

Establishing a Payment Provider

Chapter event registration online payments are handled by one of three supported payment providers:

- **PayPal Express Checkout** - Configuration achieved with the email address on which the account is based
- **CyberSource Secure Acceptance** - Configuration achieved with Profile ID, Access Key, and Secret Key
- **Stripe Checkout** - Configuration achieved with Secret Key and Publishable Key.

Simply select the payment provider that works best for your AFP Chapter.

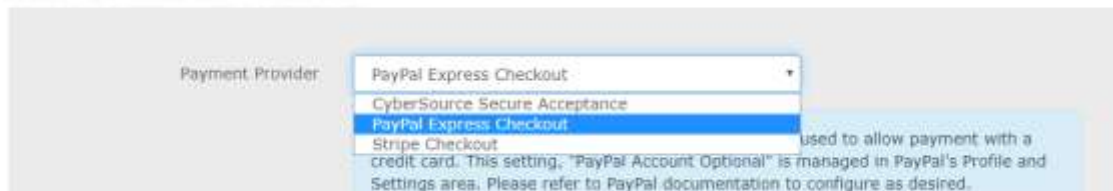
Where to establish a default payment provider

To establish a provider in Higher Logic, you'll need an account with the chosen provider, along with the provider's specific configuration parameter(s). You can find information on how to do so in the next section. Once you have an account established with a provider, you will set up the payment provider for your chapter events by accessing your AFP chapter site, then clicking on the Settings button in the upper right corner of the page, and then selecting Event Payment Providers under the Events heading.



You will then be taken to the Manage Payment Provider Screen.

MANAGE PAYMENT PROVIDER



Follow the instructions, below, based upon which payment provider you are using.

