

## What This Guide Covers

The TacticalPay TapToPay app turns your iPhone or Android phone 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).

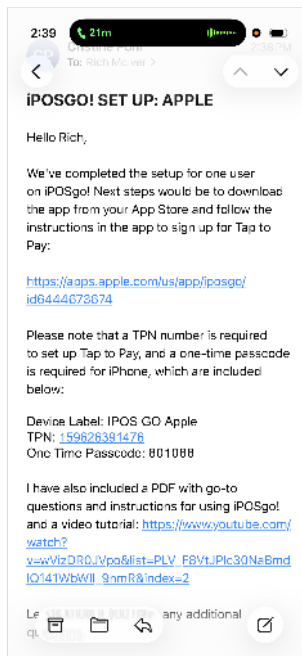
**About the App:** TacticalPay's TapToPay app is powered by **iPOSgo!**, so that's the app you'll search for in your Apple or Android app store.

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

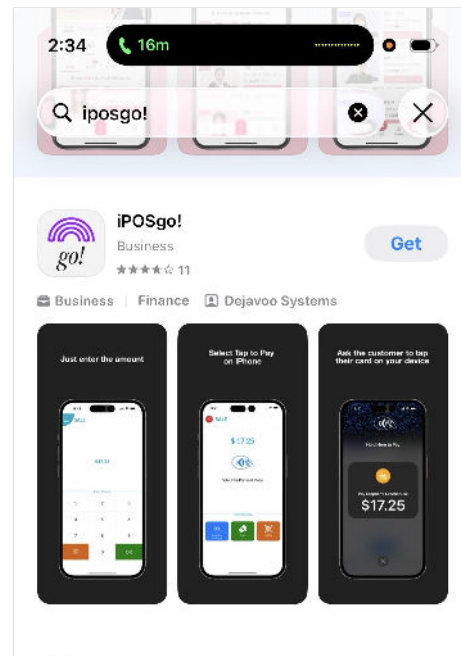
After you've purchased the app on TacticalPay.com and been approved, you'll receive a welcome email titled **iPOSgo! SET UP: APPLE** (or **ANDROID**). It contains the two pieces of information you'll need to configure the app:

- **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 App Store (iPhone) or Google Play Store (Android) and open it.



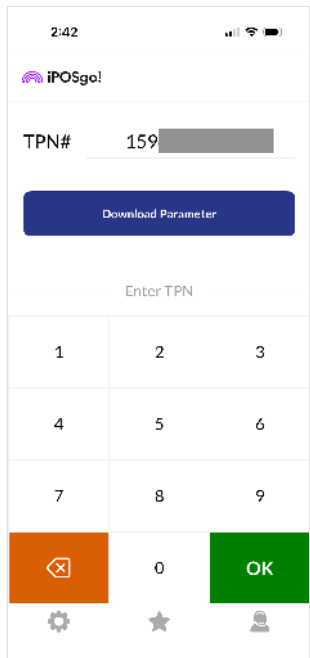
Welcome email — your **TPN** and **One Time Passcode** are listed here



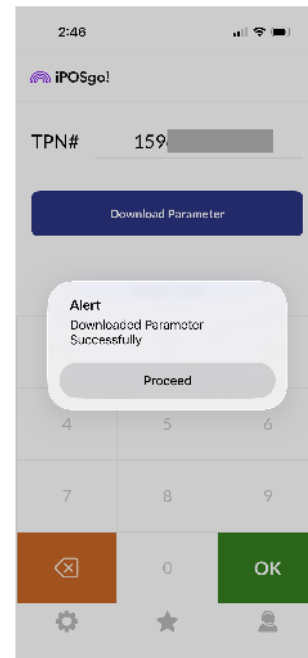
App Store — search for **iposgo!** and tap **Get**

## 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.



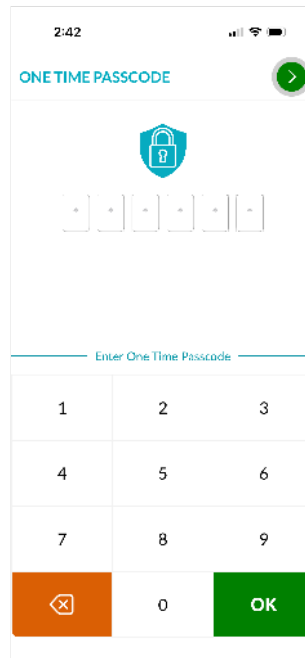
First Launch — Enter TPN, tap **Download Parameter** to continue



Confirmation — tap **Proceed** 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 the green arrow at the top right to continue.



