



RADIUS

Merchant Account Setup

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Parent Portal Merchant Account Information

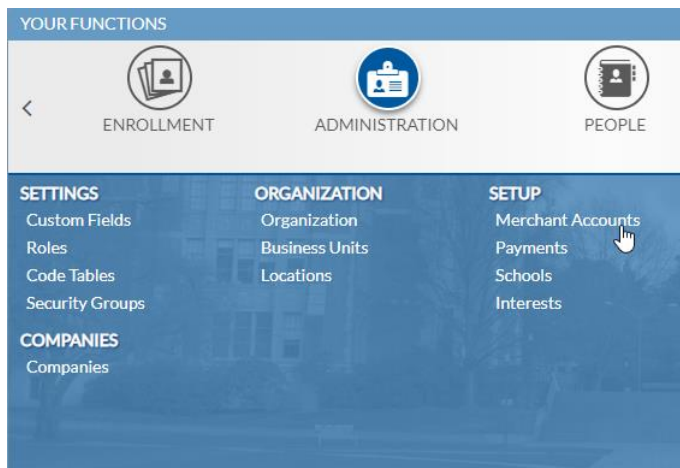
If your school plans to accept online payments through the Radius parent portal, such as enrollment deposits or tuition billing you must establish a Merchant account with the Network Merchants gateway.

If you plan to accept both credit card and/or echeck payments, you will need to use the Network Merchants gateway. This gateway allow you to charge an optional convenience fee. You can only set up a Network Merchants account through our registered partner, Diamond Mind Inc. You can contact Diamond Mind Inc. through <http://www.diamondmindinc.com/senior-systems> and they will discuss their fee structure and what steps to take.

Merchant Account Setup

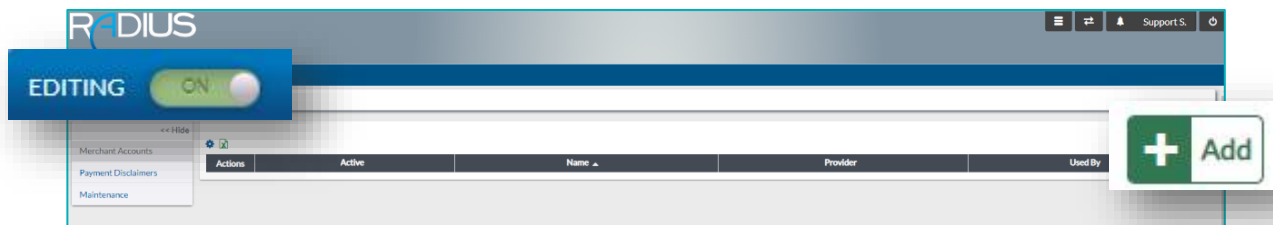
Radius main menu | Administration

- Under SETUP submenu, select Merchant Accounts



Merchant Accounts window

- Toggle the EDITING button to ON
- Select ADD button



Complete required fields:

- Add a Name
- Choose a Provider
- Select Next

Add/Edit Merchant Account

Name*: Enrollment

Provider*: Network Merchants

Next Cancel

These fields are provide by the Network Merchant. Check with your Business Office if you do not have this information

- Host Address
- User
- Password
- Select Finish
- Confirmation appears

Add/Edit Merchant Account

Name*: Enrollment

Provider: Network Merchants

Host Address*:

User*:

Password*:

Transaction Cutoff Time*: 23 : 59

Debit Verification URL

Debit Verification Customer ID

Debit Verification API Key

Previous Finish Add Another? Cancel

Success
Merchant account saved

Your Implementation Specialist will work with you to complete additional payment related tasks related to payments: Disclaimers, Types, Instructions and Confirmation messages.

Frequently Asked Questions for Diamond Mind

What does Diamond Mind do?