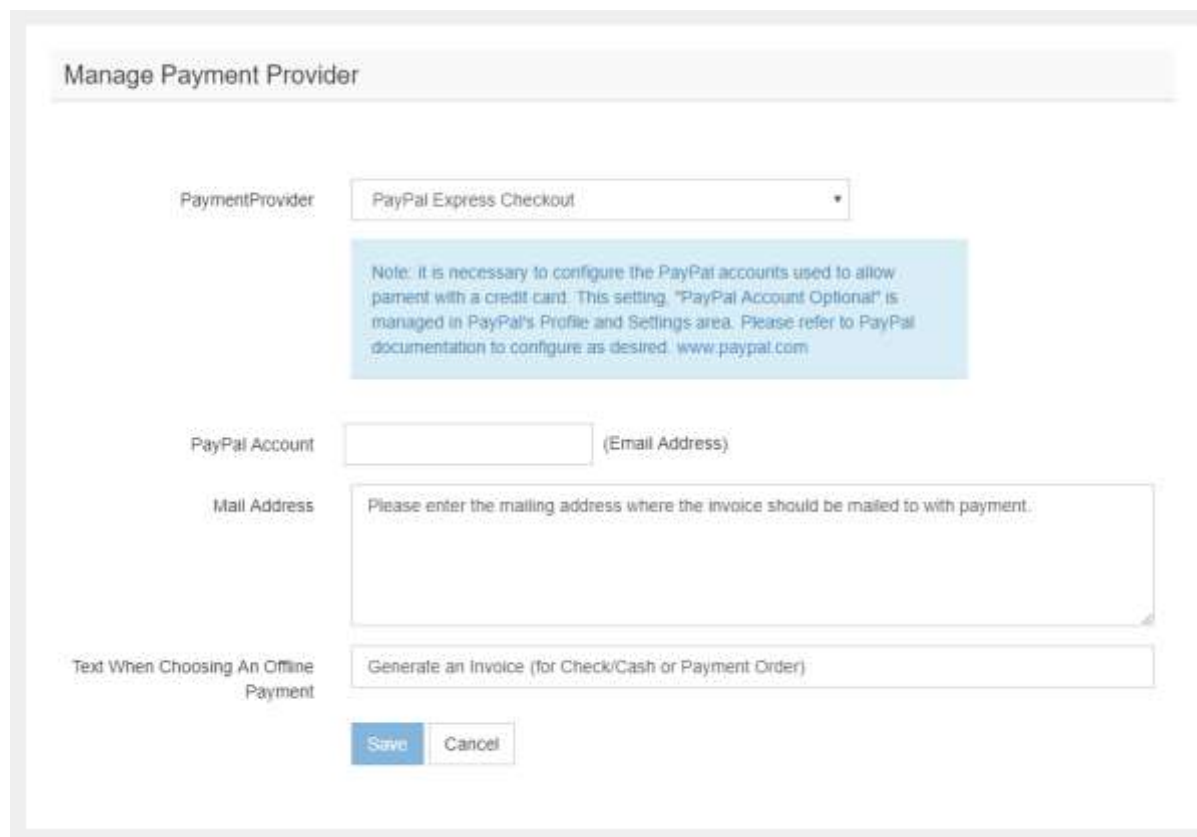
How to establish a payment provider

As mentioned above, you can select one of three payment providers to process your event registration payments. To establish a provider in Higher Logic, you'll need an account with the chosen provider, along with the provider's specific configuration parameter(s).

PayPal Express Checkout

On the Higher Logic side, all you need to do is provide the email address for the PayPal Account you're using.

NOTE: PayPal can process both credit cards and those that have a PayPal account. Make sure your account allows credit card payments. This setting, "PayPal Account Optional," is managed in PayPal's *Profile and Settings* area. Please refer to PayPal documentation for additional configuration information. Click [HERE](#) to create an account, if needed.



The screenshot shows a web form titled "Manage Payment Provider". The form includes the following fields and elements:

- PaymentProvider:** A dropdown menu with "PayPal Express Checkout" selected.
- Note:** A light blue box containing the text: "Note: it is necessary to configure the PayPal accounts used to allow payment with a credit card. This setting, 'PayPal Account Optional' is managed in PayPal's Profile and Settings area. Please refer to PayPal documentation to configure as desired. www.paypal.com".
- PayPal Account:** A text input field with the placeholder "(Email Address)".
- Mail Address:** A larger text input field with the placeholder "Please enter the mailing address where the invoice should be mailed to with payment."
- Text When Choosing An Offline Payment:** A text input field with the placeholder "Generate an Invoice (for Check/Cash or Payment Order)".
- Buttons:** "Save" and "Cancel" buttons at the bottom.

Then, if accepting offline payments:

- Enter the mailing address where the invoice should be mailed with payment
- Verify the text to display to users choosing offline payments

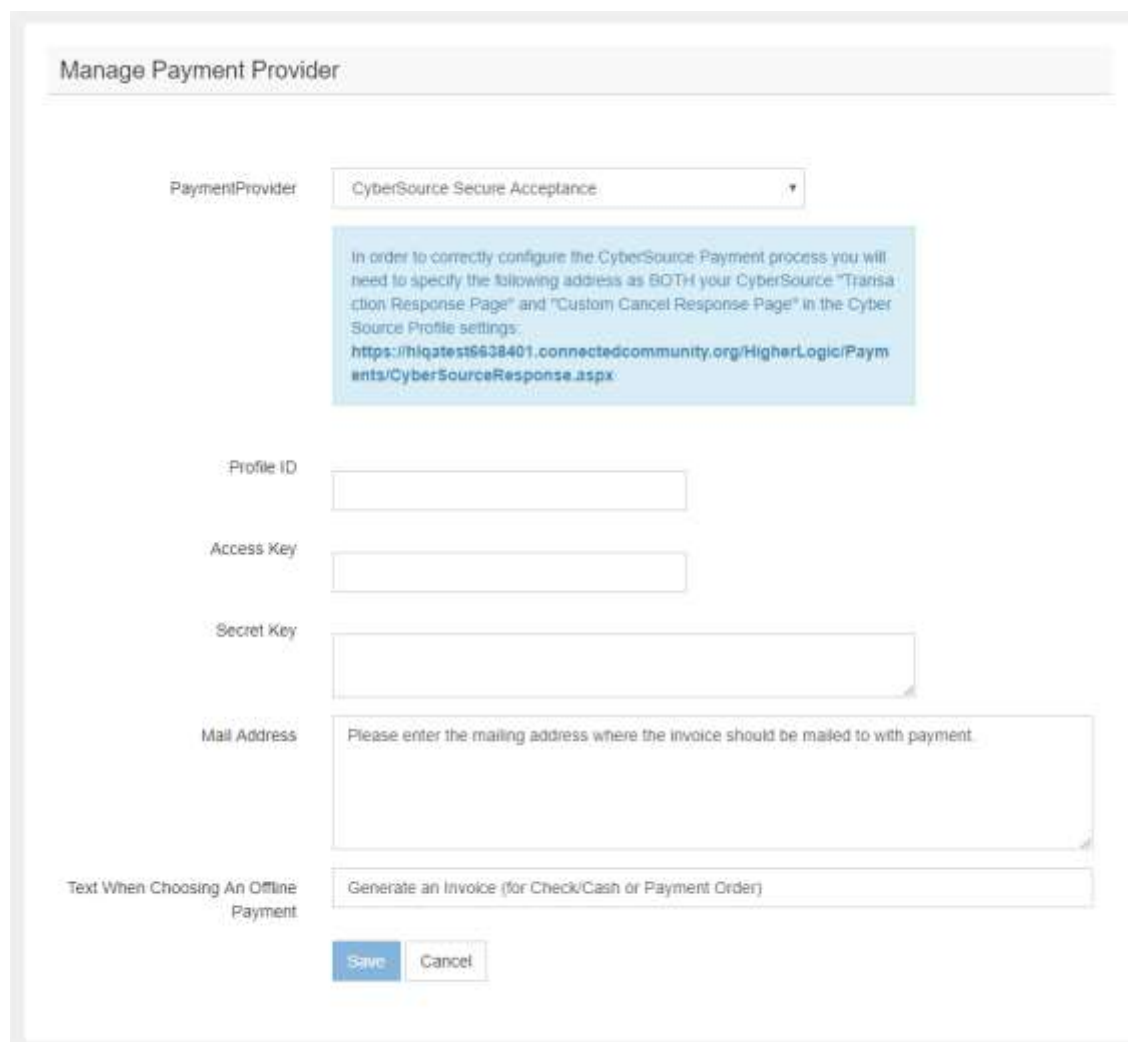
Lastly, save the settings and test to ensure payment routing is as desired.

