

**Semi Integrated Credit Authorization
MyPOS Connect
with
Clover Flex - First Data Canada**

Setup Guide



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Installation

Introduction

Your Clover Flex is running Android software. You might be familiar with this from your mobile phone. Android is easy to learn and easy to use. To locate programs, you must swipe left or right to change pages to see more icons. You will need to visit the “Network Pay...” icon to setup the MyPOS Connect integration.

You must have web access to your Clover account. This access will be provided by your payment processor.

<https://www.clover.com/dashboard>

Pre-requisites

Your MyPOS Connect computer must be running Windows 7 or higher.
MyPOS Connect must already be installed and have the Clover plug-in activated for the till.


MyPOS Connect Initialization (Once per database)


This step is only required once per database, and is used to create the Clover setup buttons, so if you have multiple tills or multiple stores, this step is not required after the first installation.

When authorized for the Clover Flex Semi-Integrated Plug-in, the software will automatically download when starting MyPOS Connect.

Start MyPOS Connect and go into Back Office, click System Setup → About

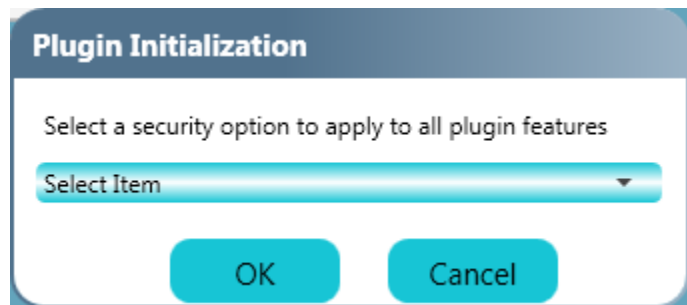
On the bottom of the screen, locate the “Loaded Plug-ins” section

 First, use the drop down and select “CloverPaymentPlug-in” If you do not see the “CloverPaymentPlug-in” in the list, contact support to get the Plug-in added to at least one device.

 Second, click the “Initialize Plug-in” button

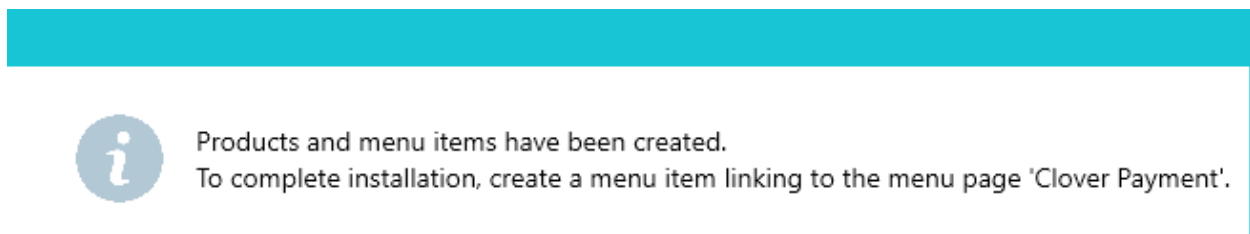


You will be prompted with the following screen:



The next action that the installation will take will be to create a new Menu (Touchscreen) for you with the various Clover Flex functions (setup and connect functions). If you have security profiles setup in MyPOS Connect and would like all of these buttons to have this profile applied, choose it from the dropdown. Otherwise, click OK. You can always set security on these buttons individually later.

You will see the following message.



Click OK and your new Menu Layout will be created. The next step will describe how you can link this new Menu Layout to your home page or another page where you can access it.

[Configure MyPOS Connect Clover Flex Buttons \(Once per database\)](#)







[Menu Layout](#)

In MyPOS Connect Back Office, click Data Setup → Menu Layout

Note that you now have a “Clover Payments” Menu Layout. This will be the screen that you link to your Home Page or another page so that you can access the new Clover Flex Functions page.

Click Select beside your Home Page (or another page where you would like to add this button)

Choose a location for the button and, using the drop down beside “Target Page,” choose “Clover Payment”

Button Text	Clover Payment	
Text Size	Normal	
Button Colour	00008B	 DarkBlue
Text Colour	FFFFFF	 White
Product	<input type="text"/>	 
Button Image	<input type="text"/>	 
Target Page	Clover Payment	

Device Options

Still in the MyPOS Connect Back Office, click System Setup → Device Options → Credit Card Handling

The option Credit Card System should say “Integrated”

The option Credit Cards Chip And Pin Integrated should say “Yes”

Save to Cloud to set this for all devices or Save to Device to set this for this device only. If you save to Device, you will need to repeat this step at each device that will be using a Clover Flex device for integrated payment processing.

Installing the Clover Flex for the MyPOS Connect Till

Step 1: Certificate Installation (at each till)

On your MyPOS Connect computer, visit the following link to download your certificate.

