinance Pay and deactivating the previous PostFinance payment methods

1. Log in with your existing Checkout account

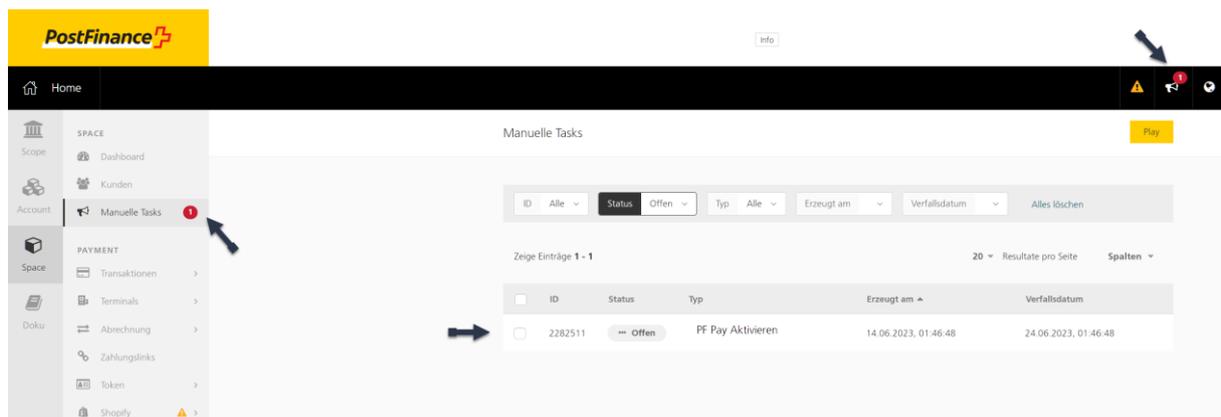
Log in at checkout.postfinance.ch with your personal account. Text and screens may differ from how they actually appear in the Checkout back office due to further developments.



2. Carry out manual task 1 to activate PostFinance Pay

The manual task can be found under "Space" > "Manual Tasks". Click on the call to action button in the manual task to trigger the automatic configuration of PostFinance Pay (creation & activation of the connector). This completes the activation of PostFinance Pay, and the status of the manual task changes to "Done".

Pending manual tasks are also displayed in the header of the Checkout back office. If you operate several online shops, you will need to make the changes in each space (shop) separately.

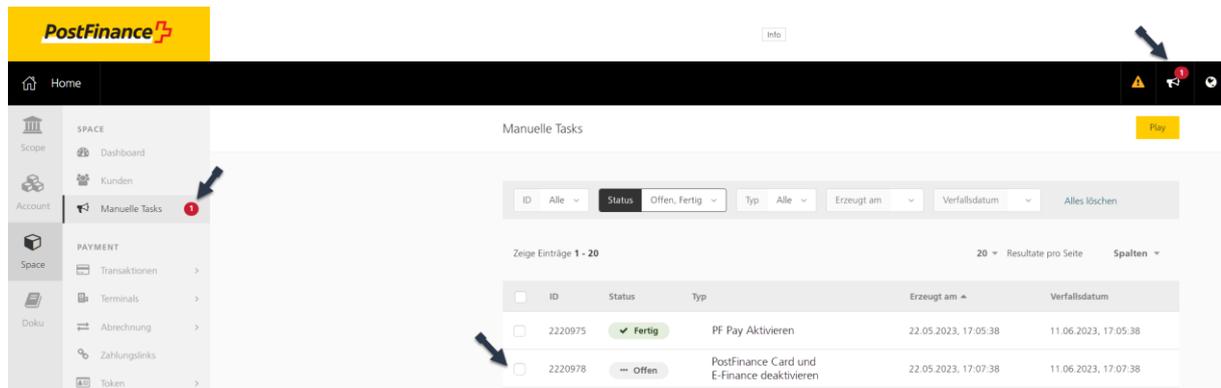


3. Carry out manual task 2 to deactivate the previous PostFinance payment methods

We recommend a parallel phase of a few weeks before the previous PostFinance payment methods are deactivated. This will allow shoppers to get used to the new payment method.

