



# TapToPay App - Android — Setup & Usage Guide

TacticalPay | Powered by iPOSgo!

## What This Guide Covers

The TacticalPay TapToPay app turns your Android phone (or iPhone) into a card terminal — no extra hardware required. It's a great fit for home-based FFLs, gun show booths, and any merchant who needs a portable, low-cost way to accept credit and debit cards for firearms and other 2A purchases.

This guide walks you through:

- Downloading the app and entering the codes from your TacticalPay welcome email
- Taking your first sale
- Sending receipts by SMS or email
- Voiding a sale, settling a batch, and where to find help

**Note:** Don't have a TapToPay app yet? Order one on [tacticalpay.com](https://tacticalpay.com).

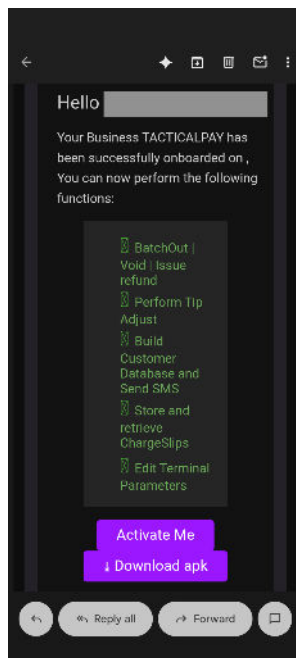
**About the App:** TacticalPay's TapToPay app is powered by **iPOSgo!**, so that's the app you'll search for in the Google Play Store.

## Step 1 — Get Your Credentials & Download the App

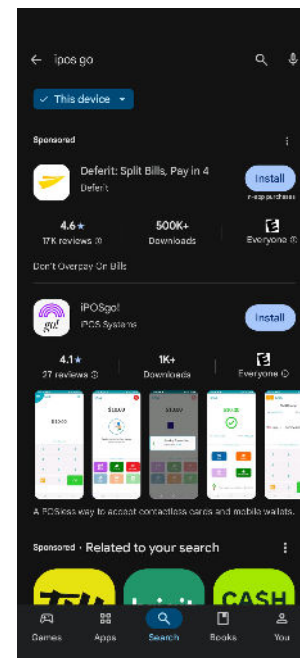
After you've purchased the app on TacticalPay.com and been approved, you'll receive a welcome email titled **iPOSgo! SET UP: ANDROID**. It contains the two pieces of information you'll need to configure the app:

- **TPN** — a 12-digit Terminal Profile Number that ties the app to your merchant account
- **One Time Passcode** — a 6-digit code used to authenticate the device on first setup

Download **iPOSgo!** from the Google Play Store and open it.



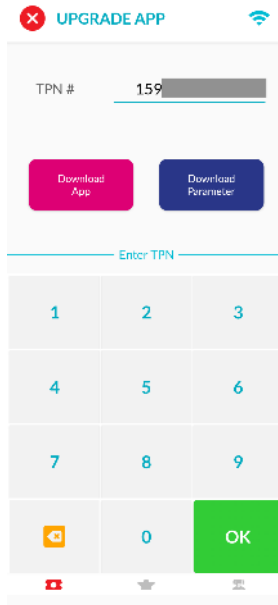
Activation email — your TPN and One Time Passcode are listed here



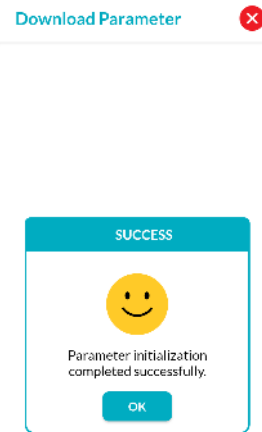
Google Play Store — search for **iPOSgo!** and tap **Install**

## Step 2 — Enter Your TPN

The first time you open iPOSgo!, you'll see a TPN entry screen. Type the 12-digit TPN from your welcome email and tap **Download Parameter**. The app will pull your account configuration from the server.



