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.
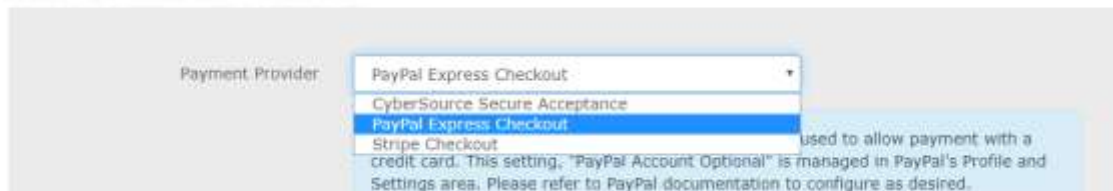
Where to establish a default payment provider

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.

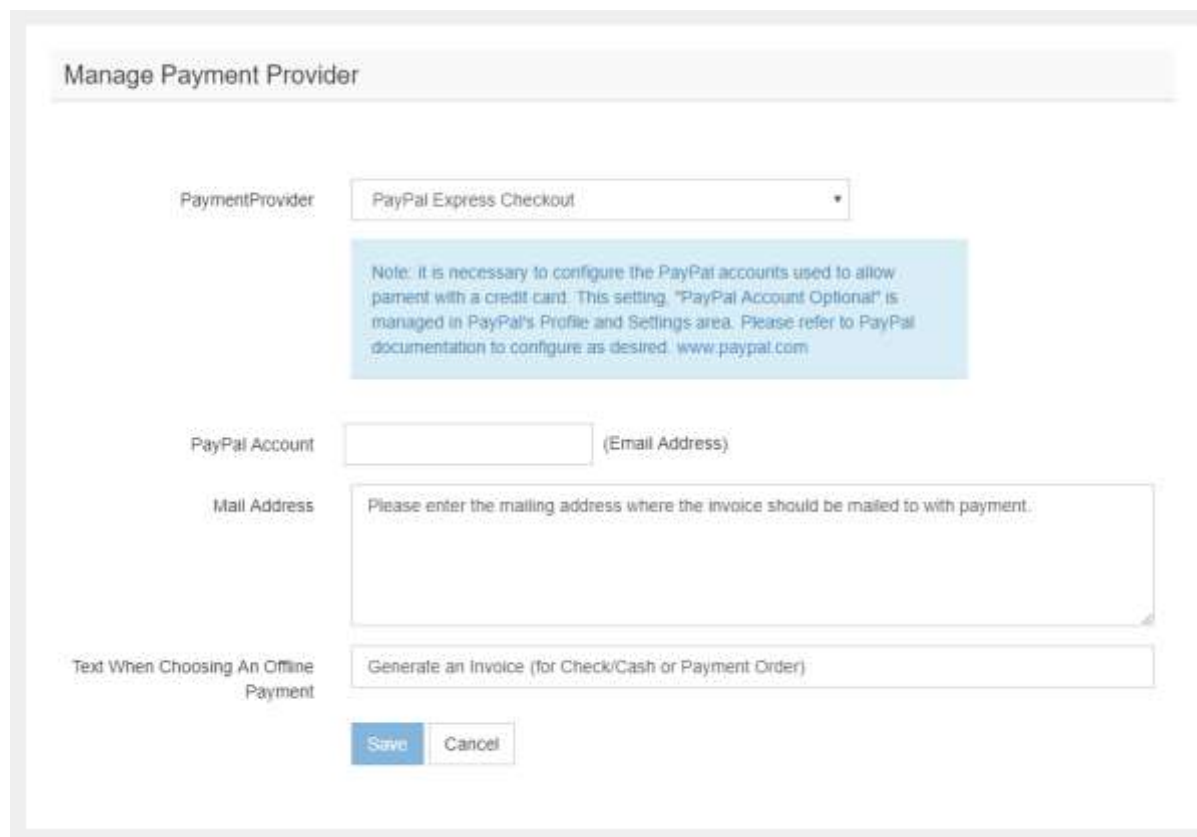Follow the instructions, below, based upon which payment provider you are using.

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.

