

Configuring Credit Card Processor

It's time to set up your Payment Gateway/Credit Card Processor to start accepting payments for your events or classes, here's the step by step on how to do that in your workspace

8 Steps [View most recent version](#) 

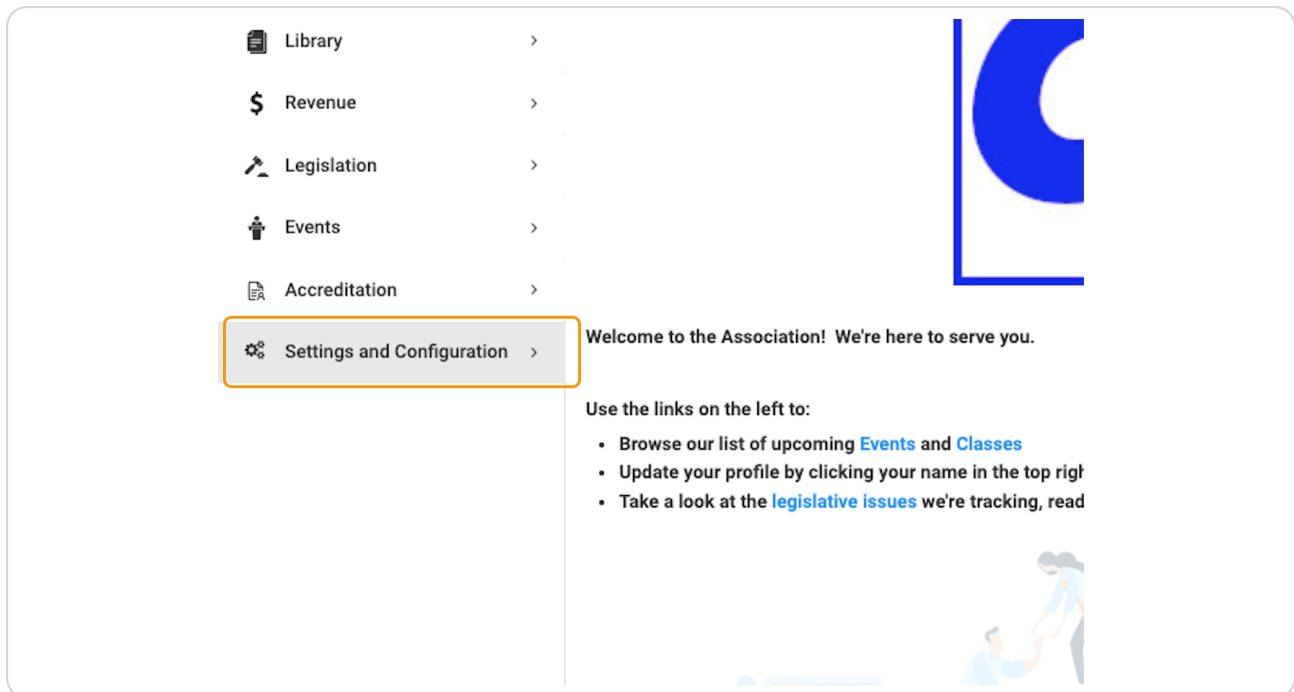
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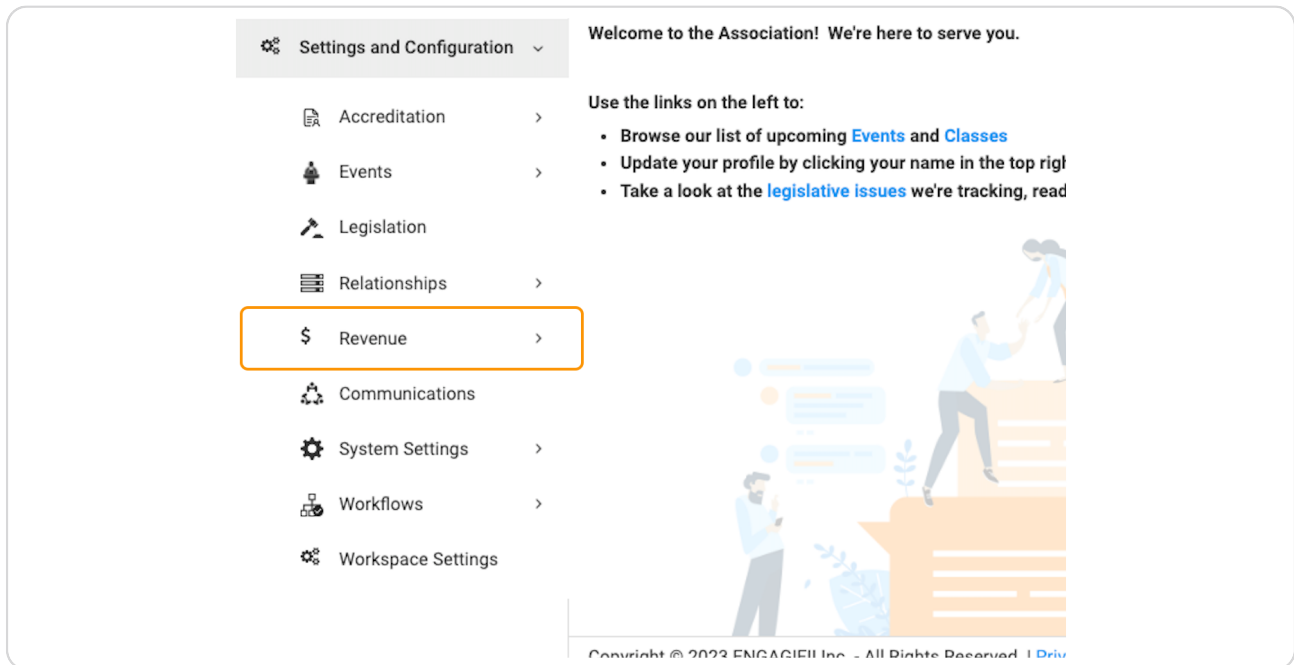
STEP 1

