



## SilverWare POS Inc.

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## Kentucky Department of Parks – How to Add MyPass User

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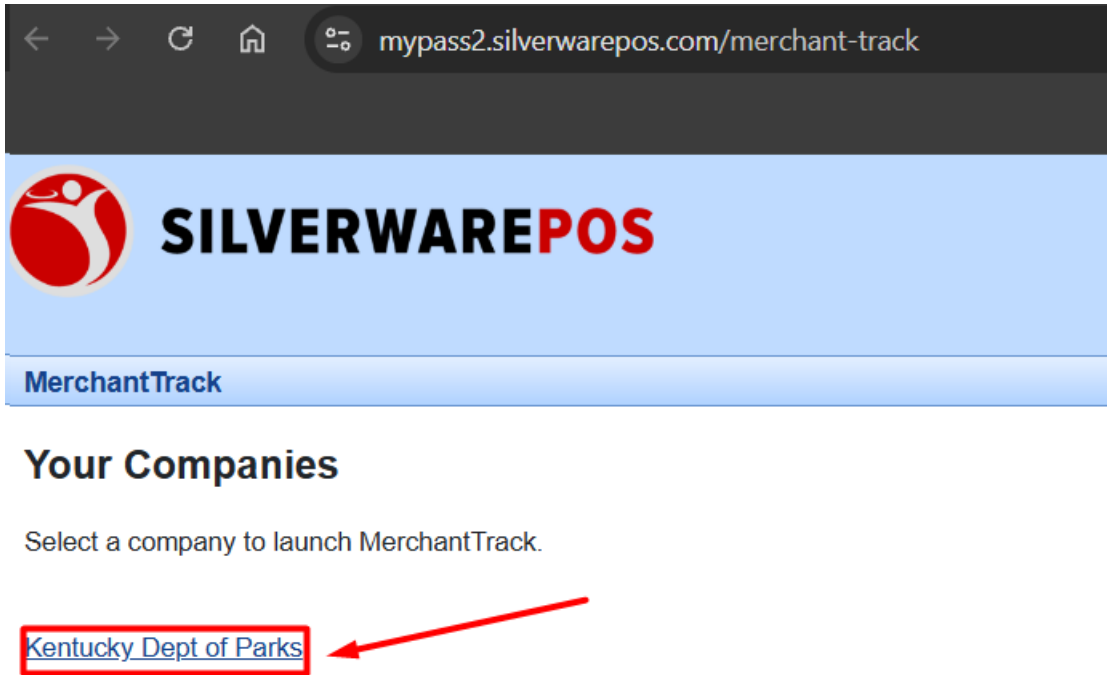
1. Log in to MyPass through this link: <https://mypass2.silverwarepos.com/>

A screenshot of a web browser displaying the login page for MyPass. The browser's address bar shows the URL [mypass2.silverwarepos.com/account/login?returnUrl=%2Fmypass](https://mypass2.silverwarepos.com/account/login?returnUrl=%2Fmypass). The page features the SilverWare POS logo and the text "MyPass". Below the logo, there are two input fields: "E-Mail:" and "Password:". A "Remember Me?" checkbox is located below the password field. A "Login" button is positioned below the checkbox, and a "Forgot Password" link is located below the "Login" button. Red boxes highlight the "E-Mail:" and "Password:" fields, the "Login" button, and the "Forgot Password" link.

