

Setting Up Credit Card Processing

Once you have established your merchant account and internet gateway, you some additional steps to perform to enable your account within your website. Typically, you will need to access the web interface provided by your merchant provider and generate a login/account ID/API Username and password/passcode/API Password. Although the names vary between providers, you are looking for a login and password for an electronic connection or API that will allow the software to send credit card info to get the money sent to your merchant account. .

Admin Tag > Credit Card > General

General

Credit Card Descriptor

1 Gala Auction ?

2 Store customer card data in secure gateway? ?

3 Require that a CVV value is entered? ?

4 Process Refunds Manually? ?

5 Save

1. Name that will be passed through to Guest's account that should match your gateway name.
2. Store card data ("vault") in secure gateway. Allows pre swiping at checkin.
3. Requiring CVV adds layer of security.
4. Rare circumstance where select refunds are processed directly through the gateway instead of through software.
5. SAVE.

What Passwords and logins you need to enter to connect your gateway

Every gateway is different and often uses different names.

[Authorize.net](#) - [Authorize.Net API Instructions](#)

[Braintree](#)

Login generated login also used to access gateway
Password generated password also used to access gateway

eprocessingnetwork - [Setup Instructions](#)

Login 7 number ID
Password machine-generated Alpha-numeric (15 characters)

merchantesolutions

Login machine-generated Numeric (20 characters)
Password machine-generated Alpha (32 characters)

paytrace

Login Created login
Password Created 10 digit Alpha-numeric Password

VanCo [Setup for Vanco](#)

Login login:clientid
Key/Password Password

xcharge

Login **X-Web ID (12 digit), Terminal ID (8 digit) and Industry (RETAIL or ECOMMERCE)** separated by colons
Password **X-Web Auth Key** Machine generated Alpha-numeric (32 characters)
(Industry -**RETAIL or ECOMMERCE**- will be set at time account established.)

wonderpay

Login Account ID (5 digit Capital Letters)
Password (*Optional* - Must at least clear field.)

*** Consult your Pay Pal provider to get clearance to use this account this way.**

How to Enter Setup Information for Online Processing (E-Commerce/"Card-Not-Present")

The screenshot shows a web interface for configuring online credit card processing. On the left is a navigation menu with options: General, Live Auction, Online Auction, Donate Now, POS Site, Ticket Sale, Credit Card, General, Online Processing (highlighted), Event Night Processing, and Verification. The main content area is titled 'Online Credit Card Processing Settings' and contains the following fields:

- Gateway:** A dropdown menu with the selected value 'None - gateway not setup'. A circled '1' is next to it.
- Credit Types Accepted:** A dropdown menu with the selected value 'VISA,MC'. A circled '2' is next to it.
- Gateway API Login:** A text input field containing 'ChangeMe'. A circled '3' is next to it.
- Gateway API Password:** A text input field containing 'ChangeMe'. A circled '4' is next to it.
- Save:** A blue button at the bottom left. A circled '5' is next to it.

1. Choose Gateway from Dropdown.
2. Choose combination of cards accepted from dropdown.
3. API Login
4. API Password
5. SAVE.

Entering Credit Card Account Info for Event Night Processing - E-Commerce if card vaulted or where card present account swipe at Gala Check out only

Event Night Credit Card Processing Settings

Gateway **1** None - gateway not setup

Credit Types Accepted **2** VISA,MC

Gateway API Login **3** ChangeMe

Gateway API Password **4** ChangeMe

5 Save

1. Choose Gateway from Dropdown.
2. Choose combination of cards accepted from dropdown.
3. API Login
4. API Password
5. SAVE.

Legacy gateway setups no longer fully supported

Linkpoint - [Getting your Card Services/Linkpoint API Information](#)

PayPal PayflowPro

[User]:[vendor]:[partner]:auth Created identifiers
Account Password

Sage

Login Merchant Id Number - machine-generated Alpha-numeric (Twelve digits)
Password M_Key Number - machine-generated Alpha-numeric (Twelve digits)

Viaklix

Login Account Number/Merchant ID and User ID (separated by a colon)
Key/Password machine-generated Alpha-numeric (8+ characters)