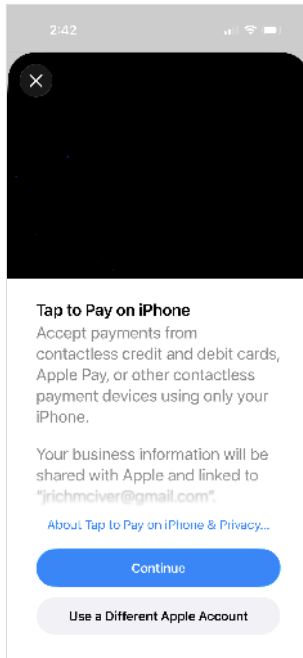
*One Time Passcode screen — enter the 6-digit code from your welcome email*

#### Step 4 — Link Tap to Pay on iPhone

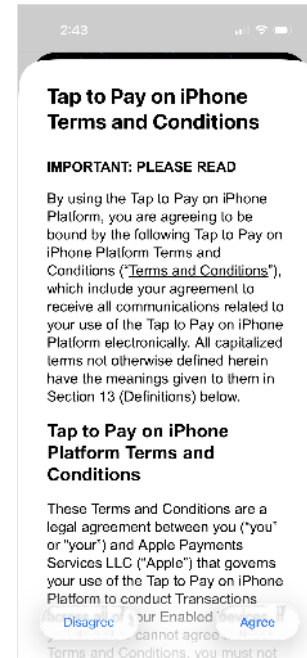
On iPhone, the app uses Apple's built-in **Tap to Pay on iPhone** for contactless card reading. You'll be guided through a one-time link:

- Confirm the Apple Account that will be linked to your business.
- Read and **Agree** to Apple's Tap to Pay Terms and Conditions.
- Sign in to iCloud when prompted to authorize the device.

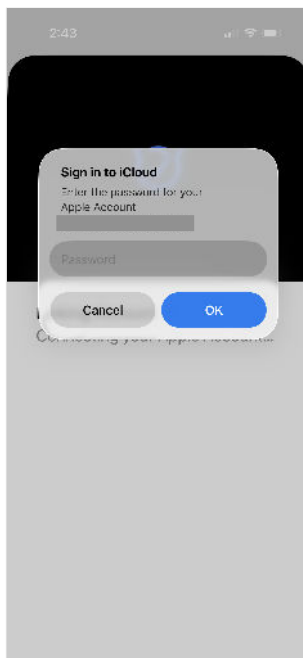
This linkage is per-device and per-Apple-Account — once it's done, you won't be asked again on this phone.



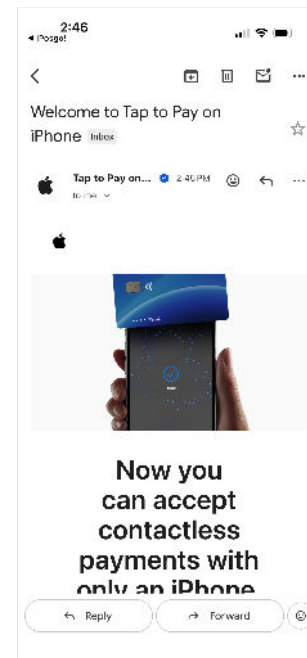
Apple prompt — confirm the Apple Account to link to your business



Apple Terms & Conditions — read and tap **Agree**



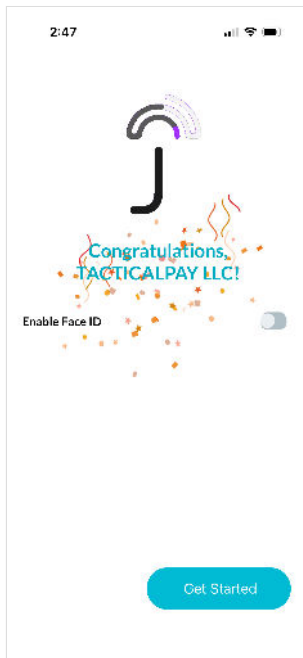
Sign in to iCloud to authorize this device