CyberSource Secure Acceptance

NOTE: Click [HERE](#) to create an account, if needed.

On the Higher Logic side, you need to:

1. Provide the Profile ID, Access Key, and Secret Key for the CyberSource Account you're using.
2. Set the URL provided in the note below the *Payment Provider* menu as BOTH your CyberSource "Transaction Response Page" and "Custom Cancel Response Page" in the CyberSource Profile settings.



The screenshot shows a web form titled "Manage Payment Provider". The "PaymentProvider" dropdown menu is set to "CyberSource Secure Acceptance". A blue callout box contains the following text: "In order to correctly configure the CyberSource Payment process you will need to specify the following address as BOTH your CyberSource 'Transaction Response Page' and 'Custom Cancel Response Page' in the CyberSource Profile settings: <https://hlgatest6638401.connectedcommunity.org/HigherLogic/Payments/CyberSourceResponse.aspx>". Below the callout are input fields for "Profile ID", "Access Key", and "Secret Key". The "Mail Address" field contains the placeholder text "Please enter the mailing address where the invoice should be mailed to with payment.". The "Text When Choosing An Offline Payment" field contains the text "Generate an Invoice (for Check/Cash or Payment Order)". At the bottom are "Save" and "Cancel" buttons.

Then, if accepting offline payments:

