

THE ATM LAUNCH CHECKLIST



The ATM Launch Checklist

Everything you need to go from setup to live with dependable uptime

Site prep, contracts, cash logistics, and monitoring

Launching an ATM isn't just about plugging in a machine. It's a long list of moving parts—contracts, regulations, site prep, equipment, cash, connectivity, security, and ongoing monitoring. For many business owners, the sheer number of tasks can feel overwhelming.

That's exactly why we created this **ATM Launch Checklist**: to show you everything that has to be covered to get an ATM from concept to live transactions. The list is big—but you don't have to face it alone.

The Complete ATM Setup Checklist

Contracts & Compliance

- Finalize ATM placement agreement
- Review ADA accessibility requirements
- Post required surcharge disclosures
- Confirm PCI DSS transaction security
- Ensure state and local compliance is satisfied



Site Preparation

- Select a location with visibility and strong foot traffic
- Confirm access to reliable power outlet
- Confirm secure internet connection (wired or wireless)
- Plan for customer line flow and ADA clearance
- Schedule electrical work if new outlet is needed
- Confirm flooring can support machine anchoring

Installation

- Schedule professional delivery
- Bolt ATM securely to floor
- Configure machine software and load keys
- Test all hardware (screen, keypad, card reader, receipt printer, cash dispenser)
- Brand the machine with decals and signage
- Install in-store signage to promote usage

Cash Logistics

- Decide on self-loading vs armored carrier service
- Establish bank account dedicated to ATM settlement
- Determine replenishment schedule
- Secure cash storage safe if self-loading
- Perform initial cash load
- Run test transactions to validate balances

Monitoring & Security

- Enable 24/7 remote monitoring
- Set up real-time alerts for cash levels
- Configure alerts for service issues
- Plan regular cash audits
- Install and test security cameras in ATM zone
- Review monthly uptime performance reports

Ongoing Management



- Track daily transaction volumes
 - Review surcharge revenue monthly
 - Adjust cash load levels to match demand
 - Schedule preventative maintenance checks
 - Keep receipts, signage, and paper stocked
 - Respond quickly to alerts and service calls
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Feeling Overwhelmed?

We understand. Getting an ATM up and running is more than just ordering a machine—it's dozens of details that all need to line up perfectly.

The good news is you don't have to do this by yourself.

Clear Choice: Your Guide & Helper

At **Clear Choice Payment Solutions**, we take this entire list off your shoulders. Along with our partners, we handle every piece of the ATM lifecycle—setup, installation, cash logistics, monitoring, and ongoing management—so you don't have to worry about missing a step.

And we don't stop with ATMs. Our **merchant processing solutions** give you lower card acceptance rates, faster deposits, and one simple, transparent partner for both cash and card payments.

With Clear Choice, you get the **revenue and reliability of an ATM—without the headaches.**



About Clear Choice Payment Solutions

Clear Choice Payment Solutions is a full-service ATM deployer and transaction processor. We provide a **hassle-free way to launch and manage ATMs**, from site prep to compliance, cash logistics, and uptime monitoring. Beyond ATMs, we help businesses save money and grow with simple, transparent merchant processing.

Ready to Get Started?

Don't let the checklist intimidate you—let us handle it.

Visit clearchoicepay.com to connect with our team and launch your ATM the easy way today.