The procedure is the same as for the activation of PostFinance Pay in step 2. Select the call to action button in the manual task to automatically deactivate the two payment methods.

The switch to PostFinance Pay has now been completed successfully.

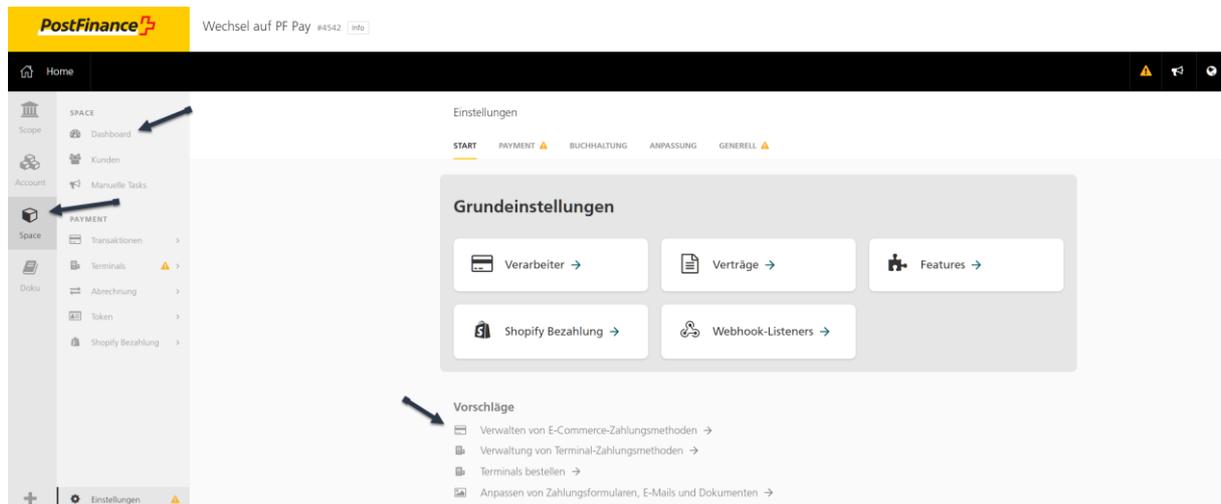


Manual tasks aren't displayed or don't work

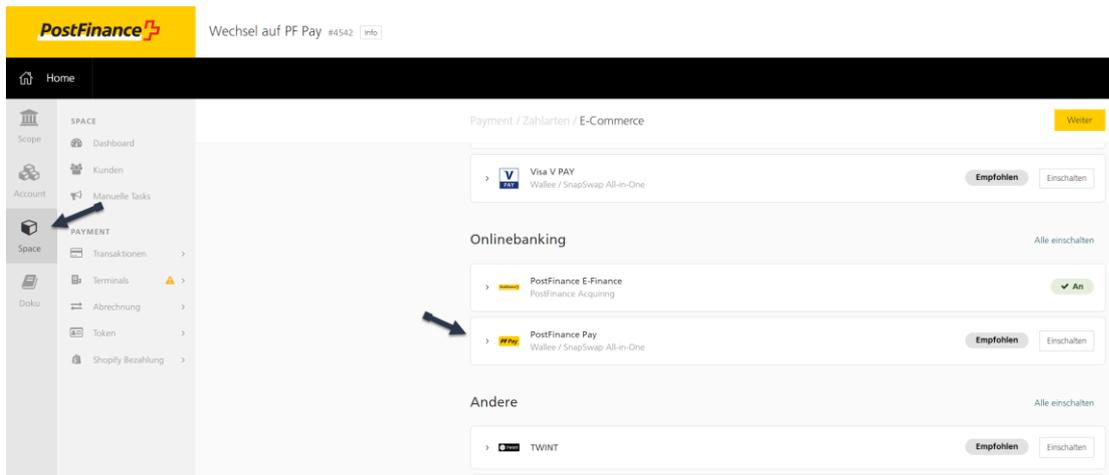
If the manual tasks are not displayed in your Checkout back office or if they don't work, you can activate or deactivate them as follows.