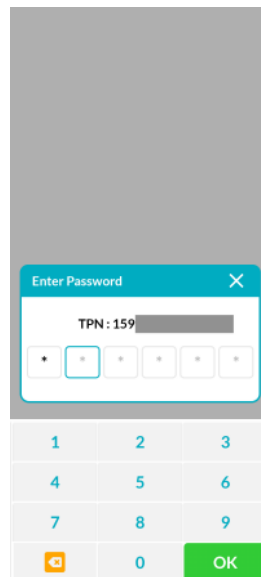
First Launch — Enter TPN, tap **Download Parameter** to continue



Confirmation — tap **OK** to continue setup

## Step 3 — Enter Your One Time Passcode

Next, the app prompts for the **One Time Passcode** from your welcome email. Type the 6 digits and tap **OK** to continue.



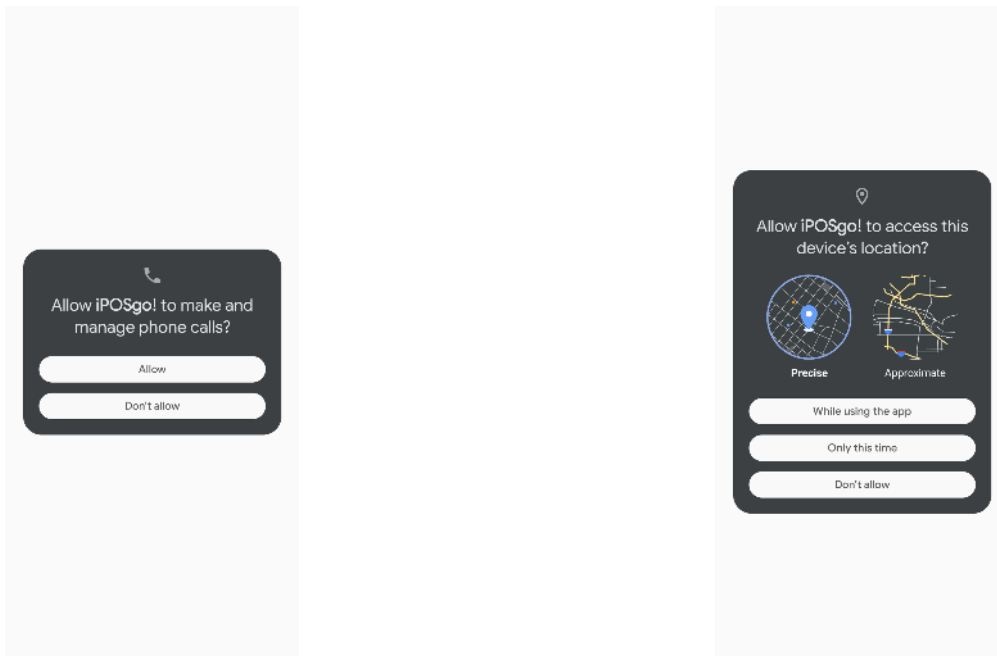
One Time Passcode screen — enter the 6-digit code from your welcome email

## Step 4 — Grant Phone Permissions

On Android, iPOSGo! needs a couple of one-time permissions so it can read contactless cards and tag transactions with the correct location. You'll be prompted for:

- **Phone** — allow the app to identify your device
- **Location** — required for card-present transactions; choose **Precise** and **While using the app**

These prompts only appear once. Tap **Allow** on each to continue.

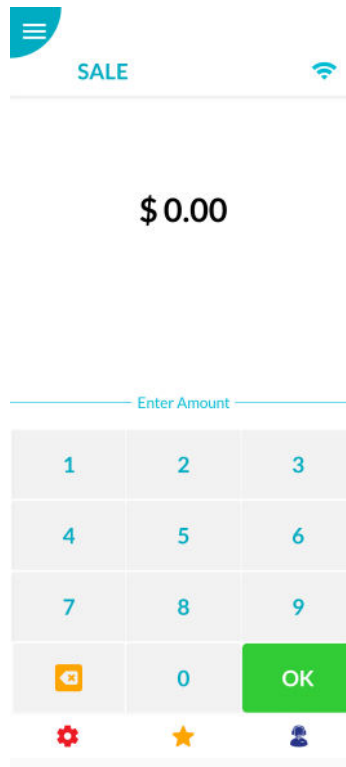


Phone permission — tap **Allow**

Location permission — choose **Precise** and **While using the app**

## Step 5 — Finish Setup

Once permissions are granted, you'll land on the main **SALE** keypad — the home screen of the app. From here you can take your first payment, open the action menu, or visit Support. The menu icon in the top-left opens app settings; the gear, star, and headset icons along the bottom give you quick access to **Settings**, the **Favourites** action menu, and in-app **Support**.