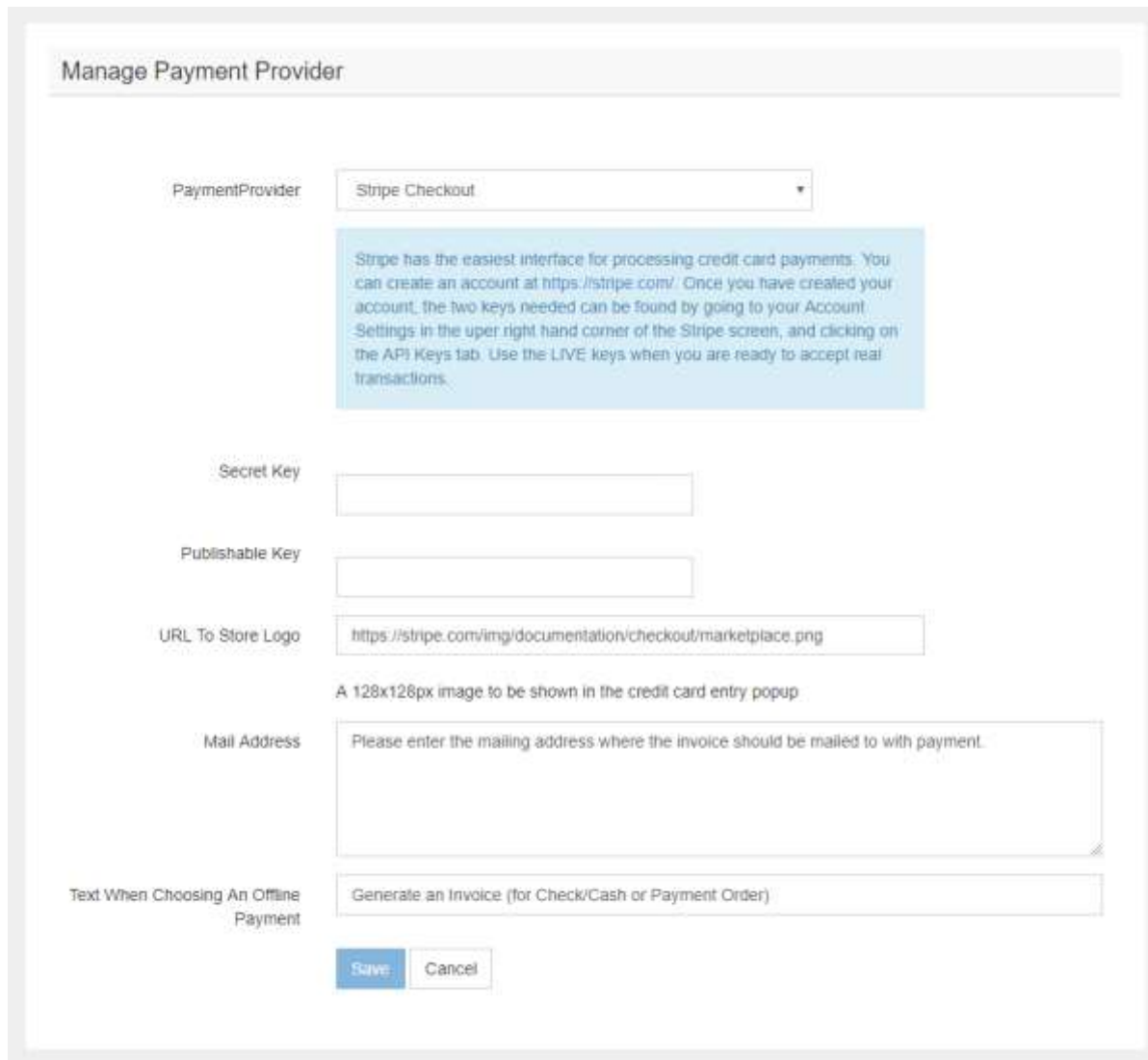
- Enter the mailing address where the invoice should be mailed with payment
- Verify the text to display to users choosing offline payments

Lastly, save the settings and test to ensure payment routing is as desired.

Stripe Checkout

On the Higher Logic side, you need to provide the Secret Key and Publishable Key for the Stripe Account you're using.

NOTE: Stripe has the easiest interface for processing credit card payments. Click [HERE](#) to create an account, if needed. The two keys required can be found by going to your Account Settings in the upper right-hand corner of the Stripe page. Then, click the *API Keys* tab. Use the LIVE keys when you are ready to accept real transactions.



The screenshot shows a 'Manage Payment Provider' form. At the top, the title 'Manage Payment Provider' is displayed. Below it, the 'PaymentProvider' dropdown menu is set to 'Stripe Checkout'. A blue callout box contains the following text: 'Stripe has the easiest interface for processing credit card payments. You can create an account at <https://stripe.com/>. Once you have created your account, the two keys needed can be found by going to your Account Settings in the upper right hand corner of the Stripe screen, and clicking on the API Keys tab. Use the LIVE keys when you are ready to accept real transactions.' Below the callout, there are input fields for 'Secret Key' and 'Publishable Key'. The 'URL To Store Logo' field contains the URL 'https://stripe.com/img/documentation/checkout/marketplace.png', with a note below it: 'A 128x128px image to be shown in the credit card entry popup'. The 'Mail Address' field contains the placeholder text 'Please enter the mailing address where the invoice should be mailed to with payment.'. The 'Text When Choosing An Offline Payment' field contains the text 'Generate an Invoice (for Check/Cash or Payment Order)'. At the bottom, there are 'Save' and 'Cancel' buttons.

Then, if accepting offline payments:

- Enter the mailing address where the invoice should be mailed with payment
- Verify the text to display to users choosing offline payments

Lastly, save the settings and test to ensure payment routing is as desired.