Step 1: Activate PostFinance Pay via the dashboard:

1. Select "Manage e-commerce payment methods" under "Space" > "Dashboard".

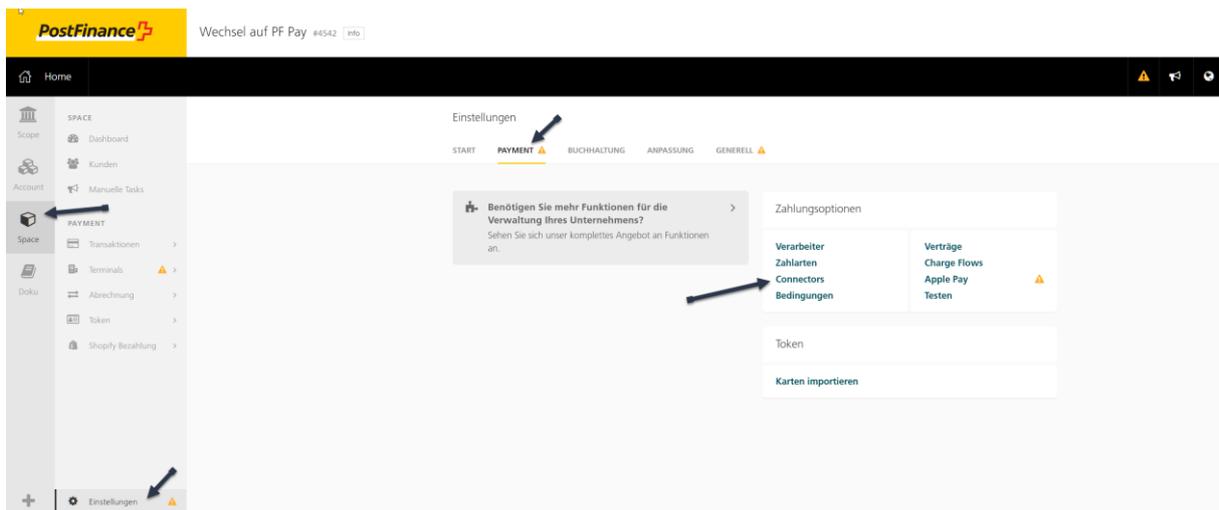


2. Activate PostFinance Pay by clicking on the "Activate" button.

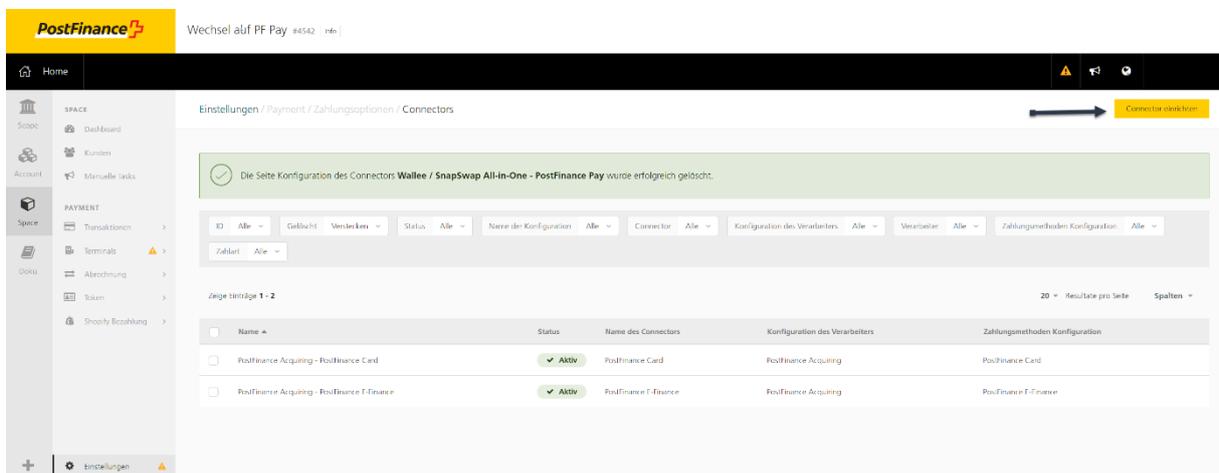


Step 2: Enter the PostFinance Pay connector manually via "Settings":