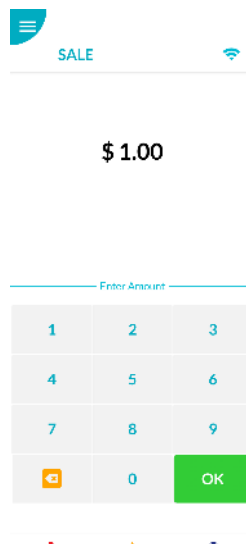


Main SALE keypad — you're ready to take payments

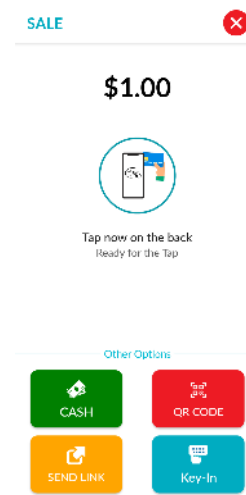
## Taking a Payment

The default screen is the **SALE** keypad. To run a card:

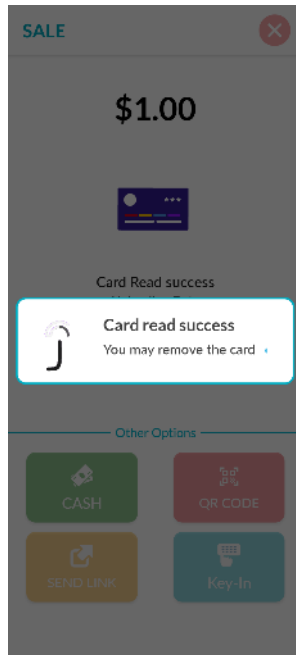
- Type the dollar amount and tap **OK**.
- On the payment-mode screen, the app immediately listens for a contactless tap (Google Pay, contactless cards, and tap-enabled chip cards all work here).
- Hold the customer's card or device flat against the back of your phone, near the NFC antenna, until the app shows **Card read success** and then **Approved**.



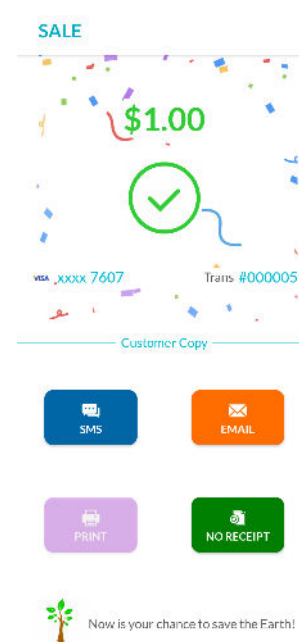
SALE — type the amount and tap **OK**



Tap now on the back — hold the card to the phone



Card read success — you may remove the card



Approved — pick how to send the customer's receipt

**Tip:** For firearms transactions, capture and retain the customer's signed 4473 and your sales receipt as your primary chargeback defense. The transaction's **Trans #** on the approval screen ties the card sale back to your 4473 records.

## Other Ways to Get Paid

The payment-mode screen also offers four alternatives to Tap to Pay. After you type the amount and tap **OK**, pick the mode that fits the situation:

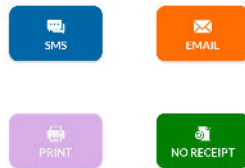
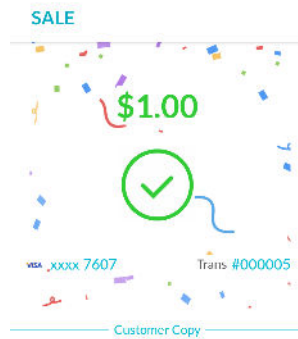
**Cash.** Tap **CASH**, then enter the amount the customer handed you. The app calculates change due and offers the same SMS/email receipt options as a card sale — useful at gun shows or any time you want your cash sales captured in the same transaction history as your card volume.

**QR Code.** Tap **QR CODE** and the app displays a payment QR code on your screen. The customer scans it with their phone's camera and is taken to a secure page where they enter their card info or pay with Apple Pay / Google Pay. Useful when the customer's card isn't chip- or tap-enabled, or when they'd rather pay from their own phone.

