

UTG Web Server

Every Universal Transaction Gateway® (UTG®) has an internal web server. If configured, the web server allows the UTG to be accessed from the computer the UTG is installed on, or from any computer in the merchant's network that can access the computer the UTG is installed on.

The web server allows the UTG's current configurations to be remotely viewed using an SSL connection. In addition, certain functions can be performed like checking for updates and managing trace files for the UTG without stopping the UTG, accessing TuneUp, or using Stand Alone. The web server can also be used to remotely stop the UTG if necessary, but it cannot start the UTG.

If the current configurations for the UTG need to be changed, additional information can be located in the Lighthouse Transaction Manager Help document: *UTG Quick Installation Guide*.

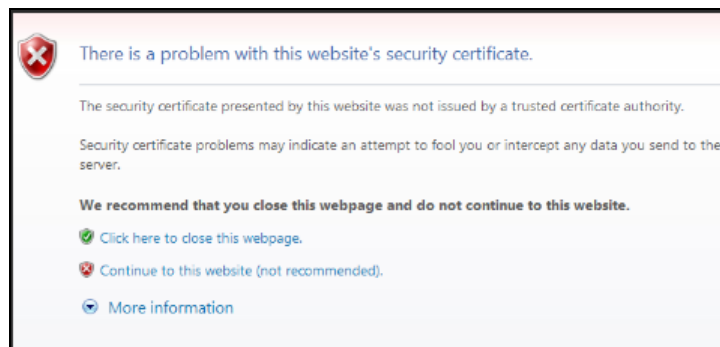


Note: The UTG must be operating and the Host Address (IP address) and Listen Port number that were configured on the Options tab in UTG TuneUp need to be known to access the UTG web server.

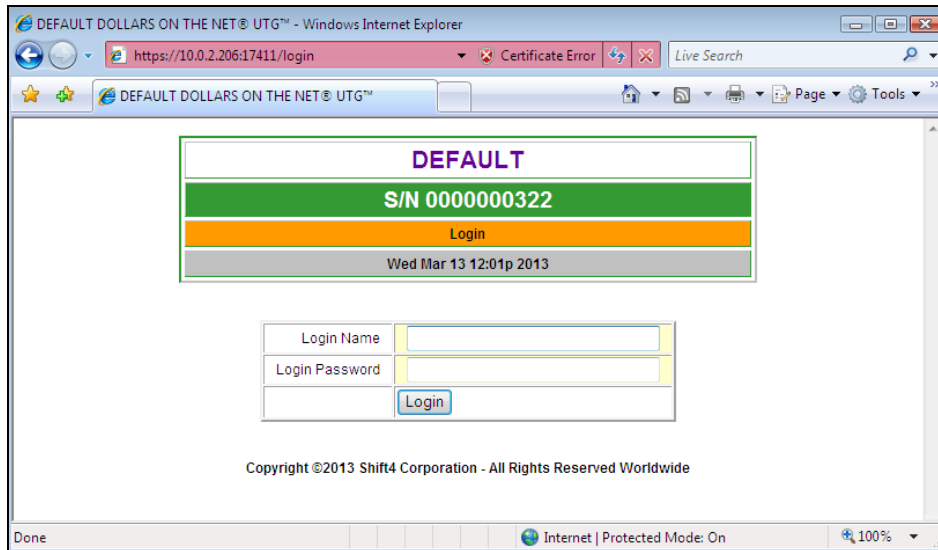
Accessing the UTG Web Server

To access the UTG web server, complete the following steps:

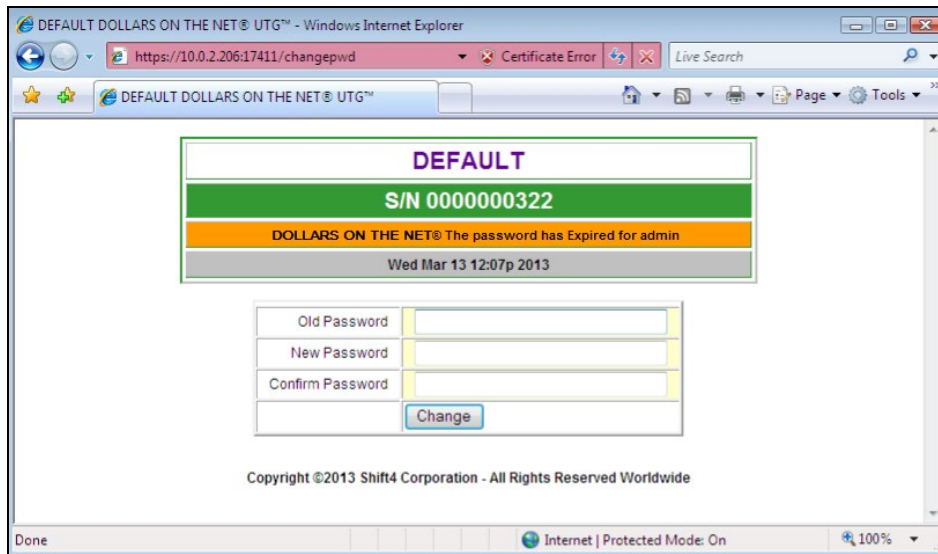
1. Open a web browser from the computer the UTG is installed on, or from any computer in the merchant's network that can access the computer the UTG is installed on.
2. In the web browser's address bar, enter `https://[Host Address]:[Listen Port Number]`. For example, `https://10.0.0.136:17411`.
3. *(If applicable)* Shift4 Payments uses self-sign certification as an authentication tool. The system may attempt to authenticate the web server with a third-party authenticator for added security. If the third-party authenticator is unable to authenticate the web server, you will be prompted with a security alert.
 - In the Security Alert window, click **Continue to this website**.
 - If you are unable to access the web server or receive an error, verify with your network administrator that SSL is allowed to connect to port 17411.



4. In the DEFAULT Lighthouse Transaction Manager UTG window, log in to the UTG web server.
 - In the Login Name field, enter your login name. (For the initial log in, enter admin.)
 - In the Login Password field, enter your password. (The password is case sensitive. For the initial log in, enter shift4.)
 - Click **Login**.



5. (If applicable) In the DEFAULT Lighthouse Transaction Manager UTG window, change the password.
- In the Old Password field, enter the initial or your old password.
 - In the New Password field, enter a new password. Web server passwords must include alphabetic and numeric characters and be at least seven characters long.
 - In the Confirm Password field, reenter the new password.
 - Click **Change**.



Note: After the password has been changed, the user will be required to log in with the new credentials.

6. In the DEFAULT Lighthouse Transaction Manager UTG window, from the Management Menu, select an option:
- **Logout** – Logs you out of the web server without any additional prompts. Users are automatically logged out after 15 minutes of inactivity.
 - **Change Password** – Allows you to change your password at any time. Web server passwords must include alphabetic and numeric characters and be at least seven characters long.



Tip: To return to the Management Menu without changing your password, use the browser's back button.

- **Menu** – Returns you to the Management Menu from other pages in the web server.

- **Status** – Displays the details displayed in the UTG Task Explorer window. Additional information can be located in the Lighthouse Transaction Manager Help document: *UTG Reference Guide*.
- **Configuration** – Displays the number of worker threads from the UTG Task Explorer window and the current configuration settings for the UTG. If the current configurations for the UTG need to be changed, additional information can be located in the Lighthouse Transaction Manager Help document: *UTG Quick Installation Guide*.
- **Update Now** – Manually checks the Shift4 Payments data centers for UTG updates.
 - The status of the check appears at the bottom of the DEFAULT Lighthouse Transaction Manager UTG window. When “Done” appears in this area, the check is complete and another option from the Management Menu should be selected. Failing to select another option from the menu will cause the UTG web server to continue checking for an update every six seconds.
 - If an update is available, the UTG will download the update to ...*Shift4*\Update using the same encryption level used for transaction authorizations, wait for an inactivity period, shut down, install the update, and then restart.
 - When the UTG is stopped, transactions cannot be processed.
- **Trace** – Displays trace files available for processing. To process a trace file, complete the following steps:
 - Select a trace file.
 - To create a ZIP file from the selected trace file, click **Process**.
 - The default location of trace files is ...*Shift4*\UTG2\Trace\Unnnn.TRC, where *nnnn* is an automatically incremented number that uniquely identifies the trace. For example, U9260.TRC and the file may be opened with Notepad.
- **Users** – Allows you to create additional users that can access the web server. To create a new user, complete the following steps:
 - Click **New User**.
 - In the **User Name** field, enter a name.
 - In the **Password** field, enter a password.
 - In the **Confirm Password** field, reenter the password.
 - *(Optional)* To give the user administrative access in the web server, select **Administrator**. Administrators are able to access all options on the Management Menu. Non-administrative users can only access the Status option.
 - Click **Add**.
- **Shutdown** – Allows you to remotely stop the UTG.



WARNING! When the UTG is stopped, transactions cannot be processed. In addition, the UTG cannot be started from the web server.