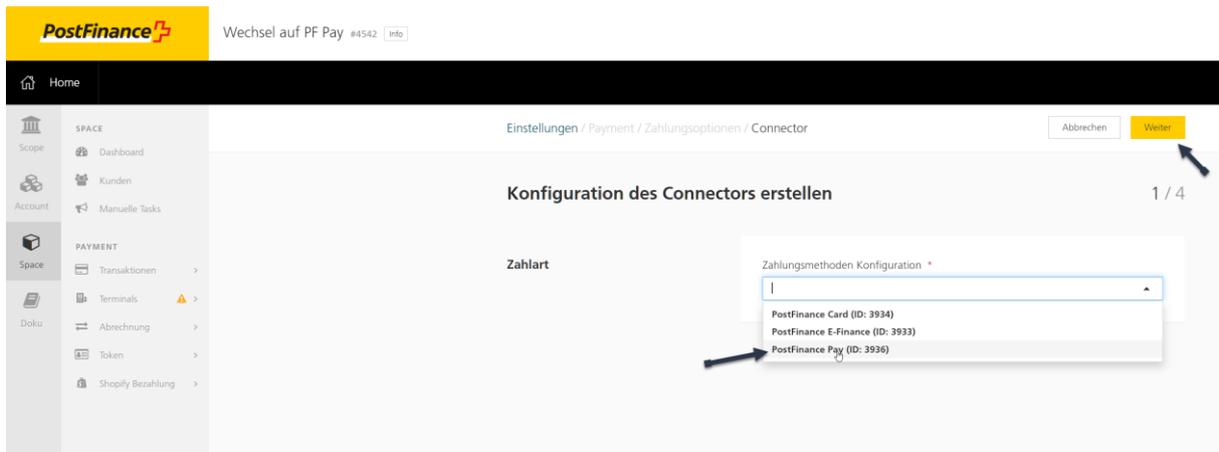
1. Under "Space" > "Settings", select the "Payment" section.



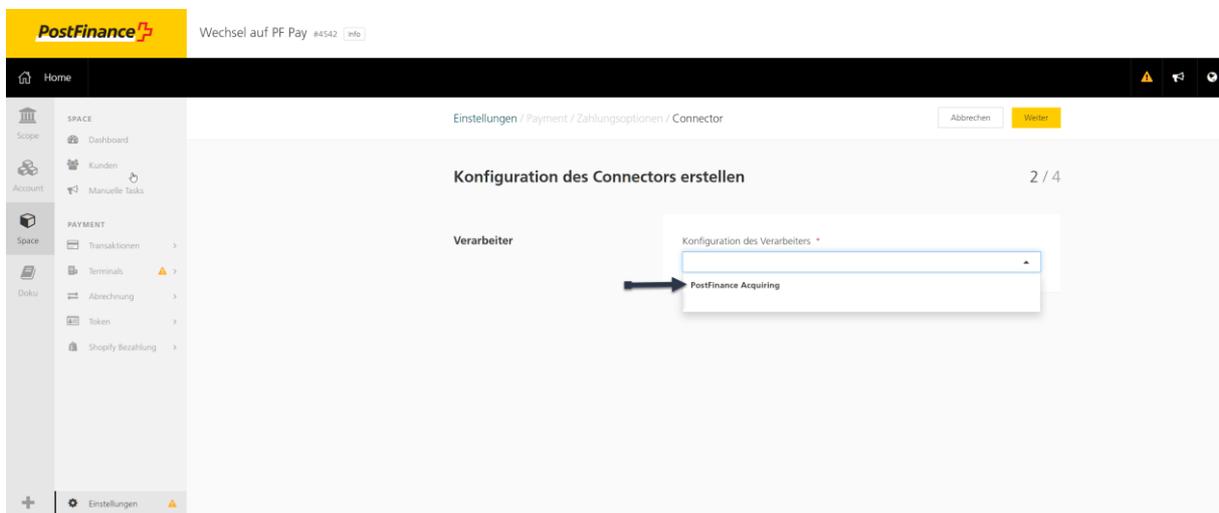
2. Click on "Set up connector".