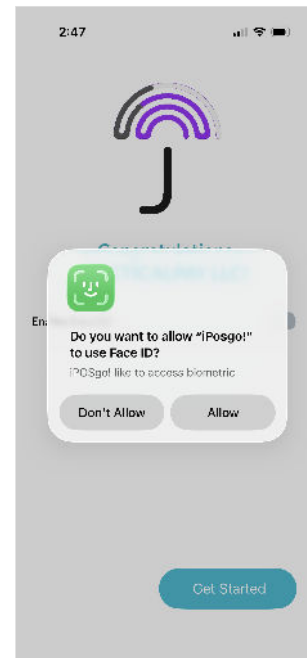
Apple confirmation email — your phone is ready to accept contactless payments

## Step 5 — Finish Setup

You'll see a confetti welcome screen with your business name. Optionally enable **Face ID** so you can secure the app. Tap **Get Started** to land on the main sale screen.



Welcome screen — toggle **Enable Face ID** if desired

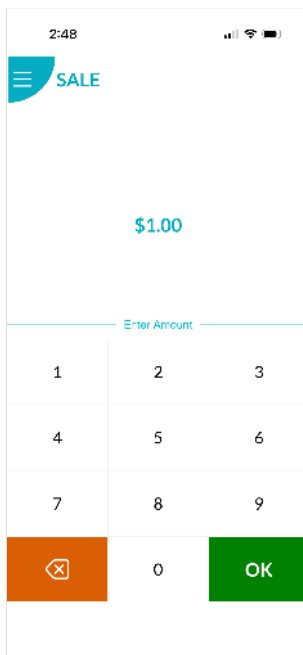


Face ID permission — tap **Allow** to use Face ID to unlock the app

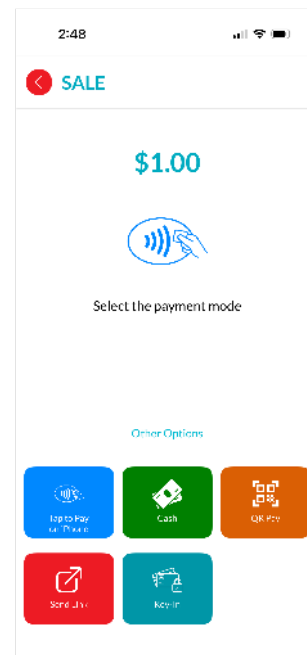
## Taking a Payment

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

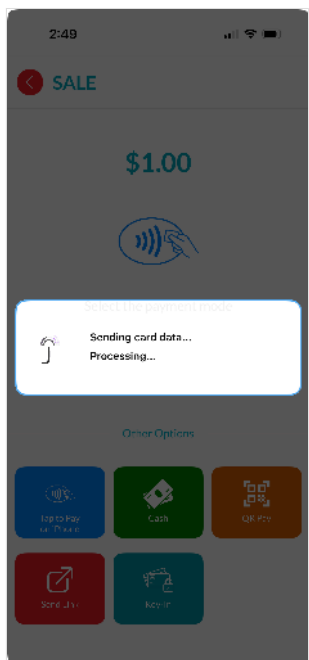
1. Type the dollar amount and tap **OK**.
2. On the payment-mode screen, tap **Tap to Pay on iPhone** or **Android** (Apple Pay, contactless cards, and tap-enabled chip cards all work here).
3. Hold the customer's card or device flat against the back of your phone, near the top edge, until the app shows **Approved**.



