

Getting Started Guide

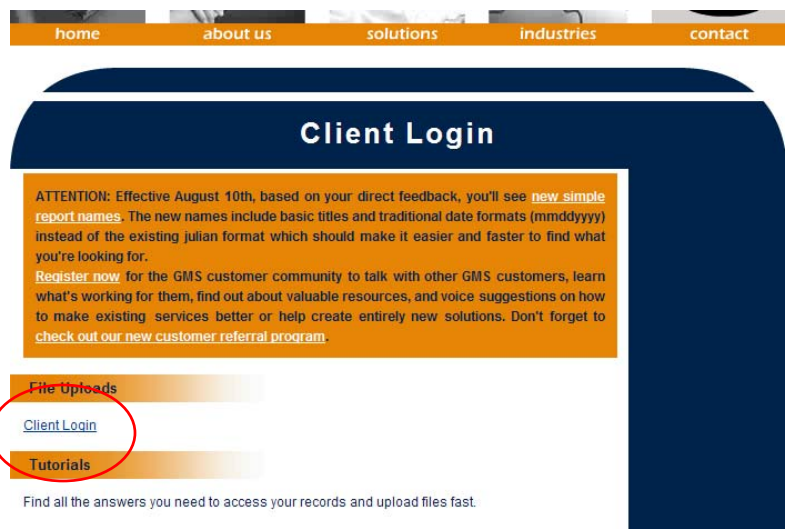
Accessing the GMS Web Site

- 1) To access your records and upload your files, go to our web site: (*optimized for MS Internet Explorer*) www.gulfmanagementsystems.com

- 2) Double-click on **Client Login**

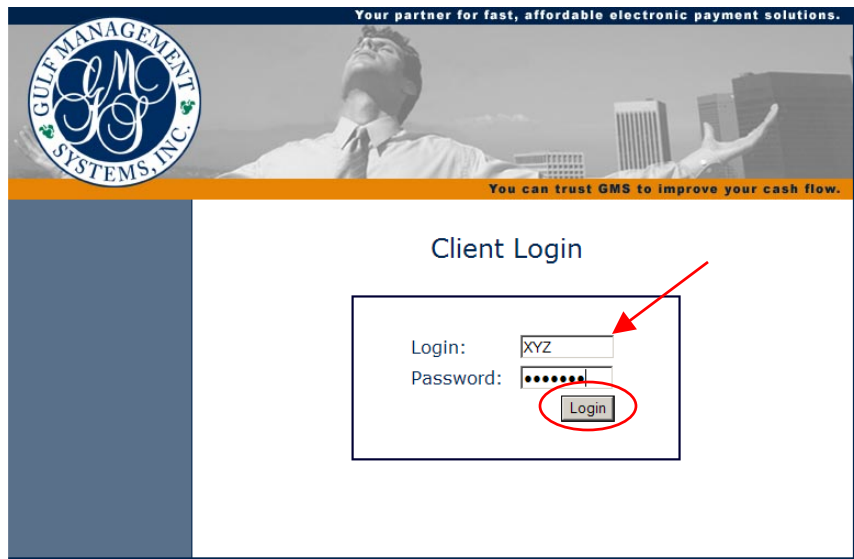


- 3) Click on **Client Login** (*below File Uploads*)