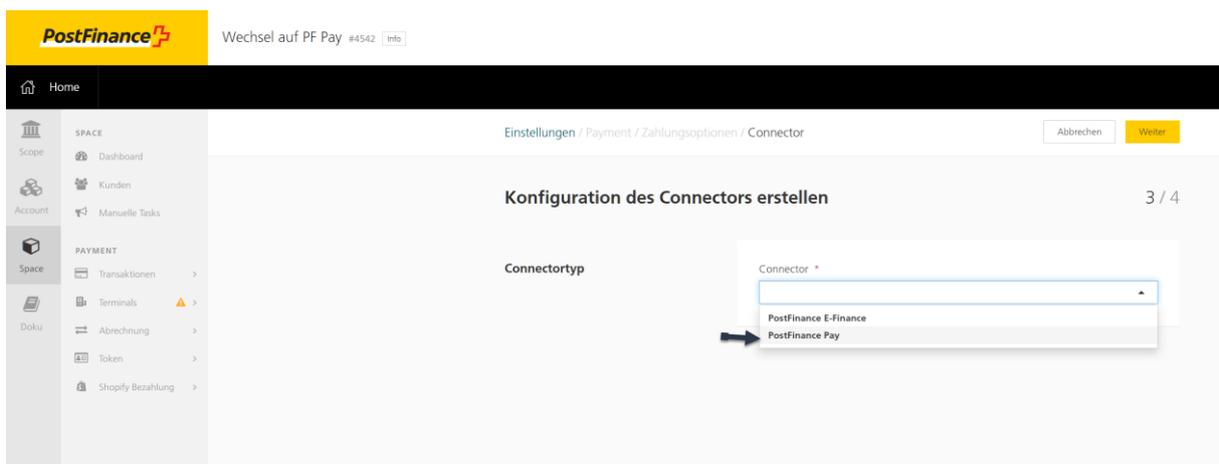
3. Select "PostFinance Pay" in the drop-down menu and click on "Next".



4. Select the "PostFinance Acquiring" processor and click on "Next".



5. Select "PostFinance Pay" as the connector type and click on "Next".



6. Name the configuration as "PostFinance Pay", select the required parameters and complete the configuration via "Create".

The screenshot shows the 'Konfiguration des Connectors erstellen' (Create Connector Configuration) page in the PostFinance Checkout system. The page is titled 'Einstellungen / Payment / Zahlungsoptionen / Connector' and includes a sidebar with navigation options like 'SPACE', 'Account', and 'PAYMENT'. The main content area is divided into several sections:

- Payment Connector-Details:** Contains a text input field for 'Name der Konfiguration' (Connector Name) with the value 'PostFinance Pay'. A blue arrow points to this field. Below it is a 'Priorität' (Priority) field with the value '0'. A note explains that the priority determines the order of connectors used for processing transactions.
- Bedingungen (Conditions):** A section with a warning icon indicating that no conditions are currently defined.
- Abschluss der Zahlung (Payment Completion):** Features radio buttons for 'Standard Abschlussverhalten' (Standard Completion Behavior), with 'Unmittelbar' (Immediate) selected.

At the top right, there are 'Abbrechen' (Cancel) and 'Erstellen' (Create) buttons. A yellow warning box at the top states: 'Dieser Verarbeiter ist so konfiguriert, dass er die Testumgebung nutzt, daher wird kein Geld überwiesen.' (This processor is configured to use the test environment, therefore no money will be transferred.)