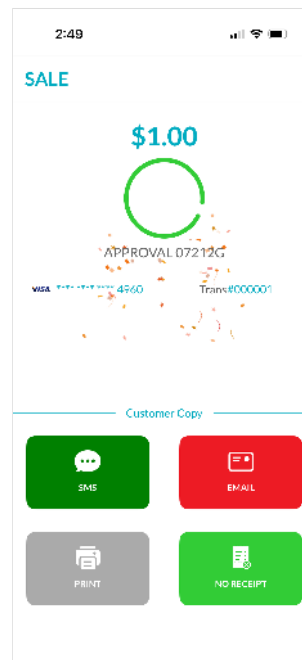
SALE — type the amount and tap **OK**



Select payment mode — tap **Tap to Pay on iPhone**



*Processing — hold the customer's card to the back of the phone*



*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 **APPROVAL** code and **Trans #** on the approval screen tie the card sale back to your **4473** records.

## Other Ways to Get Paid

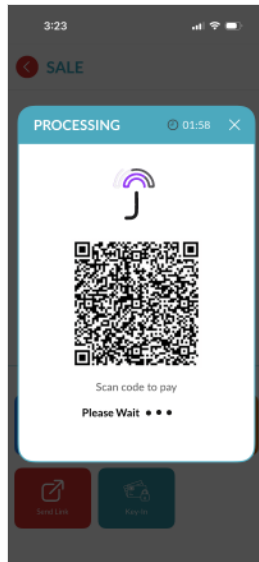
The payment-mode screen also offers four alternatives to Tap to Pay. After you type the amount and tap **OK**, pick the mode that fits the situation:

**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.

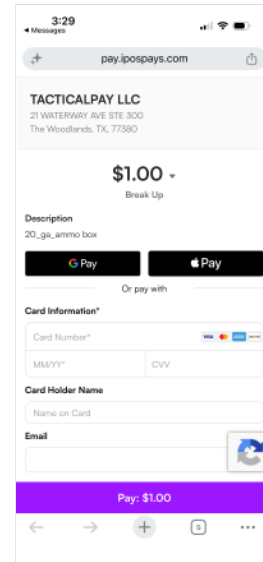
**QR Pay.** Tap **QR Pay** and the app displays a payment QR code on your screen. The customer scans it with their phone's camera and is taken to a secure page where they enter their card info or pay with Apple Pay / Google Pay. Useful when the customer's card isn't chip- or tap-enabled, or when they'd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

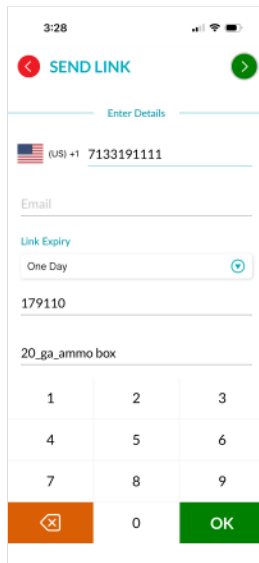
**Send Link.** Tap **Send Link** to text or email the customer a payment link. Type their phone number or email, set how long the link is valid (default **One Day**), and optionally add a reference number and a description so you can match the payment to the right invoice or item. The customer opens 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.



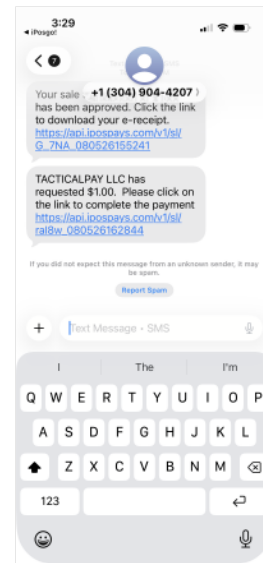
QR Pay — the customer scans the on-screen code



Customer's payment page — branded with your DBA, with Apple Pay / Google Pay / card options



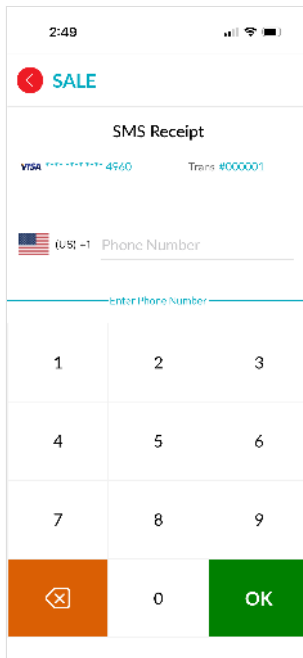
Send Link — phone number, expiry, reference, and item description