4) Enter your assigned GMS three-digit company code and password

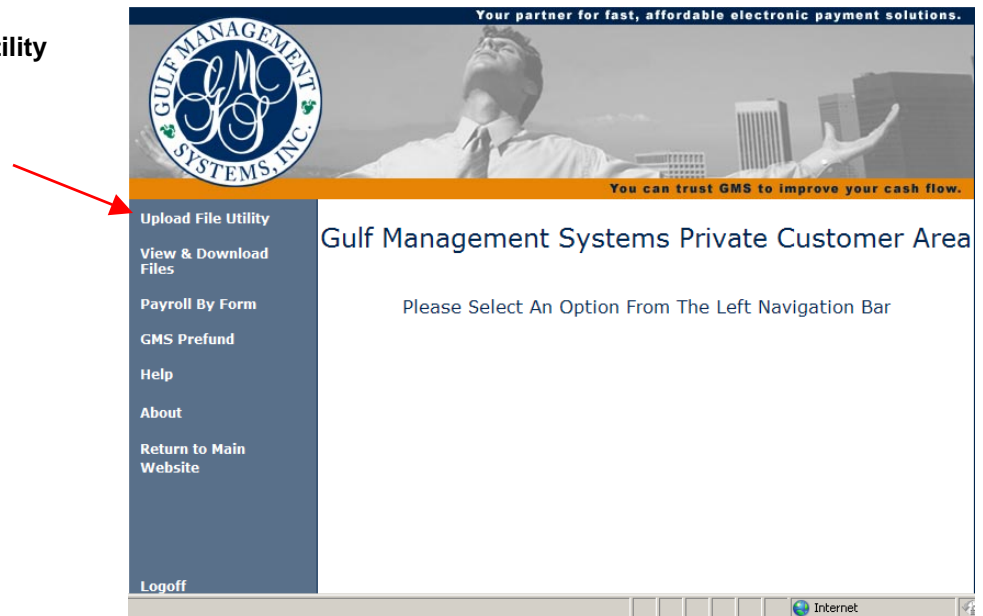
5) Click **Login**



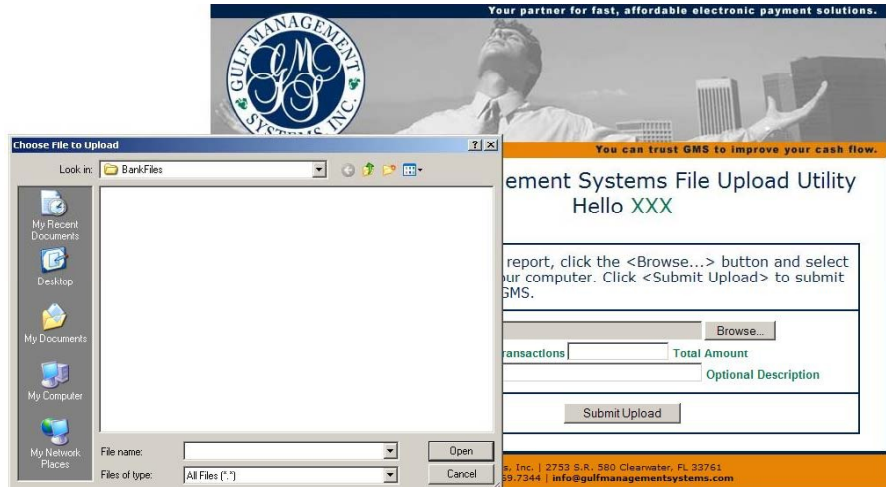
Uploading a File

**Files must be received prior to 2pm ET to be included with that day's processing.*

1) Click on **Upload File Utility**



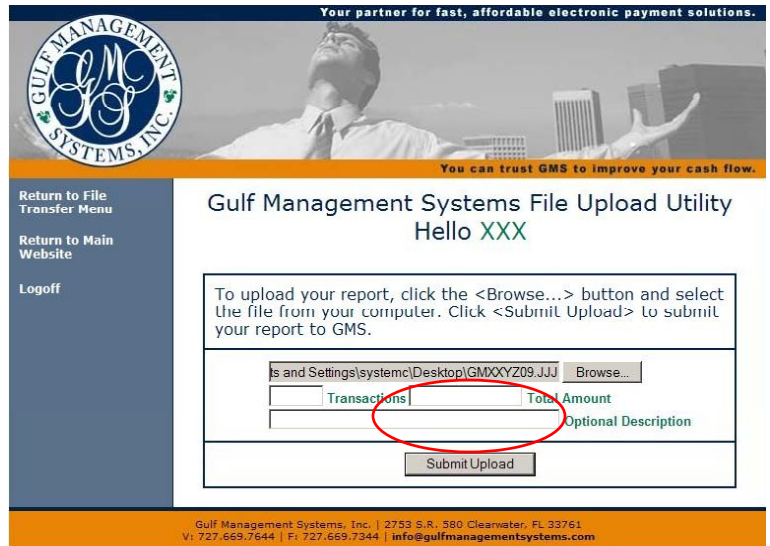
2) **Browse** for your file



3) Enter the number of **transactions** and the **total amount** of the file to be uploaded.

*You may also enter an **optional description** for the file.

Special instructions/requests MUST be emailed, faxed or phoned in prior to the 2pm processing deadline.



4) Click **Submit Upload**

5) (Confirmation Screen)

Your file has been uploaded successfully!

The screenshot shows the 'Gulf Management Systems File Upload Utility' confirmation screen. At the top, there is a banner with the company logo and the slogan 'Your partner for fast, affordable electronic payment solutions.' Below the banner, a navigation menu on the left includes 'Upload Another File?', 'Return to File Transfer Menu', and 'Return to Main Website'. The main content area displays the title 'Gulf Management Systems File Upload Utility' and 'Files Uploaded for XXX'. A table titled 'Submittal Results - Please print this for your records!' contains the following data:

Submittal Results - Please print this for your records!	
Your selected uploaded file(s)	GMXXYZ09.JJJ
Time / Date	8/14/2009 4:03:43 PM
Your saved file(s) on our server	/COMMON/GMXXYZ09.JJJ
Too large of file uploads attempted	
Bad file extension uploads selected	

