



## FLEXPAY GUIDE TO ADDING PAYMENT GATEWAYS

Tungsten Revenue Inc.

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## DOCUMENT PROPERTIES

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# INTRODUCTION

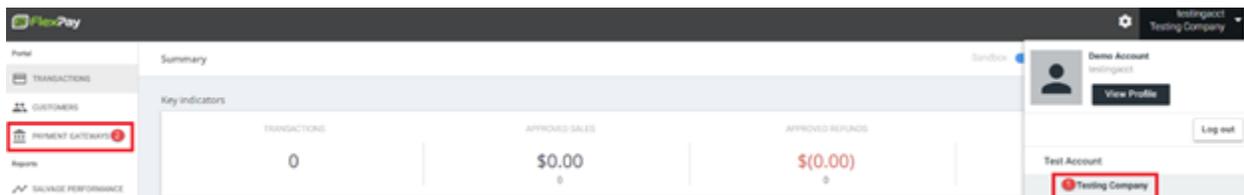
Another important part in setting up your FlexPay account is adding your payment gateways. This like the previous aspect, adding companies is fairly simple as well.

Let's get started!

## ADDING YOUR PAYMENT GATEWAY

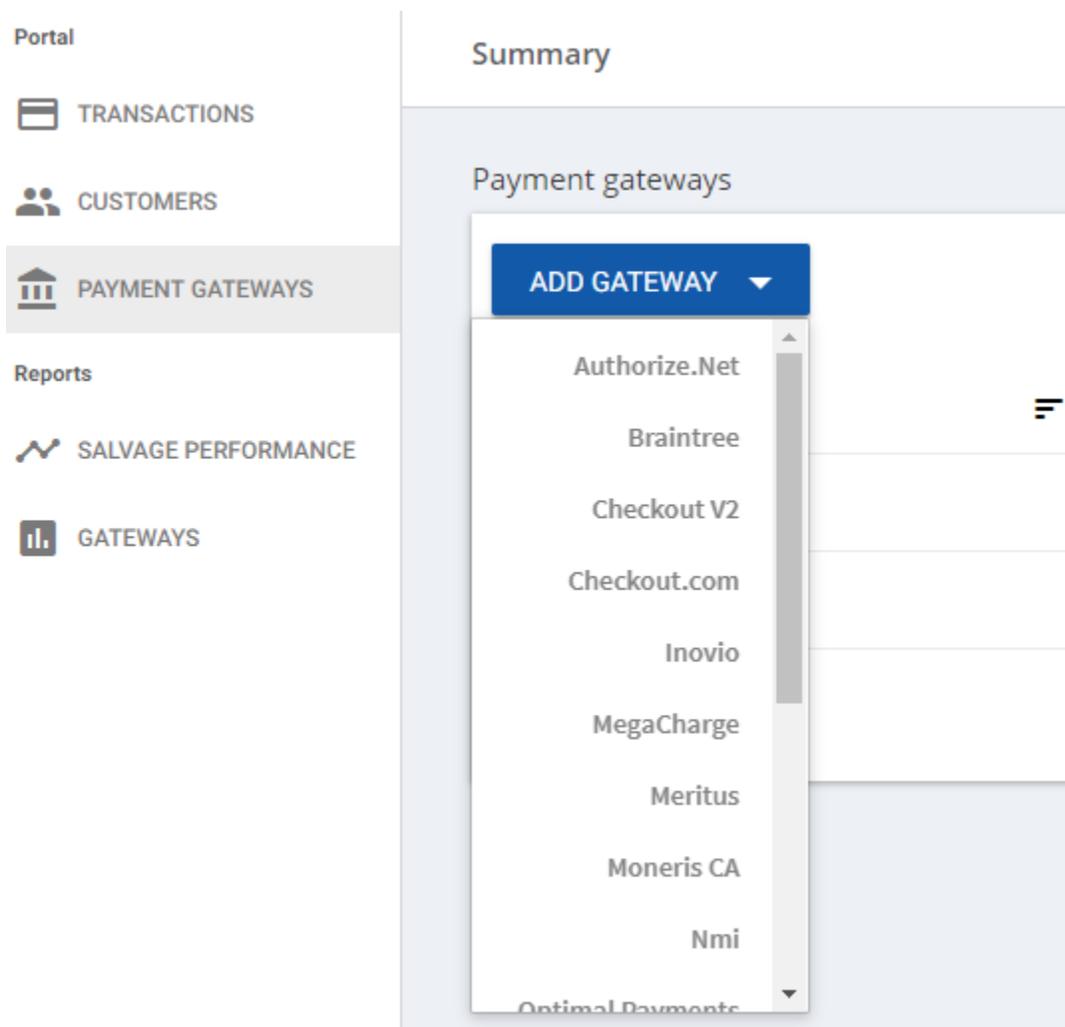
**Step 1:** On the main page, top right next to your user name, select the company you wish to add the gateway to. This will show a drop-down panel. Click on your company/product (it will be the one(s) indented and in light grey). Doing so will change the displayed company name beneath your account name to the top right.