Click on Settings and Configuration



STEP 2

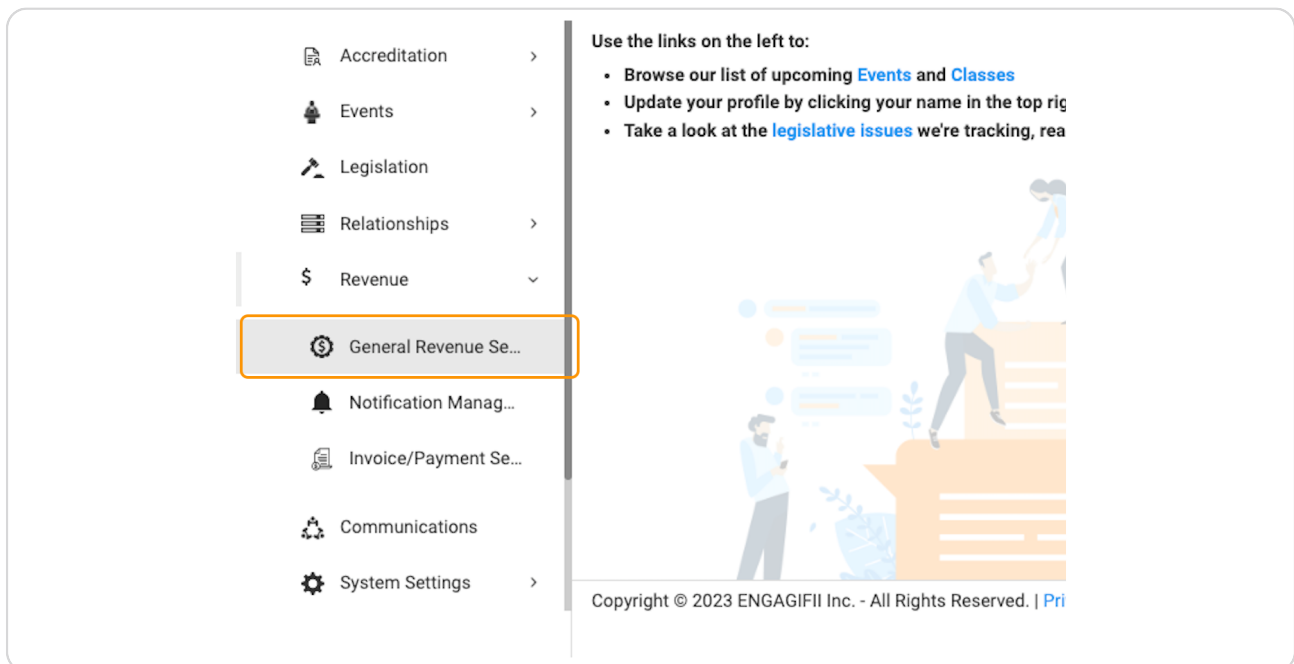
Click on Revenue



The screenshot shows a dashboard interface. On the left, a sidebar menu is visible with the following items: Settings and Configuration (with a dropdown arrow), Accreditation, Events, Legislation, Relationships, Revenue (highlighted with an orange box), Communications, System Settings, Workflows, and Workspace Settings. The main content area on the right displays a welcome message: "Welcome to the Association! We're here to serve you." Below this, it says "Use the links on the left to:" followed by a list of instructions: "Browse our list of upcoming Events and Classes", "Update your profile by clicking your name in the top right", and "Take a look at the legislative issues we're