Then, if accepting offline payments:

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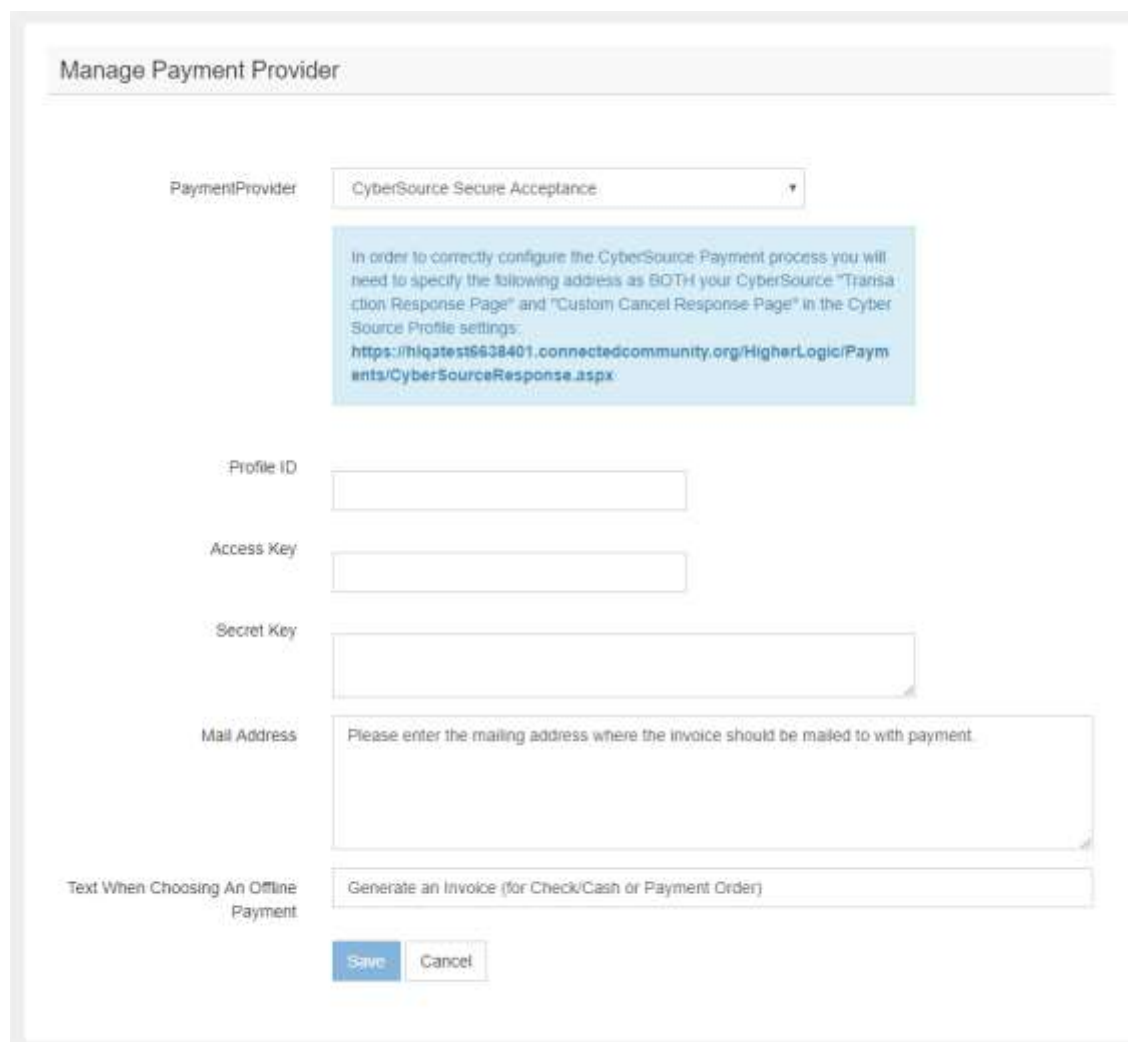- Verify the text to display to users choosing offline payments

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

CyberSource Secure Acceptance

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.