Next, click on Payment Gateways to the far left of the page. If the button is faded out, it means you have not selected a company to add a gateway to. Repeat step one.





**Step 2:** Click on "ADD GATEWAY" button now. In the drop-down menu select which gateway type you are adding.



**Step 3:** Now fill in the following form on the "Add a payment gateway" page. You will need your Gateway Standard Gateway Login information to complete this.



## Add a payment gateway

**PAYMENT GATEWAY DETAILS**

Type: Authorize.Net

Name: \*

Bank type: \*

Bank currency: \*

Category code (MCC):

Processing status: \*

Merchant reference id: \*

CVV required:

**GATEWAY SPECIFIC SETTINGS**

Login: \*

Password \*

**ACCEPTED PAYMENT METHODS**

Visa:

### Under "PAYMENT GATEWAY DETAILS" enter...

**Name:** Name of the company being setup

**Bank type:** Select the appropriate bank type from the drop-down menu.

**Bank currency:** Normally this currency is dependent on where the company is located (e.g. USD for United States etc.).

**Processing status:** We want to set this as "Enabled" when setting it up. We can set this to "Refund Only" to stop all transaction processing on this gateway.

**Merchant reference id:** This field is for reporting purposes. Depending on the external CRM this will show which MID a transaction was sent in addition to stating it was handled by FlexPay.

### Under "GATEWAY SPECIFIC SETTINGS" enter...

For "Login" and "Password" add your gateway standard login and password information.



**Under "ACCEPTED PAYMENT METHODS" enter...**

Here will be options for Visa, MasterCard, Discover, Amex, Diners Club, and JCB. Ensure to add the credit and debit card options by left clicking each that you want enabled and in the drop-down menu left clicking to check off the options you want. Click outside the drop-down menu when it is correct for that option and select the next until it is all correctly selected for all payment methods you want on this gateway.

**Under "PAYMENT ROUTING CONFIGURATION" choose...**

**Allowed currencies:** Ensure that the same currency is checked off as the "Bank currency" which is in the "PAYMENT GATEWAY DETAILS" section, as well as, any other allowed currency may be checked off.

**Initial Distribution:** This is the distribution ratio that your transactions will be sent by. Set this to "1" to enable routing to this gateway. You can go higher if you want it to favor this payment gateway.

**Allows retries:** We can leave this enabled with it toggled to green. This will allow transactions to be retried by our system when they are entered into our decline salvage.

Once all the required fields are completed, the faded out green "ADD GATEWAY" button at the bottom of the screen will become highlighted. If this is Greyed out please check that all fields followed by asterisk "\*" as they are required.

Click on the green "ADD GATEWAY" button. This will take us back to the "Payment Gateways" where your new gateway should be added. You can edit any gateway with the Light Grey Edit button beside it. Repeat steps 1-3 until you have added all your Payment Gateways.