Diamond Mind is the nation's leading provider of campus-wide payment solutions for over 900 independent schools. Diamond Mind allows schools to accept credit cards, debit cards and ACH payments for school-related purchases and transactions across campus. As the school industry experts – we stand committed and ready to demonstrate how you can improve business operations through the effective use of electronic payment acceptance. We work with Senior-Systems and your internal resources to create cost-effective solutions across the entire campus to help you manage payments coming into the school.

Does Diamond Mind provide live customer service?

Diamond Mind's client services team consists of professionals who focus solely on K-12 independent schools. This group is available daily to answer or troubleshoot questions, help with reconciliation, implement account changes, and assist with the day-to-day issues that come up on campus.

Will we have a Diamond Mind Account Manager?

Each school is assigned a dedicated Account Manager who proactively reaches out to their schools each quarter to make sure things are going well on campus and offer any assistance the school might need.

What are some Senior-Systems / Diamond Mind mutual clients?

Senior-Systems and Diamond Mind share over 140 K-12 schools in the US.

Examples: The Dalton School (NY), The Westminster Schools (GA), The Hockaday School (TX), Viewpoint School (CA), Dana Hall School (MA), The Hill School (PA), Chadwick School (CA), St. George's School (RI), Episcopal School of Jacksonville (FL)

What type of reporting capabilities can we expect with Diamond Mind?

Through Network Merchants (NMI), we provide a robust virtual terminal with reporting capabilities which pairs Senior-Systems Module names with each transaction providing a

streamlined reconciliation process. All reports can be exported to an XLS or CSV file. For more information, a school can attend a Diamond Mind NMI training session.

What is involved in a Senior Systems / Diamond Mind Integration?

You should be able to fully integrate Senior Systems and Diamond Mind within 24 to 48 hours once you provide the information required by both providers. Your Diamond Mind account manager will give you clear instructions on how to provide that information by entering data into your Diamond Mind and Senior Systems accounts.

What information do I need to submit for a Merchant Account Application?

- Two years of complete financial statements
- Voided check
- Signed & complete application (ex: bank account, years in business, signed and initialed)

What is PCI compliance and why do we need to be PCI compliant?

The Payment Card Industry Data Security Standard (PCI-DSS) is an information security standard that all organizations that process, store or transmit credit card data must meet. The standard was created to increase controls around cardholder data to reduce credit card fraud via its exposure. It is a standard that is agreed to by the major card brands (Visa, MasterCard, AMX and Discover) and compliance with it is required by every merchant agreement. Failure to be compliant can result in fines and other penalties.

Our knowledgeable account representatives and other staff are always available to answer questions and to guide independent schools through new payment acceptance decisions to ensure these choices are made cognizant of the PCI implications. In addition, we offer introductory webinars on a regular basis to help schools get a basic understanding of what PCI is and what steps are needed. We also offer “Ask a QSA” meetings in which business officers can pose specific questions related to PCI to a Qualified Security Assessor (QSA). A QSA is the only credentialed professional who can interpret PCI in light of specific circumstances. The “Ask a QSA” virtual meeting is interactive and intended to be used to assist business officers in getting answers to their tough and specific PCI questions.

Can Diamond Mind help us understand the rules related to Convenience Fees and Surcharges?

Diamond Mind provides clients with expert guidance when it comes to assessing convenience fees, surcharges, and discount for cash. We do although recommend consulting a lawyer before implementing any changes. Our relationships with the major card brands provide us with the latest information on Surcharge State Statutes and how they apply to independent schools. This is the advantage of working with payments experts that specialized exclusively in independent schools. We have presented on the topic at various K-12 conferences such as the National Business Officers Association Annual Meeting and offer daily webinars and training sessions as an additional resource.

How often are deposits made?

Deposits are batched nightly and sent to the school's depository account. The process from the original charge typically takes 48 hours for Visa, Master Card and Discover and 72 hours for American Express. This can benefit clients who are using a tuition payment plan since they are typically able to receive payments faster. Most tuition payment plan providers hold deposits for weeks or even longer.

Can we accept all the major card brands when working with Diamond Mind?

Yes, Diamond Mind provides the functionality to accept Visa, MasterCard, American Express, and Discover cards.