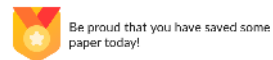
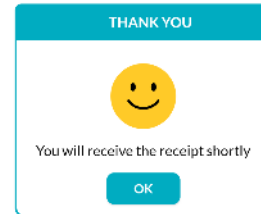
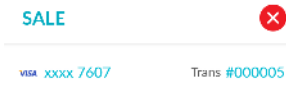
**Key-In.** Tap **Key-In** to manually type the customer's card number, expiration, and CVV. Useful for cards that won't read by tap or chip, and for taking payment over the phone — the customer reads their card to you and you enter it.

**Send Link.** Tap **SEND LINK** to text or email the customer a payment link. Type their phone number or email, set how long the link is valid (default **One Day**), and optionally add a reference number and a description so you can match the payment to the right invoice or item. The customer opens the link and pays with card, Apple Pay, or Google Pay. Useful for deposits, quotes, or any sale where the customer isn't physically present.

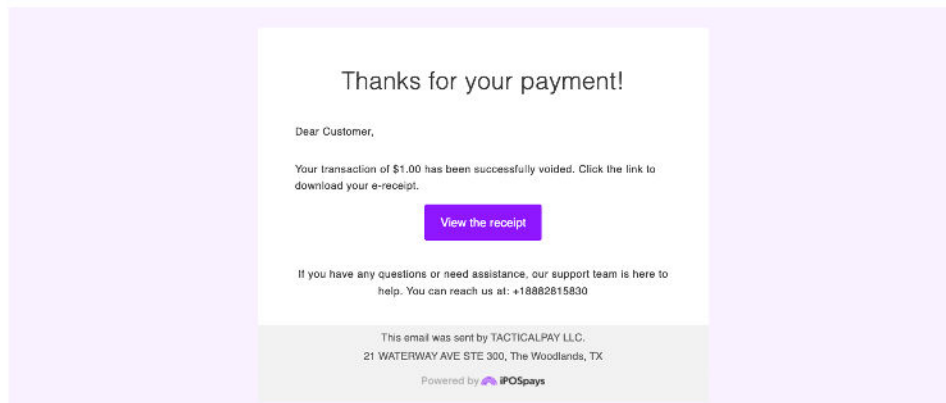




Approved — choose **SMS**, **EMAIL**, **PRINT**, or **NO RECEIPT**



Confirmation — the customer receives their receipt shortly



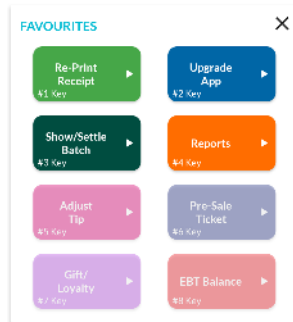
Customer's email — secure receipt link, branded with your DBA

To resend a receipt for a previous transaction, open the **Send Link** or **Re-Print Receipt** screen from the Favourites menu, look up the sale by Transaction # or last-four card, and tap to resend.

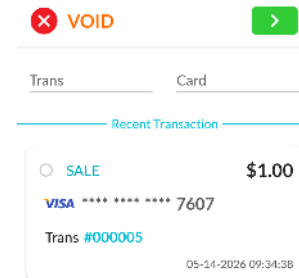
## Voiding a Sale

From the SALE keypad, tap the **star** icon at the bottom to open the **Favourites** action menu. This menu gives you quick access to Re-Print Receipt, Upgrade App, Show/Settle Batch, Reports, Adjust Tip, Pre-Sale Ticket, Gift/Loyalty, and EBT Balance. To void a sale, open the side menu (the icon in the top-left) and choose **VOID**.

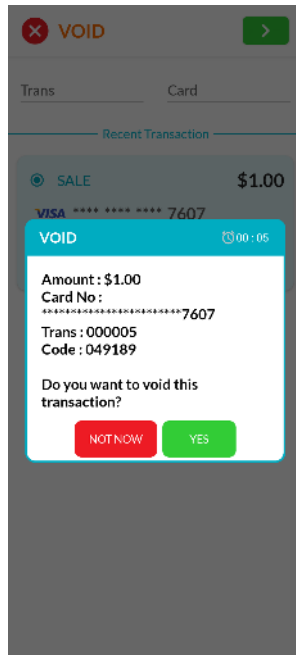
Use **VOID** for a same-day sale that hasn't yet settled — the cardholder won't see the charge at all. Once a batch settles (typically end of day), use **REFUND** instead.