tracking, read". An illustration of people working together is visible in the background. At the bottom right, there is a copyright notice: "Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | Pri".

STEP 3

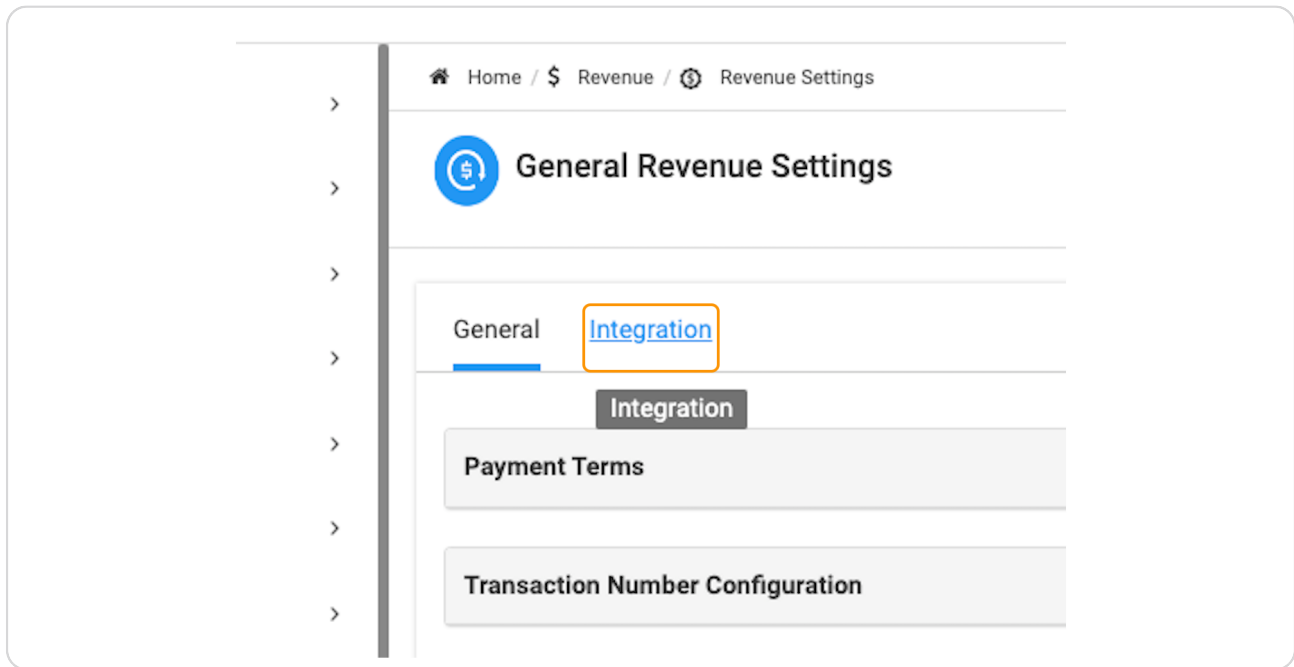
Click on General Revenue Settings



The screenshot shows the same dashboard interface as in Step 2. The 'Revenue' menu item in the sidebar is now expanded, and the 'General Revenue Settings' option (indicated by a gear icon) is highlighted with an orange box. The rest of the sidebar menu remains the same. The main content area on the right is identical to the previous screenshot, showing the welcome message and instructions. The copyright notice at the bottom right is also present: "Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | Pri".