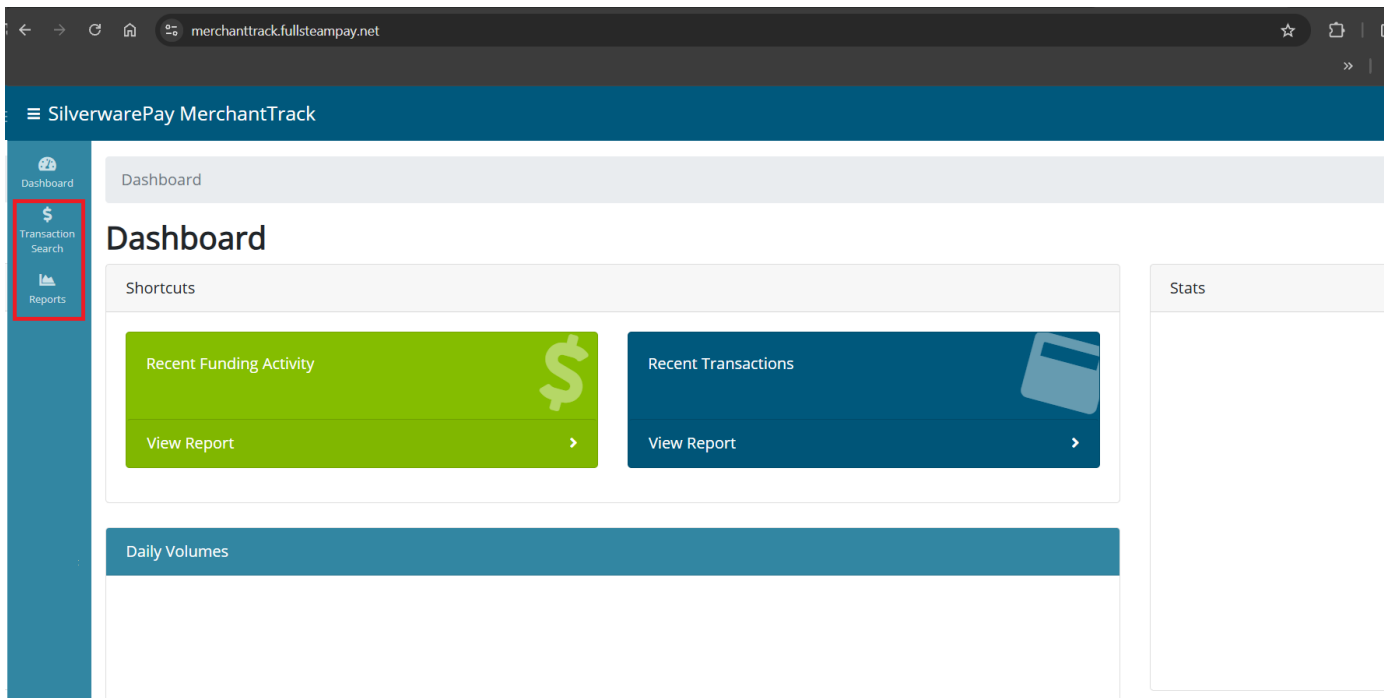
2. Click the “Launch MerchantTrack”

A screenshot of the MyPass portal home page. The browser's address bar shows the URL [mypass2.silverwarepos.com/mypass](https://mypass2.silverwarepos.com/mypass). The page features the SilverWare POS logo and the text "Portal | Enterprise". Below the logo, there is a "My Pass" section. Underneath, there are three links: "SilverwarePay", "Launch MerchantTrack", and "Activate SilverwarePay App". A red box highlights the "MerchantTrack" link, and a red arrow points to it from the right. Another red box highlights the browser's address bar, and a red arrow points to it from the left.

3. Select the Chain Name to open the MerchantTrack site.



4. Click "Reports" to generate reports and "Transaction Search" to look up for transactions.



5. Below is the list for the different reports.

## Reports

<a href="#">Funding Summary Report</a>	Shows the funding information in summary per funding batch and provides links to the Funding Detail Report that shows the contents of the funding batch selected
<a href="#">Transaction Summary Report</a>	Shows total transaction count and volume per day for each payment method
<a href="#">Funding By Transaction Report</a>	Shows the transactions that have been funded in the specified date range
<a href="#">Funding By Line Item Report</a>	Shows the transaction Line Items that have been funded in the specified date range
<a href="#">Chargeback Summary Report</a>	Shows the count and volume of chargebacks for the given date range
<a href="#">Chargeback Report</a>	Shows the details of chargebacks for the specified date range
<a href="#">Chargeback Action Report</a>	Shows the details of chargeback actions for the specified date range
<a href="#">Transactions Report</a>	Shows all transaction (successful and failed) that occurred during the specified date range
<a href="#">Merchant Statement</a>	Provides summaries by day and payment method of transactions processed during the month selected plus deposit summaries and listings of the fees and chargebacks in the deposits during the month selected.
<a href="#">Merchant Deposit Report</a>	Provides deposit summaries and listings of the fees and chargebacks in the deposits during the month selected.

6. Select the different filters you want to use then hit “**Submit**”.

### Processing Networks

Credit

Debit

Date Type \*  
Auth Date

Date Range Start Date  
yyyy-mm-dd

Date Range End Date  
yyyy-mm-dd

Time Zone  
Central

Summary Type \*  
Daily

7. Select what type you want to export. For data manipulation, select “Export to CSV” and for PDF, select “Export to PDF”.

