CampusCa$h
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Merchant Reporting Portal Instructions

As a member of the CampusCash network, you have access to our online merchant reporting portal. You can conveniently track your transactions, deposits, monthly e-statements, etc. at any time. You can also change where your monthly e-statements are sent by editing the e-mail address on your user account.

If you operate multiple merchant locations and would like to merge your accounts, please contact the Merchant Services team at 888-381-8054, option 5.

To create an account on the online merchant reporting portal, follow the steps below:

1. Direct your web browser to https://www.campuscash.transactcampus.com
2. Click the “Sign Up” link on the top of the page. On the next page, complete the requested fields for username, phone number and email address.
3. Select "Merchant" under User Role, and then input your 15-digit Merchant ID, which is the number beginning with “5440”, found on your monthly e-statement. When creating a password, please read through the requirements closely, and note the need for at least 1 number and 1 special character (non-alphanumeric like the symbol – e.g., $, !, etc.).
4. Press “Sign up now” button when finished. You’ll receive a verification email, which you must click to complete your registration. Our team will be alerted to your account creation request and will activate your account. This may take up to one business day. When this has been completed, you will receive another email titled "Web Account Activation Notice".

After your account has been activated, log into the reporting portal with the username and password you created. At the top right portion of the screen are the main navigation links:

- **Home:** Navigates to the main login/welcome page without logging you out
- **Reports and Transactions:** Allows you to run and export a variety of sales reports and monthly statements
  - Report Types
    - Daily Deposit- displays daily deposit amounts sent to your bank account
    - Merchant Statement- monthly summary, available after month closes
    - Batch Sum- provides daily sales figures as recorded by the university’s settlement process
    - Transaction Sum- displays a full list of all transactions for a given date range
  - Key Terms
    - Batch- all transactions recorded in a 24-hour period
    - Effective date- date funds are received in your bank account on file
    - Business Process date- transaction date or batch date
- **View Profile:** Displays information you provided when you created your account and allows you to update phone number, e-mail address, and password.
- **Merchant/Terminal:** Displays information about your account including address, merchant ID number and terminal number and fees.
- **Help Documents:** Contains the merchant reporting portal manual, terminal user guides, and additional helpful documents.

If you have any questions, please contact our Merchant Support team at 888-381-8054, option 5.
https://www.campuscash.transactcampus.com