7. The connector has now been created in PostFinance Checkout.

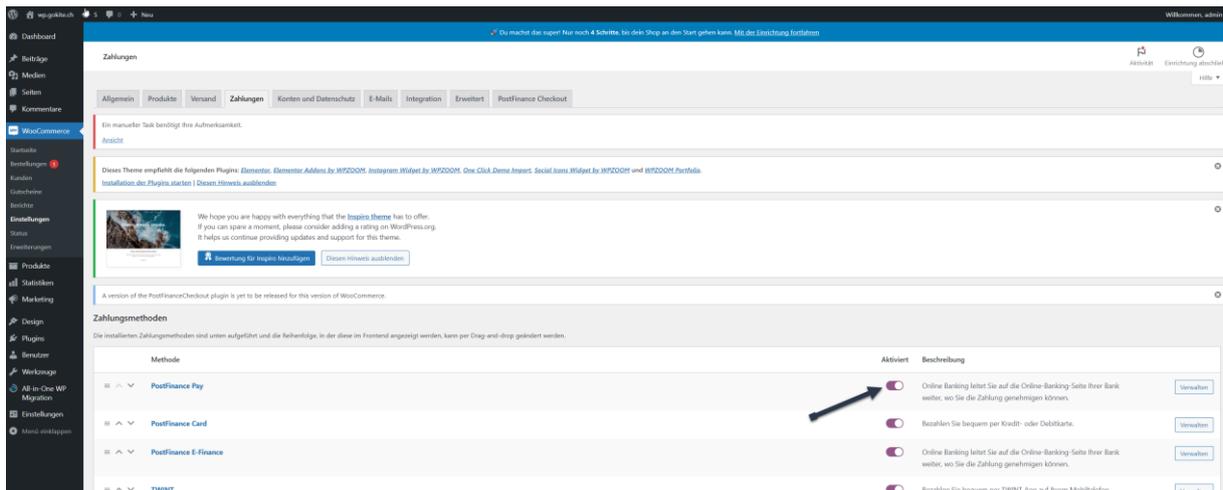
The screenshot shows the 'PostFinance Pay' connector configuration page after successful creation. The page title is 'Einstellungen / Payment / Zahlungsoptionen / Connector'. A green success message at the top reads: 'Die Connector-Konfiguration PostFinance Pay wurde erfolgreich erstellt. Weiteren Connector konfigurieren.' (The PostFinance Pay connector configuration was successfully created. Configure further connectors.)

The main configuration details are as follows:

- Connectors:** A list showing the 'PostFinance Pay' connector with ID #5746.
- Priorität (Priority):** 0.
- Abschluss der Zahlung (Payment Completion):** 'Unmittelbar' (Immediate).
- Aktiv (Active):** A toggle switch is turned on.
- Verarbeiter (Processor):** 'PostFinance Acquiring #3919'.
- Zahlart (Payment Method):** 'PostFinance Pay #3936'.
- Verkaufskanäle (Sales Channels):** 'E-Commerce'.

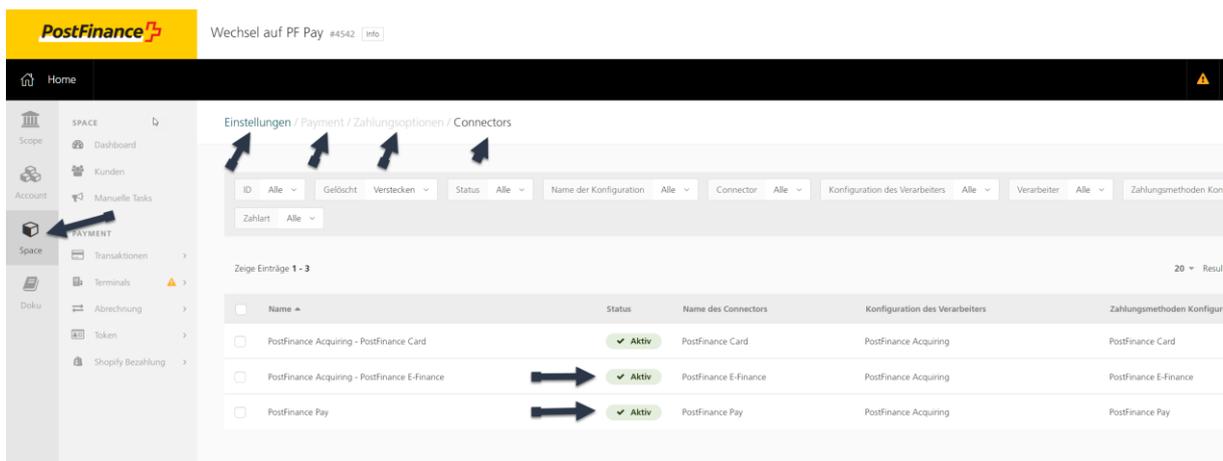
A timeline at the bottom shows the configuration was created by 'Rané Frutiger' at 15:26:52. A yellow warning box on the right states: 'Dieser Verarbeiter befindet sich im Testmodus. Zahlungen, die durch diesen Connector verarbeitet werden, werden nicht ausgeführt.' (This processor is in test mode. Payments processed by this connector will not be executed.)

