

CARDSAVE SET UP INSTRUCTIONS FOR REC

1. Set up your account with Cardsave, who will email you:

- a) your account login details
- b) your TEST gateway credentials
- c) your Production gateway credentials.

The account details let you login to the Cardsave site and administer your account and gateway settings. The username normally looks similar to merchant1234567 for example.

The normal account login URL is: <https://mms.cardsaveonlinepayments.com/>

The gateway details are the authorisations used when your website communicates with Cardsave to pass and receive details of your sales transactions.

The TEST gateway is not required as the integration between ReallyEasyCart and Cardsave has already been proven.

You therefore only need the Production gateway credentials, which will be the MerchantID (supplied by email by Cardsave) and the Password (set by you when you log into your Cardsave account and access Gateway Account Admin).

2. Click on **Account Settings**. In the centre of the screen under **Security Information** there is a field called **PreShared Key**. Copy this information for use in your REC settings later.

3. Set **Gateway Route** to **ECOM-GBP** in the drop-down field. This is the setting required for your website integration. For reference, MOTO stands for Mail Order / Telephone Order, which is not required for website-only integration.

Hint: If you are editing your account settings in the future, ensure you select the Gateway Route as ECOM-GBP as it defaults to MOTO automatically!

4. Most of the fields on this screen are pre-configured:

- Set **CV2 Policy** to **Fail Transaction On CV2 Failure**
- Set **When Results Unknown** to **Pass**
- Set **AVS Policy** to **Fail If Either Fail**
- Set **Treat Partial Address** to **As Fail**
- Set **Treat Partial Post Code** to **As Fail**
- Set **When Results Unknown** to **Pass Transaction**

5. Under **Default 3D Secure Behaviour**, tick the **3D Secure** box if required (3D secure is recommended for better security)

6. Enter your **Merchant Name** e.g. ABC Shoes

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7. Enter your **Merchant URL** e.g. <http://www.abcschoes.co.uk>
8. Tick **Reject transaction when card 3DS enrolment check fails** (Recommended)
9. Click **Submit Account Settings** to save.

You have now entered your Account Settings information.

Now you will set up your Merchant Information.

10. Click Merchant Information on the left hand menu
11. Enter your Company information in all the relevant areas. Under Technical Contact Information enter our details:

Contact Name: ReallyEasyCart
Contact Phone Number: 0845 643 1290
Contact Mobile Number: [leave blank]
Contact Email Address: info@reallyeasycart.co.uk

Now you will set your Gateway Account details.

12. Click **Gateway Account Admin** on the left hand menu.
13. Under **Select Gateway Account** use the drop-down to select your **ECOM-GBP** account.
14. Under **Manage Gateway Account Password** ensure the box is **unticked** for **No external systems will use this account**.

Why? This is because you will use your website for taking payments, which is *external* to Cardsave.
15. Set up a New Gateway Account Password and confirm it. Keep this safe as you will need to add it to your REC settings.
16. Leave the box unticked for **Immediately expire old account**
17. Click **Change Password**.

You have now set up your Gateway account details.

Now you will set up your Cardsave details in your REC site.

18. Log into your REC admin account
19. Go into **Site Setup** and scroll down to the **Integrations** section where you will find the Cardsave settings.

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20. Enter your MerchantID for your Production gateway that was emailed to you by Cardsave into the **MerchantID** field.
21. Enter the Gateway Account password you set up in Cardsave (step 15) into the **Merchant Password** field.
22. Enter the PreShared Key information from Cardsave (step 2) into the corresponding PreShared Key field in REC admin.
23. Scroll to the bottom of the screen and click **Update Settings**.
24. Go into **Payment Processors Manager**.
25. On the **Cardsave** line, click Edit
26. Enter the wording you want to appear for this payment processor on the checkout page and set the **status** to **On** then press **Update**.

For example, you may wish it to say *Credit/Debit Cards* instead of Cardsave in the **Name** field, as this will be your preferred method of taking credit and debit cards. Likewise, you may wish for the **Description** field to say something like: *Pay using your credit or debit card using our secure online system*
27. Review the wording on your other payment processors to make sure you are encouraging people to use the new payment method, for example, remove the reference to credit/debit cards for Paypal)
28. Click **Update** to save your changes
29. Drag and drop this payment processor to the position you want it to appear in the list of payment options on the checkout page. Normally this would be first, above other more expensive processors such as Paypal.
30. Review/change your *Thanks* page text via **Page Manager** > System Pages.
31. Review/change your *Thanks Failed* page text via **Page Manager** > System Pages. This is a new page introduced for Cardsave and this content will be shown on the Checkout page if the transaction fails. The standard content already set up is show below:

Sorry, There Appears To Have Been A Problem With Your Payment...

A problem has been encountered whilst processing your payment and it has not gone through. This means your order is not complete and cannot be despatched.

Please either contact us for assistance or alternatively try going through the checkout process again.

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Please note: All failed or re-processed payments are subject to our rigorous anti-fraud inspection policies.

32. Your Cardsave payment processor is set up. We strongly recommend that you process a transaction using Cardsave to ensure it is working fully and correctly!