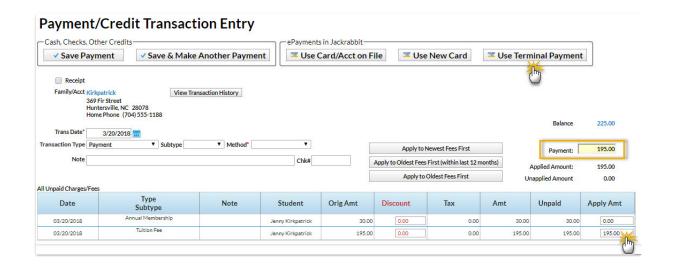# Process an EMV Chip Card Payment in Jackrabbit

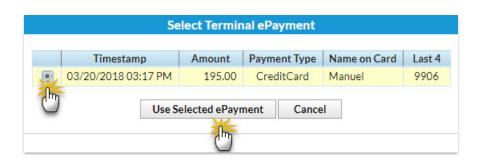Last Modified on 06/05/2019 8:43 pm EDT

To process a payment with an EMV chip card:
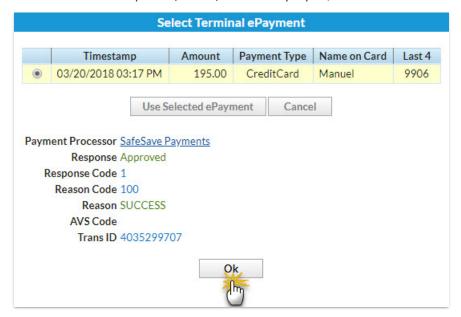
1. From the *Family* record click the **Payment/Credit** button and enter the **Payment** amount in the *Payment Transaction Entry* window.

2. The EMV terminal display will read "Please swipe or insert card", insert the card and enter the amount **using the virtual terminal keyboard on your screen** NOT the terminal keypad.

3. On the terminal display, confirm the payment processed. The terminal will give you the option to print a receipt. The receipt will be sent to the printer you assigned when you **Set Up Your EMV Card Terminal** (Payment Gateway Swipe options).

4. In the Jackrabbit *Payment/Credit Transaction Entry* window apply the payment to the fees it paid and click the **Use Terminal Payment** button. Jackrabbit will search for terminal payments with the same amount and will display them.
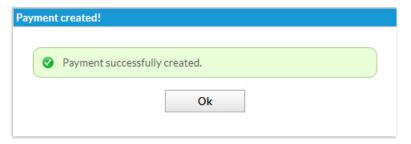

5. In the *Select Terminal ePayment* window choose the correct payment and click **Use Selected ePayment** to link the terminal payment to the family's payment in Jackrabbit.

6. The transaction *Response* (status) is then displayed, click**Ok**.

7. You will receive confirmation that the payment was created, click**Ok**.

The transaction is added to the*Family* record *Transactions* tab. Click the status icon in the*ePmt* column to see the response information and the transaction ID.

Any issues using the EMV Chip Card Terminal, email **eCommerce@jackrabbittech.com**. An ePayments Specialist will be happy to help you!