

First Data Online Payments

Introduction

Magaya offers a secure method of credit card payment for your customers. You set it up online at FirstData.com where you can see the transactions. It is connected to your Magaya system so you can process credit card payments from your customers when they want to pay their invoices with a credit card. Types of credit cards accepted include Visa, Master Card, Discover and American Express.

Register and Configure

1. Register for a Merchant account with First Data. This can be done from the link in the Magaya Configuration screen for Online Payments.

2. Configure your Magaya system by entering the information from First Data:

Tenable Online Payments with First Data Global Gateway e4						
Merchant API Credentials	<u>www</u>	v.firstdata.com				
🔲 Use Test enviro	nment (Disable Test mode for production)					
Exact Id:						
Password:						
Key Id:						
Key:						
	Test Connec	tion				

Note: The Test environment is only for testing the system. Leave this box unchecked.

After you enter the data, the system will test your Magaya account and your First Data account.

Save the data entered.

Enter Customer Payment Method

To enter a customer's credit card number, Go to the Customer List and open a Customer's profile. After you enter the number, it will be saved it in the First Data system and only display the last four digits of the credit card number.

1. Click the Pmt Terms tab (Payment Terms):

2. Click the "Payment Accounts" button in the section "Manage Online Payment Accounts."

eneral Address Billing.	Address Oth	ner Addresses	Contacts	Rates	Charges	Pmt Terms
Payment Terms						
Terms:	Net 30		•			
The common type of	payment is	Prepaid	•			
Incoterms:			•			
The Credit Limit is	0.00	USD				
Parent Entity:				•		
Invoice periodically	Use Defau	t 🔹				
TSA Compliance —						
🔲 This entity is a	a known shipp	ber				
Known shipper e	xpiration date:	5	/14/2014	-		Ŷ
Manage Online Pa	ayment Acco	unts			_	
		Pay	ment Acco	unts]	

When you click "Payment Accounts", a dialog box opens.

Туре	Account Number	Description	Add
Credit	card accounts list after you a	will appear in this add them.	Edit Remove





the MagayaInsider page 3

This dialog box will be blank until you add credit card account information for

this customer. After you enter the details, they will appear in this list where they can be edited or removed in the future.

3. Enter the customers's details f or their credit card:

Account Informa	tion			
	Account Inform	natio	n	VeriSign Trusted
Account Holder i	nformation			
First Name:	Customer first name		Last Name:	Customer last name
Description:	Card name/description;	*	Notes:	
		*		
Billing Address:		*		
		Ŧ	Change]
Payment informa	tion			
Oredit Card				
Card Type:	Visa 🔹	VISA	MasterCard	
Card Number:			DIFCONTR	
Exp. Date:	07 🔹 2016 💌		DISCOVER	
			ОК	Cancel Help

The system verifies the information.

Click OK to save. After saving, only the last four digits of the credit card will be visible. The full number is saved with First Data, a PCI-compliant security credential service provider.

Payment Confirmation

You can receive payment for a customer's invoice as usual and select the credit card from the "Pay with" field:

Ī	🖸 Accounting Tra	insaction		
	Customer Payment	Attachments	Internal Notes	
	A/R Account:	Accounts Recei	vable	~
	Customer:	Orlando Garden	Ŧ	
	Deposit to:			~
	🔽 Pay with:	Visa card	-	View
	Memo:			

After the Payment is processed, you can view the confirmation by clicking the "View" button.

Payment Confirmation	×
🦻 Payment Conf	irmation
Payment Type:	Credit Card
Account Type:	Visa
Account Number:	*************1111
Confirmation Number:	ET174462
Estimated Settled Date:	2014/05/16
Status:	Authorized
Amount:	\$ 12.00
	ОК

You will also see the confirmation in your First Data merchant account online.

Your customers will see their confirmation in their credit card statement.

To void a payment after processing it, right-click on the Payment from the Payments List and select "Void online payment."

Print Down	load CSV	Number of Transactions: 6			
Actions	Card Holder	Card	<u>Amount</u>	Expiry	Transa
\bigcirc	Jose Garcia	VISA	12.00 USD	03/17	Void
ON	Jose Garcia	VISA	12.00 USD	03/17	Purchase