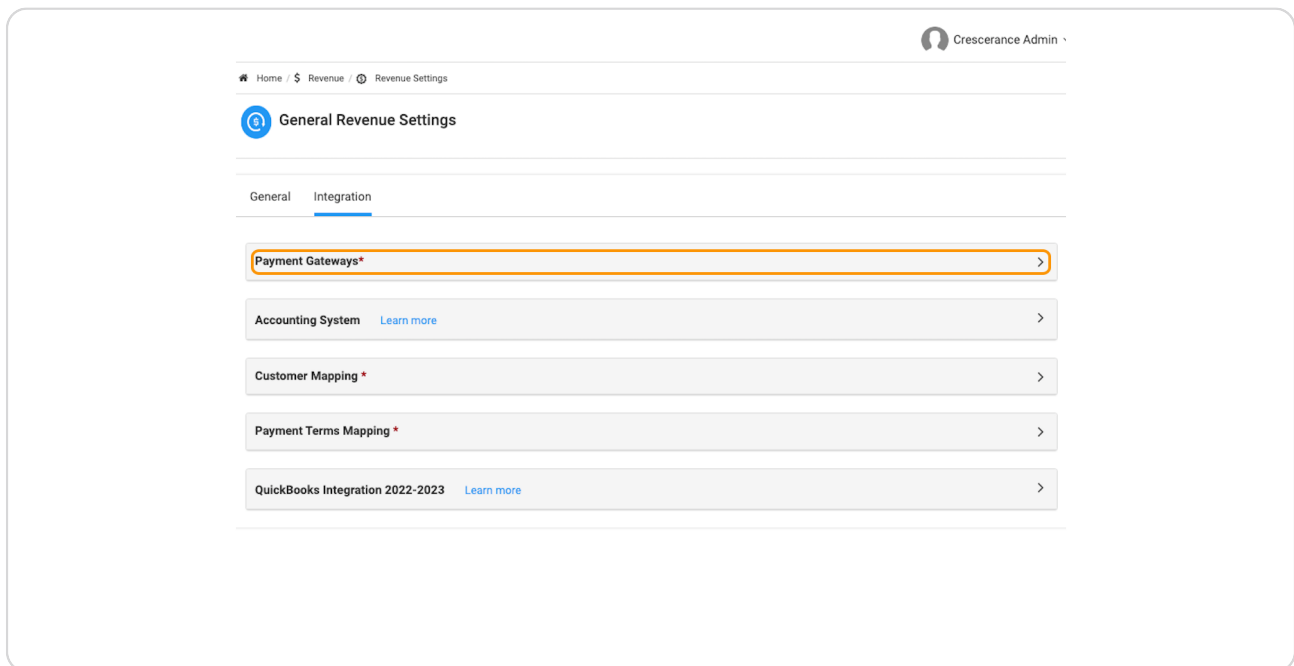
STEP 4

Click on the Integration tab



STEP 5

Click on the Payment Gateways box



STEP 6

Choose your default processor, either Stripe or Authorize.net

The screenshot shows a configuration page with a sidebar on the left containing menu items like 'Credit and Configuration', 'Creditation', 'Payments', 'Legislation', 'Relationships', 'Revenue', 'General Revenue Se...', 'Notification Manag...', 'Voice/Payment Se...', 'Communications', and 'System Settings'. The main content area is split into two columns. The left column contains text about Stripe integration, a 'Set as Default' button, and text about Authorize.net integration. The right column contains input fields for 'Public API Key' and 'Secret API Key', and a section for 'Other Settings' with a 'Max Allowed Attempts' field set to 5. An orange box highlights the Authorize.net section in the left column.

STEP 7

To enter in your API information, click on the eye to the right of the text box and it will allow you to type in the information

The screenshot shows the 'Stripe Integration' configuration page. It includes a sidebar on the left with the same menu items as in Step 6. The main content area has a title 'Stripe Integration' and a description. Below this is the 'API Key Settings' section, which contains two input fields: 'Public API Key' and 'Secret API Key'. The 'Public API Key' field is highlighted with an orange border and has an eye icon to its right. The 'Secret API Key' field also has an eye icon. Below the API key settings is the 'Other Settings' section, which includes a 'Max Allowed Attempts' field set to 5.

STEP 8

Click on Save