At the bottom of the page, contact information for Gulf Management Systems, Inc. is provided: 2733 S.R. 280 Clearwater, FL 33761, V: 727.669.7644 | F: 727.669.7344 | info@gulfmanagementsystems.com

Downloading Files/Reports

1) Click **View and Download Files**

The screenshot shows the 'Gulf Management Systems Private Customer Area' interface. A red arrow points to the 'View & Download Files' option in the left navigation bar. The navigation menu includes: 'Upload File Utility', 'View & Download Files', 'Payroll By Form', 'GMS Prefund', 'Help', 'About', 'Return to Main Website', and 'Logoff'. The main content area displays the text 'Please Select An Option From The Left Navigation Bar'. The page footer includes the slogan 'You can trust GMS to improve your cash flow.' and the Internet Explorer browser icon.

A window will generate with a list of up to 90 days worth of your available reports/files.

*NOTE: Firefox browser users must install/enable Java prior to the next step.

2) Click & highlight the file you wish to view/download.

3) Click **Submit to View &/or Download Selected Files**

**NOTE: A new window/tab will open in IE displaying the selected file/report. Use your browser's "Save As" option to copy file to your computer, or "print" for a paper copy.*



Report and File Naming Legend

File/Report	Name
ccc	= Your assigned 3-digit GMS Company ID Code
mmddyyyy	= Traditional Calendar Date including Month Date Year (i.e. 03152009 is March 15, 2009)
ACHDetail	ACHDetail_ccc_mmddyyyy.txt
ACH Summary	ACHSummary_ccc_mmddyyyy.txt
Credit Card Errors	CardErrors_ccc_mmddyyyy.txt
ACH Returns	Returns_ccc_mmddyyyy.txt
Credit Card Processing	CardDetail_ccc_mmddyyyy.txt or .pdf
Credit Card Approved	CardDetailApproved_ccc_mmddyyyy.pdf
Credit Card Declined	CardDetailDeclined_ccc_mmddyyyy.pdf
Collection Balance Report	CollectionBalance_ccc_mmddyyyy.txt
Invoice	Invoice_ccc_mmddyyyy.txt
Invoice Activity Summary	InvoiceActivity_ccc_mmddyyyy.txt
Invoice Adjustments	InvoiceAdjustments_ccc_mmddyyyy.txt
Invoice Demand Drafts	InvoiceDemandDrafts_ccc_mmddyyyy.txt
Invoice Credit Cards	InvoiceCards_ccc_mmddyyyy.txt
Invoice Wires	InvoiceWires_ccc_mmddyyyy.txt
Roster Checkings/Savings	RosterACH_ccc_mmddyyyy.txt
Roster Credit Cards	RosterCards_ccc_mmddyyyy.txt

**See "How to Read GMS Reports/Invoices" for specific report examples and explanations.*

Payroll by Form

- 1) Click **Payroll By Form**

Upload File Utility
View & Download Files
Payroll By Form
GMS Prefund
Help
About
Return to Main Website
Logoff

Gulf Management Systems Private Customer Area

Please Select An Option From The Left Navigation Bar

- 2) Input **Email Address** (where confirmation email should be sent), GMS-assigned **Company ID** and **Organizational ID**

Return to File Transfer Menu
Return to Main Website
Logoff

Gulf Management Systems Processing Worksheet
Hello XXX

Email Address:	<input type="text" value="email@emailaddress.com"/>
Company ID:	<input type="text" value="xxx"/>
Organization ID:	<input type="text" value="0100"/> <input type="button" value="Get Employees"/>

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- 3) Click **Get Employees**

4) Input **totals** (amount of payroll file) and individual **amount** for each desired employee (User Name)

Your partner for fast, affordable electronic payment solutions.

You can trust GMS to improve your cash flow.

Gulf Management Systems Processing Worksheet
Hello XXX

Email Address: OPERATIONS@GULFMAN/
Company ID: XXX
Organization ID: 0100

Totals:

Inactive	Row #	Item ID	Amount	UserName
<input type="checkbox"/>	1	1	0	JOHN DOE
<input type="checkbox"/>	2	2	0	JANE DOE
<input type="checkbox"/>	3	3	0	JOHN SMITH
<input type="checkbox"/>	4	4	0	
<input type="checkbox"/>	5	5	0	

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5) Click **Send Form**

6) Confirmation Screen

Your payroll file has been uploaded successfully!

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Payroll Upload was Successful!

Upload File Utility
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If you have any further questions/issues regarding the use of our web site, please contact our Customer Care Center at: operations@gulfmanagementsystems.com (please include your 3-digit company code in the subject line) or call 800-947-3156.