**ExpressCheck Installation Guide - Clover**

Version 2.0 – October 6, 2025

# Prerequisites

The following are the prerequisites for installing ExpressCheck:

* Active **Clover POS** system with admin access to the Clover Dashboard
* Internet connection on all terminals
* ExpressCheck credentials provided by CityCheers Support
* A supported Windows device for the ExpressCheck integration utility (if applicable)
* API access permissions for the merchant account

# POS Configuration – Pre Installation

The following section describes the required changes in Clover Dashboard prior to installation:

## Login to Clover

Log in to the Clover Dashboard at https://www.clover.com.

## Add the ExpressCheck App

search for “ExpressCheck” in the Clover App Market and install it.

## Enable API Access

in the Clover Developer Dashboard, create an API key with order, payment, and item permissions.

## Create Tender Type

in *Setup → Payments → Tenders*, add a tender named ExpressCheck.

## Create Type for “Custom Payment”

Enable “Reference Required.”

## Create Service Charge Item

in *Inventory → Items*, add Expck Reward Club Fee ($0.50, tax-exempt).

## Create Reward Discount

in *Discounts →* add ExpressReward.

* Set “Amount or Percentage”
* Set “Applies to full check.”

## Sync the Configuration

confirm all new entries are visible on each terminal.

# Configuration Settings

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| **Configuration Setting** | **Suggested Default** | **Value** |
| ExpressCheck User ID | *Clover API Key / Merchant ID* |  |
| API URL | *https://api.clover.com* |  |
| Host Port | *443* |  |
| Max Message Size | *20000000* |  |
| ExpressCheck Tender Name | *ExpressCheck* |  |
| EC Fee Name | *Expck Reward Club Fee* |  |
| EC Reward Name | *ExpressReward* |  |
| EC Gift Name | *ExpressCheck Gift* |  |
| EC Gift Card Name | *ExpressCheck Gift Card* |  |

# POS Configuration – Post Installation

## I****nstall ExpressCheck Integration Utility****

on your back-office system, run the installer and select **Clover** as POS Type.

## ****Connect to Clover API****

open ExpressCheck Settings Utility and log in using the Clover API key created earlier.

## ****Configure Settings****

match the Tender, Reward, and Fee names to your POS entries.

## ****Verify Connectivity****

test the link between ExpressCheck and Clover; ensure the integration passes authentication.

## ****Perform a Test Transaction****

create a sample check, apply ExpressCheck, and confirm successful posting.

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