

## 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:

Enable Online Payments with First Data Global Gateway e4 [www.firstdata.com](http://www.firstdata.com)

Merchant API Credentials

Use Test environment (Disable Test mode for production)

Exact Id:

Password:

Key Id:

Key:

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 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."

Customers

General Address Billing Address Other Addresses Contacts Rates Charge Pmt Terms

Payment Terms

Terms:

The common type of payment is:

Incoterms:

The Credit Limit is:  USD

Parent Entity:

Invoice periodically:

TSA Compliance

This entity is a known shipper

Known shipper expiration date:

Manage Online Payment Accounts

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

Payment Account List

Type	Account Number	Description
Credit card accounts will appear in this list after you add them.		

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 customer's details for their credit card:

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:

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

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."

<a href="#">Print</a> <a href="#">Download CSV</a>		Number of Transactions: 6			
Actions	<a href="#">Card Holder</a>	<a href="#">Card</a>	<a href="#">Amount</a>	<a href="#">Expiry</a>	<a href="#">Transa</a>
	Jose Garcia		12.00 USD	03/17	Void
	Jose Garcia		12.00 USD	03/17	Purchase