**ExpressCheck Installation Guide - Toast**

Version 2.0 – October 6, 2025

# Prerequisites

The following are the prerequisites for installing ExpressCheck:

* Active **Toast POS** account with administrative dashboard access
* Internet access from all terminals
* ExpressCheck credentials from CityCheers Support
* Toast API access enabled for the merchant account
* Windows workstation for ExpressCheck configuration utility (optional if not managed from cloud)

# POS Configuration – Pre Installation

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

## Login to Toast

**Login to the Toast Admin Dashboard** at https://pos.toasttab.com.

## Create an Integration User

* Navigate to *Team → Employees* → **Add Employee**
* Name: *ExpressCheckAPI*
* Role: Administrator or Integration Manager
* Record the user ID and password for ExpressCheck Settings.

## Add Payment Type

* Go to Payments → Payment Types → Add New.
* Name: **ExpressCheck**
* Type: “External Payment.”
* Enable Reference Required.

## Add Service Charge

* Navigate to Menus → Service Charges → Add New.
* Name: **Expck Reward Club Fee**, Amount: $0.50, Non-taxable.

## Add Discount / Reward

* Under *Promotions → Discounts*, add **ExpressReward**.
* Discount Type: Custom or Percentage.
* Apply to entire check.

## Publish Configuration

* Click **Publish Now** to sync all terminals and confirm new entries appear on POS screens.

# Configuration Settings

|  |  |  |
| --- | --- | --- |
| **Configuration Setting** | **Suggested Default** | **Value** |
| ExpressCheck User ID | *ExpressCheckAPI* |  |
| API URL | *https://api.toasttab.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

## Install ExpressCheck Software

* On your back-office or management workstation, run the ExpressCheck installer.
* Select Toast as the POS Type.

## Connect via Toast API

* In ExpressCheck Settings Utility, select POS Type Toast.
* Enter your Toast API credentials or the Integration User credentials created earlier.

## Configure Settings

* Input Tender, Reward, and Fee names exactly as configured in Toast.

## Verify Communication

* Use the “Test Connection” function to confirm successful API authentication.

## Perform a Test Transaction

* Run a sample ExpressCheck transaction and confirm it posts correctly in Toast.