8. Activation e.g. in WooComerce:

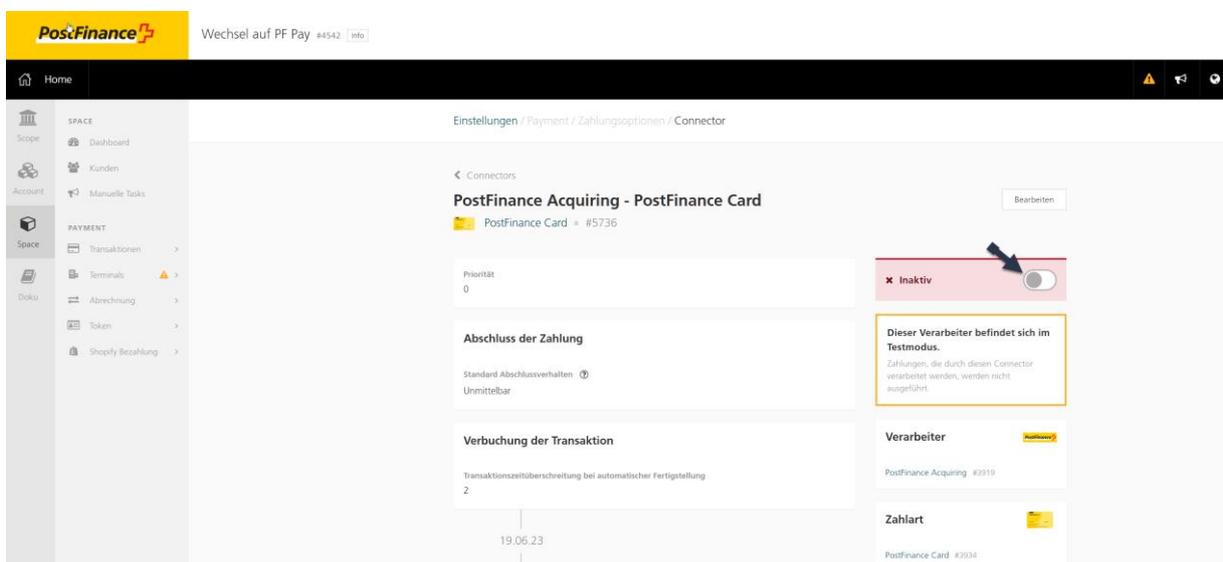


Step 3: Deactivating the previous PostFinance payment methods:

The previous payment methods can be deactivated in the "Connectors" section, which can be found under "Space" > "Settings" > "Payment" > "Payment Options" > "Connectors".



1. Click on the relevant connector line and set it to inactive using the button on the right.



2. After the migration, the completed configuration looks as follows in the Checkout back office (under "Space" > "Settings" > "Connectors"):

The screenshot displays the 'Connectors' configuration page in the PostFinance Checkout back office. The page title is 'Einstellungen / Payment / Zahlungsoptionen / Connectors'. The breadcrumb navigation is 'Space' > 'Settings' > 'Connectors'. The page shows a table of connectors with the following data:

Name	Status	Name des Connectors	Konfiguration des Verarbeiters	Zahlungsmethoden Konfiguration
PostFinance Acquiring - PostFinance Card	Inaktiv	PostFinance Card	PostFinance Acquiring	PostFinance Card
PostFinance Acquiring - PostFinance E-Finance	Inaktiv	PostFinance E-Finance	PostFinance Acquiring	PostFinance E-Finance
PostFinance Pay	Aktiv	PostFinance Pay	PostFinance Acquiring	PostFinance Pay

Blue arrows in the original image point to the status of each connector: 'Inaktiv' for the first two and 'Aktiv' for the third.