### Transaction Summary Report

**Search Parameters**

<b>Merchants:</b> 1821 Old Fort Harrod Business Office	<b>Processing Networks:</b> Credit, Debit	<b>Date Type:</b> Auth Date <b>Start Date:</b> <b>End Date:</b>	<b>Summary Type:</b> Daily <b>Time Zone:</b> Central
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Click row to show expanded details

Report Data

Showing Records 1 - 3 of 3      Results per page: 100      Time Zone: Central

1 of 1      [Export to CSV](#)      [Export to PDF](#)

Merchant Display Name	Auth Date	Transaction Count	Transaction Total
1821 Old Fort Harrod Business Office	8/17/2025	9	\$114.00
1821 Old Fort Harrod Business Office	8/16/2025	22	\$336.00
1821 Old Fort Harrod Business Office	8/15/2025	4	\$78.00

1 of 1      [Export to CSV](#)      [Export to PDF](#)

8. To search for transactions, click the “Transactions Search” and select the filter you want to use, then hit “Search”.

Dashboard / Transaction Search

### Transaction Search

<b>Merchant *</b> 1821 Old Fort Harrod Business Office	<b>Time Zone *</b> Central
<b>Processing Networks</b> <a href="#">Unselect All</a> <a href="#">Select All</a> <input checked="" type="checkbox"/> None - Failed <input checked="" type="checkbox"/> Credit <input checked="" type="checkbox"/> Debit	<b>Transaction Date Type</b> Auth Date
<b>Payment Method</b> Any Payment Method	<b>Date Range Start Date</b> yyyy-mm-dd
<b>Status</b> Any	<b>Date Range End Date</b> yyyy-mm-dd
<b>Transaction ID</b> <input type="text"/>	<b>Invoice Number</b> <input type="text"/>
<b>Account Holder Name</b> <input type="text"/>	<b>Account Last 4</b> <input type="text"/>
<b>Customer ID</b> <input type="text"/>	

[Search](#)

9. Select the transaction by clicking the list from the **Transaction ID**.

Dashboard / Transaction Search / Transaction Search Results

### Transaction Search Results

Search Parameters

Merchant: 1821 Old Fort Harrod Business Office	Processing Networks: None - Failed, Credit, Debit	Start Date:	Status:
Payment Method: Any		End Date:	Amount:
Invoice Number:		Time Zone: Central	Transaction ID:
Customer ID:			
Account Last 4:			
Account Holder Name:			

Page: 1

Search Results

Results per page: 100

Previous | Displaying Records 1 - 41 of 41 | Next

Central

Transaction ID	Merchant	Status	Amount	Auth Date	Processing Network	Invoice Number	Account Holder Name	Account Last 4	Customer ID
26890088147	1821 Old Fort Harrod Business Office	Batched	\$5.00	8/17/2025 2:06:06 PM	Credit	M20250817190557706	SHELLJANET L	4478	
26889567365	1821 Old Fort Harrod Business Office	Batched	\$12.00	8/17/2025 1:56:22 PM	Credit	M20250817185617825	CARDHOLDER/VISA	6362	
26888188833	1821 Old Fort Harrod Business Office	Batched	\$20.00	8/17/2025 1:30:43 PM	Credit	M20250817183038975	CARDHOLDER/VISA	0207	
26884412324	1821 Old Fort Harrod Business Office	Batched	\$16.00	8/17/2025 12:14:00 PM	Credit	M20250817171353451		2309	
26884319687	1821 Old Fort Harrod Business Office	Batched	\$10.00	8/17/2025 12:11:58 PM	Credit	M20250817171149809	CARDHOLDER/VISA	4125	
26884216903	1821 Old Fort Harrod Business Office	Batched	\$11.00	8/17/2025 12:09:47 PM	Credit	M20250817170943280		1206	

10. There is a **Refund** or **Receipt** function inside the transaction, but the Refund function will be

Dashboard / Transaction Search / Transaction Details

### Transaction Details

Time Zone \* Central

Transaction Details	
Transaction ID	26890088147
Transaction Date	8/17/2025 2:06:06 PM
Issuer Settlement Date	8/17/2025
Status	Batched
Merchant	1821 Old Fort Harrod Business Office
Request ID	35377M20250817190557706
Customer ID	
Total Amount	\$5.00
Create Source	API
Update Source	API
Created By	Silverware.CommonwealthofKentucky.2437426-API
Creator IP	74.143.69.130
Store and Forward	FALSE

Shipping Information	
Business Name	
First Name	
Last Name	
Address 1	
Address 2	
Address 3	
City	
State	
Zip	
Country	
Phone	
Email Address	

Actions	
Receipt	
Refund	

Reconciliation Details	
Invoice Number	M20250817190557706
Commodity Code	
Discount Amount	\$0.00
Shipping Amount	\$0.00
Duty Amount	\$0.00
VAT Amount	\$0.00
VAT Rate	
Shipped From	
Order Date	