https://www.clover.com/v2/env_device_ca_certificate.crt

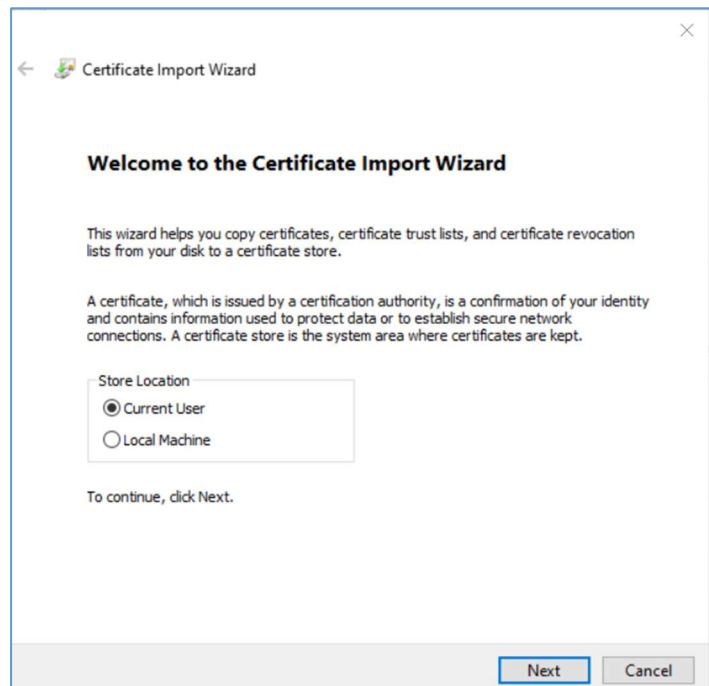
If you cannot locate the file once downloaded, press “CTRL” and “J” simultaneously in your browser to show all your downloads. Right click the “env_device_ca_certificate.crt” file and choose “Install Certificate”.

Choose “Current User” and click “Next”

Choose "Place all certs in following store" and click "Browse...". Choose the folder labelled "Trusted Root Certifications Authorities" and click “OK”

Click “Next” and finally, click "Finish".

On the Clover Flex pin pad, re-run Secure Network Pay display.



Installation Step 2: Setup Clover Flex PIN Pad (at each PIN pad)

The initial setup of the Clover Flex PIN pad should accomplish getting your network setup and also downloading the necessary apps. If for some reason, you need to set these up manually, the steps are below.

Network Connection

First, you must get your Clover Flex PIN pad working on your network. You can connect wirelessly or via the Ethernet port for the Clover Flex PIN pad. If this was not part of your initial setup, go to the Settings icon and choose “Wi-Fi”

Locate your Device Address

On the Clover Flex PIN pad, locate and run the “Network Pay...” application. Going into the “Network Pay Display”

Make a note of the device address which will look similar to the address below except with your IP address instead of xxx.xxx.x.xx and your port (12345), which may also be different, but 12345 is the default.

wss://xxx.xxx.x.xx:12345/remote_pay

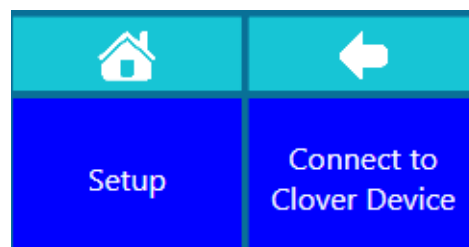
You will need to type the address from your Clover Flex PIN pad into MyPOS Connect in the next step.

The Network Pay Display must always be running to process payments for MyPOS Connect. You should see a logo in the center of the screen. If you are not in the Network Pay Display program, click the hamburger menu (three horizontal bars in the upper left-hand corner (beside the title “Networks Pay Display (EDV), and choose “Settings” → “Configure and Restart Server”

Installation Step 3: PIN Pad Configuration (at each till)

The final step before testing is the PIN pad setup. Click the Till button in MyPOS Connect and locate your new Clover Payment button.

You will see a new Menu Layout with the following buttons.



Click Setup.

Under “Device Address”, type in the IP address assigned to the PIN pad in step 1

IMPORTANT: Each Clover Flex PIN pad will have a different IP Address – this step must be performed at each till that will have a Clover PIN pad

Enter the “Remote Application ID” J3XGB7AGJFBYY.836R2X0S0HXT8 and click OK

Pairing the Devices

Click the “Connect to Clover” button in MyPOS Connect. You will be provided a pairing code to connect to the Clover Flex PIN pad.

Follow the prompts (password) on the Clover Flex PIN pad and finally provide the pairing code.

Clover Payment Plugin Settings

Clover Flex Settings

Device Address:

wss://192.168.0.36:12345/remote_pay

Remote Application Id:

J3XGB7AGJFBYY.836R2X0S0HXT8

Allowed Card Entry Methods:

☒ Chip ☒ Tap ☒ Swipe ☐ Manual

☐ Print Customer Receipt on Clover Device

☒ Always Print Merchant Copy

☐ Automatically Clear Approval Message

1.0.1.0 **OK** **Cancel**

Setup is complete! It is recommended that you perform a number of test transactions (credit and debit) to ensure everything is working as expected.

Troubleshooting

Communication Problems

In the event of communication problems, your first course of action will be to ensure that your internet is up and running. This is a good test to see if you have contact with “the outside world”. If you do have internet access your next step should be to check that you have typed in the IP address of the PIN pad correctly.

Restart MyPOS Connect.

Close the Net Pay Display app by pressing the four corners of the Clover Flex screen at the same time. Now relaunch the Net Pay Display app, and verify the IP address against the address typed in the Clover Setup. Make any corrections necessary, and press “Start” to bring up the logo again.

Should communication problems persist, try to force a connection. In MyPOS Connect, press the “Clover Payment” button, then press the “Connect to Clover” button.

Certificate Errors

If you are receiving certificate errors, click the hamburger menu (three horizontal bars) in the upper left-hand corner beside the title “Networks Pay Display (EDV), and choose “Settings” → “Configure and Restart Server”.

If you are still receiving certificate errors, close the Net Pay Display app by pressing the four corners of the Clover screen at the same time. Now relaunch the Net Pay Display app, and verify the IP address against the address typed in the Clover Setup. Make any corrections necessary, and press “Start” to bring up the logo again.