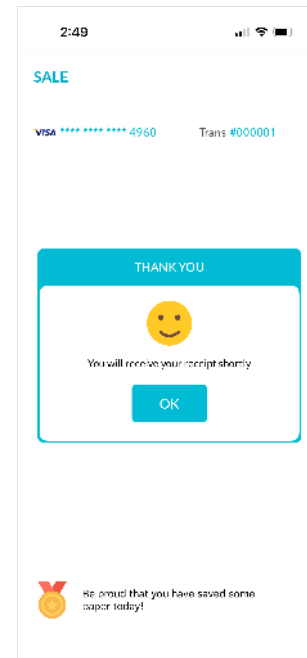
Customer's SMS — taps the link to open the secure payment page

## Sending the Customer's Receipt

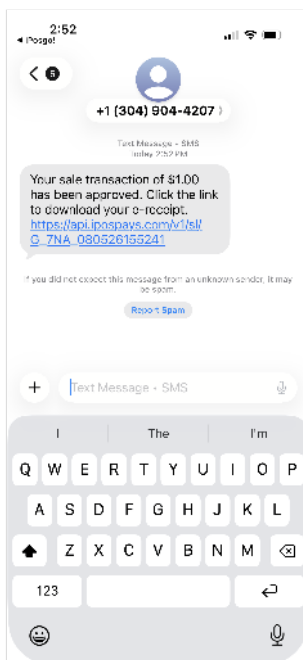
Right after a sale you'll see four receipt options: **SMS**, **EMAIL**, **PRINT** (only available with a Bluetooth printer paired), and **NO RECEIPT**. SMS is fastest — type the customer's phone number and tap **OK**; they receive a text with a secure link to their receipt.



*SMS Receipt — type the customer's phone number, tap OK*



*Confirmation — the customer receives their receipt shortly*

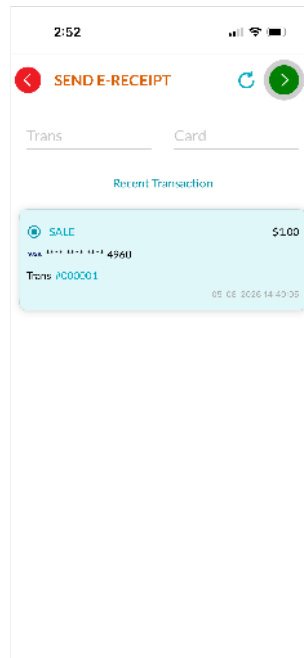


*Customer's SMS — secure receipt link from [portal.ipospays.com](https://portal.ipospays.com)*



*Receipt detail — branded with your DBA, address, and transaction info*

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

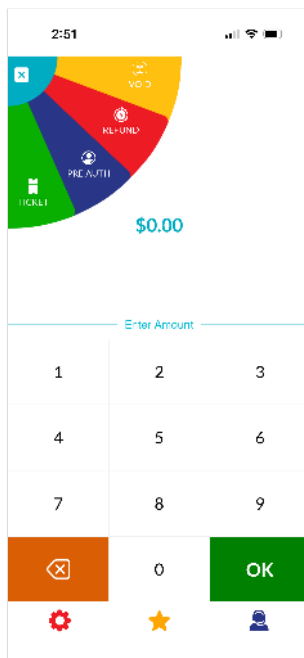


Send E-Receipt — pick a recent transaction or search by Trans #/Card

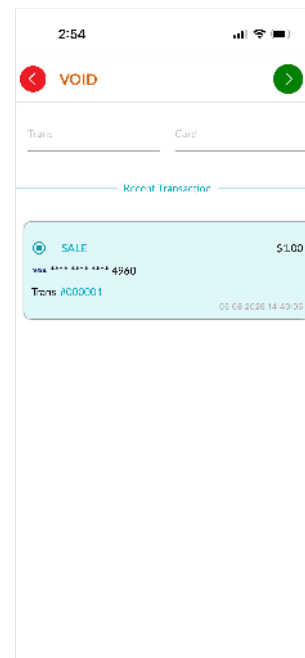
## Voiding a Sale

From the SALE keypad, tap the **star** icon at the bottom to open the action menu. The radial menu shows **VOID**, **REFUND**, **PRE AUTH**, **TICKET**, and other options.