Manage Payment Provider

PaymentProvider	CyberSource Secure Acceptance ▾
	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://hiqatest6638401.connectedcommunity.org/HigherLogic/Payments/CyberSourceResponse.aspx
Profile ID	
Access Key	
Secret Key	
Mail Address	Please enter the mailing address where the invoice should be mailed to with payment.
Text When Choosing An Offline Payment	Generate an Invoice (for Check/Cash or Payment Order)

Save   Cancel

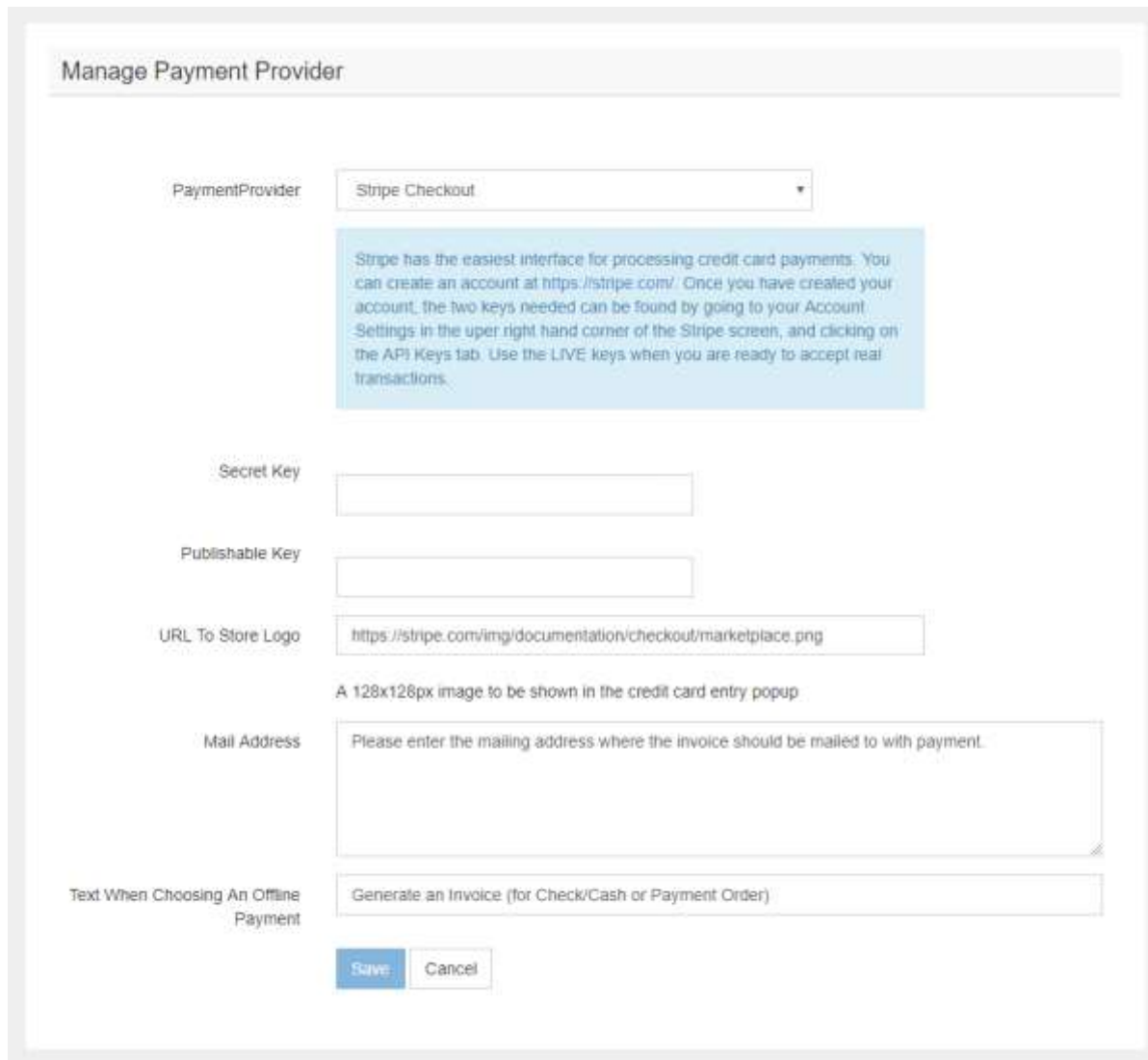Then, if accepting offline payments:

- 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.

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.