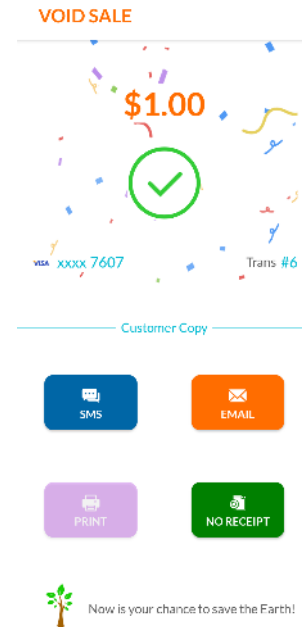
Favourites action menu — quick access to common functions



VOID — pick the transaction from **Recent Transaction** or search by Trans #



Confirm — review the amount and card, tap **YES**

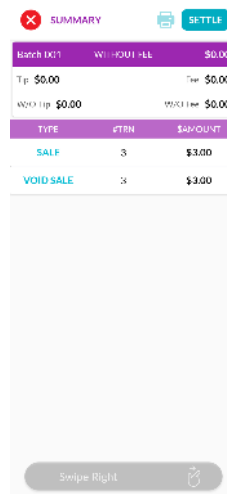


VOID SALE approved — receipt options appear, same as a sale

## End-of-Day Settlement

The app keeps a running batch of approved sales. When you're done for the day (or the week, for low-volume merchants), open the **Show/Settle Batch** tile from the Favourites menu to review your batch totals and tap **SETTLE** to send the batch for funding. Settled funds typically deposit the next business day per your TacticalPay merchant account schedule.

**Note:** By default the app automatically batches at 1:00 AM each night, so if you forget to settle manually it will happen on its own — you won't lose a day's deposit.



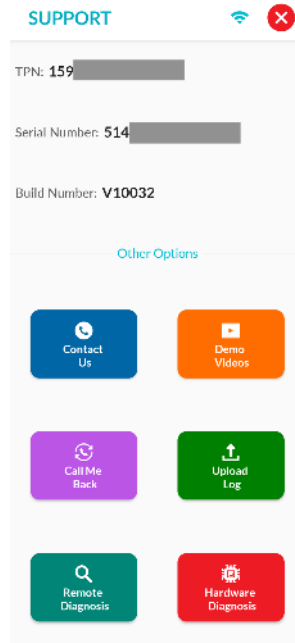
SUMMARY — review batch totals and tap **SETTLE**

## Help & In-App Support

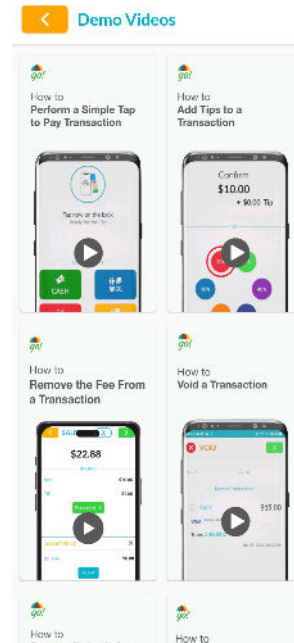
The app has a **SUPPORT** screen (headset icon, bottom right of the keypad) with everything you need if you get stuck:

- **Contact Us** — opens a quick way to reach support
- **Call Me Back** — request a callback at a time that works
- **Demo Videos** — short walkthroughs covering taking a sale, adding a tip, processing a refund, settling a batch, voiding, and more
- **Upload Log, Remote Diagnosis, and Hardware Diagnosis** — tools that let our support team troubleshoot your device

Your **TPN**, **Serial Number**, and current **Build Number** appear at the top of this screen — handy to share if you contact TacticalPay support.



Support — Contact Us, Demo Videos, Call Me Back, Upload Log, and diagnostics



Demo Videos — short tutorials for each common task

**Need help we can't answer in-app?:** Email [support@tacticalpay.com](mailto:support@tacticalpay.com) with your Merchant ID and a brief description of the issue.