Instructions to Penn Security E-Connection and Detail Summary Report

1. Log into E-connection in Internet Explorer only

2. Click “Authorization and Capture” – Be patient; it takes time to process

3. Click the “Daily Summary” option at the top – on header

4. Click on the far left Merchant number that is underlined

5. Put in date (MM/DD/YYYY)

6. Click refresh (little green circular arrows to the right of date)

7. If the “captured” amount is different from the “authorized” amount look for difference the next day

8. Click on the total amount that is underlined in the bottom right-hand corner

9. Click print icon on tool bar (upper right). Please print In “Portrait” style, NOT “Landscape”

10. Send with cash transmittal

11. Log Off

Please contact cashier.office@uvm.edu if you need further assistance.

Thank you very much. We appreciate your cooperation!