

## Payter Payment Kiosk Quick Start Guide

### Create Payter Account and Activate Payter Device

1. Site Owner will need to login to create a Payter Merchant Account, and then activate their Payter device by scanning the QR codes below or type into portal:

Sign up for a Merchant Account here:  
<https://payter.us/apply/payter/index.html>

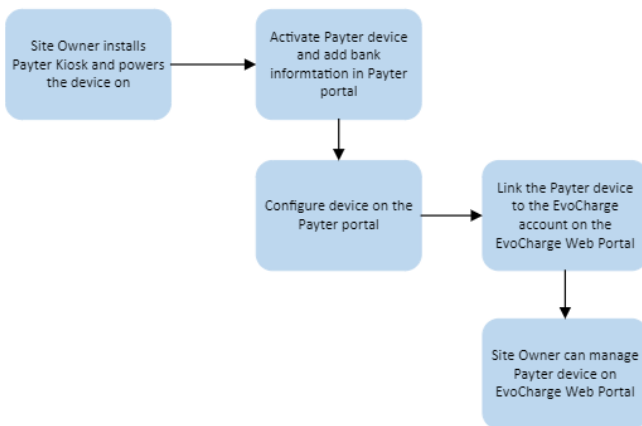


And then, request the device be activated here:  
[https://payter.us/cases/evocharge\\_device\\_activation.html](https://payter.us/cases/evocharge_device_activation.html)



2. When activating the device, set the **Mode** setting to *Cloud* and the **Timeout** setting to 60 seconds

#### Device Activation Process

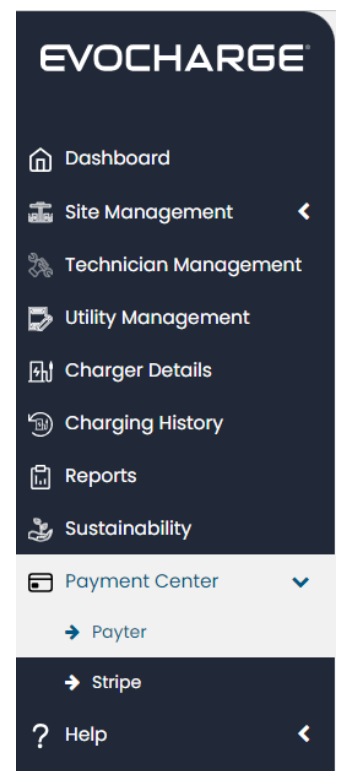


### Adding Payter Device to EvoCharge Site Owner Portal

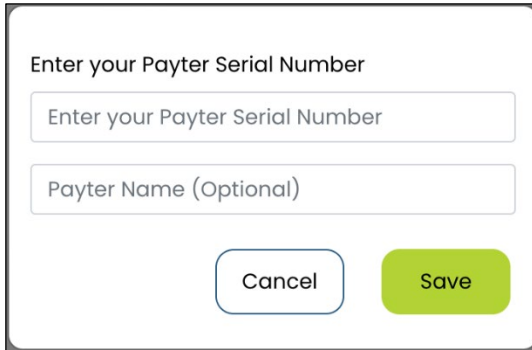
Complete the setup process of the site owner account.

Once the Payter account is created and the device is activated, the Site Owner will need to add the Payter device to their EvoCharge account.

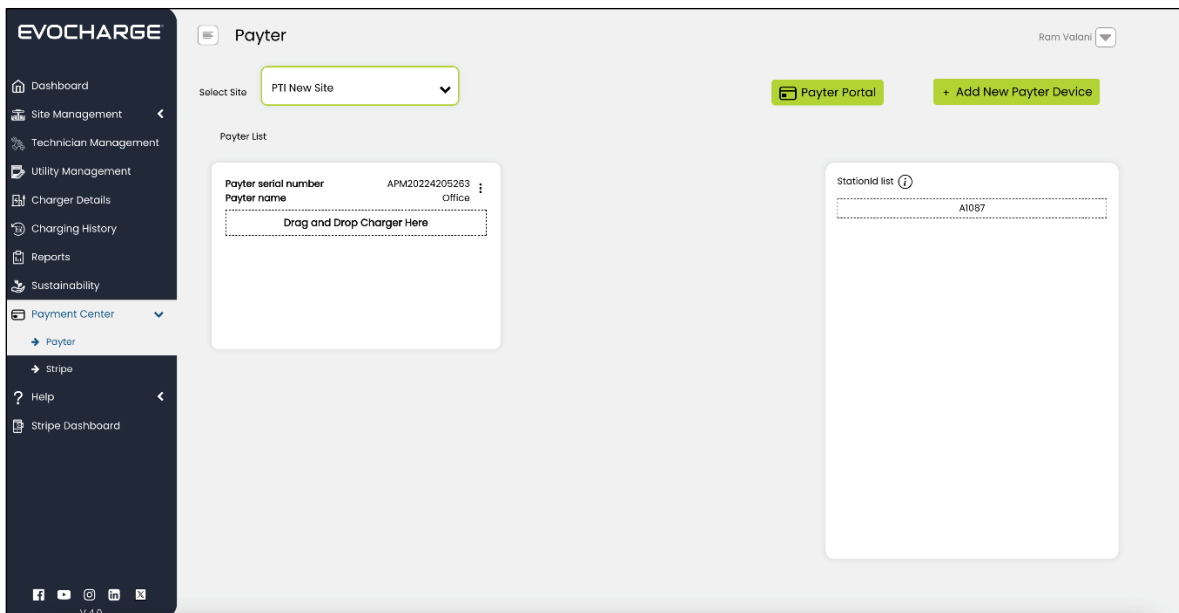
1. Login to the EvoCharge Site Owner Portal.



2. Go to the Payment Center section in the left-hand menu and select 'Payter'.
3. Make sure the chargers have been onboarded to the account.
4. Select 'Add New Payter Device' and enter the serial number (S/N) for the Payter system to link it to the account. There will be an optional field to name the Payter device.



5. Drag and drop the charger serial number from the Station ID List on the right to the desired Payter Serial Number.



6. Use the button in the top right corner to visit the Payter Portal.

Still have questions? Email us at [evochargesupport@phillipsandtemro.com](mailto:evochargesupport@phillipsandtemro.com).