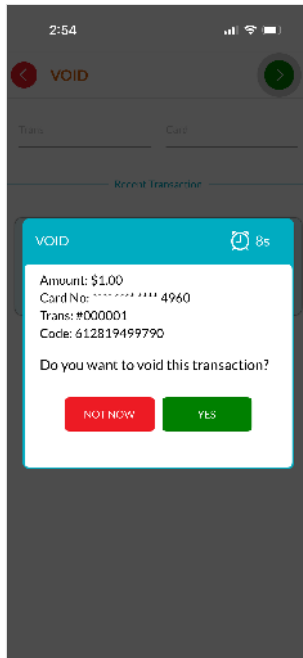
Use **VOID** for a same-day sale that hasn't yet settled — the cardholder won't see the charge at all. Once a batch settles (typically end of day), use **REFUND** instead.



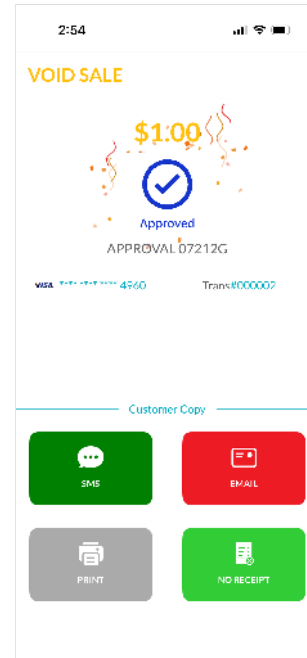
Action menu — tap **VOID** to start



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



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

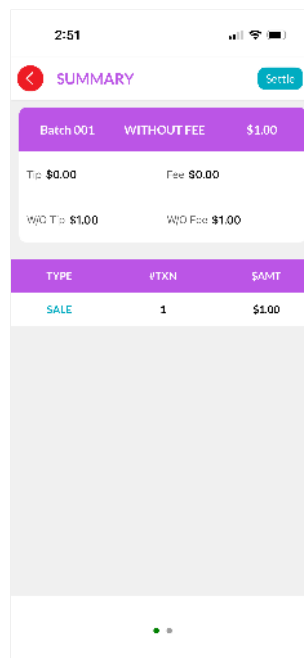


*VOID SALE approved — receipt options appear, same as a sale*

## 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 **SUMMARY** screen from the action 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.



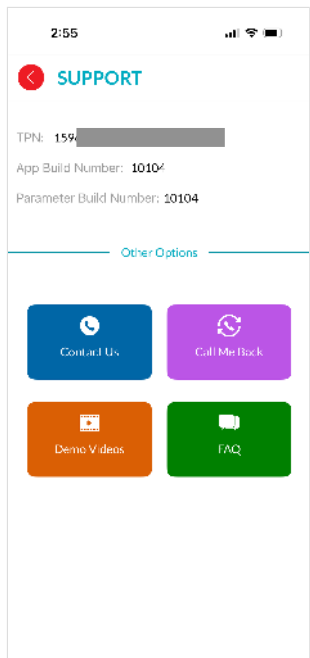
*SUMMARY — review batch totals and tap Settle*

## Help & In-App Support

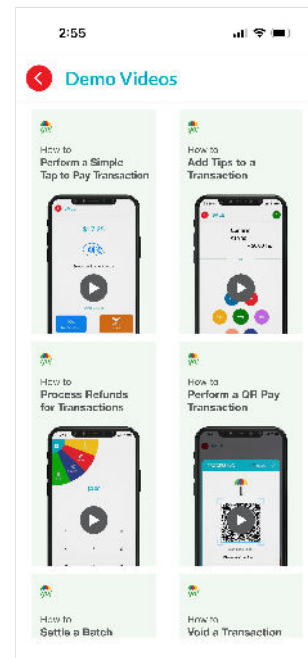
The app has a **SUPPORT** screen (headset icon, bottom right of the keypad) with everything you need if you get stuck:

- **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
- **FAQ** — quick answers to common questions

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



*Support — Contact Us, Call Me Back, Demo Videos, FAQ*



*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 TPN and a brief description of the issue. We'll reach back the same business day.