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## **Overview**

This article walks through the steps to setup, and activate **Authorize.Net** as your merchant gateway for your **Trail Blazer** database, including the generation of the **API signature credentials**, and the **silent post recurring URL**.

The **final section** of the article walks through the steps on how to **manually enable recurring donations** within a single contribution record card (this is more common if you've already been using authorize.net in a previous system that has recurring donors, if you're just starting out with a new accounts it's not as likely you'll need to go through this part of the article).

**NOTE:** Authorize.Net is one of the 4 gateways Trail Blazer has integrated with (*as of the time I put this article together*). To see the full list of merchant gateway options follow this link: <u>http://trailblz.com/Credit-Card-Payment-Merchant-Gateway/default.aspx?source=non-profit-manager</u>



#### <u>Outline</u>

- #1 Setting Up your Online Authorize.Net Account
- #2 Enabling the API Signature Credentials in Authorize.Net and add them into your Trail Blazer 'Payment Gateway' Location
- #3 Generate the Silent Post Recurring URL in your Database and Copy-and-Paste it into your Authorize.Net Online Account
- #4 Enable Recurring Donations within a Single Donation Record
- #5 Related Resources

**Tip:** Use the **Ctrl+F** hot key to jump to different sections of this article (example: "**#1**", "**#2**" or "**Related Resources**".

# <u>#1 – Setting Up your Online Authorize.Net Account</u>

**Important:** You'll need appropriate <u>security access</u> to complete these administrative tasks.

If you decide that **Authorize.Net** is the best option for your organization you can follow this link to start getting your account setup with them: <a href="http://www.authorize.net/">http://www.authorize.net/</a>



Once your online account is setup and activated you can follow the steps below to finish the process and/or call our support team for assistance with activating the gateway in your database if necessary (1-866-909-8700).

# <u>#2 – Enabling the API Signature Credentials in your Online Authorize.Net Account and</u> add them into your Trail Blazer 'Payment Gateway' Location

To enable the Transaction Details API:

1) Log into the 'Merchant' Interface at <u>https://account.authorize.net</u>.



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Enter your Login ID and Password (which you will receive after purchasing your authorize.net account in section #1).



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2) \*If you get the blue message at the top of the screen regarding the setup of your **API**, follow that link (*shown below*), otherwise click on the **Account** tab, and select [Settings] in the main menu on the left. In my example I clicked the link at the top in the blue section to begin the process.



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3) When you get the blue popup screen called 'Get Started Accepting Payments' click the link on the right for 'Required for API' (*shown below*). If you don't have the blue pop-up screen, look for the Security Settings section, and click the [Transaction Details API] link, and the Transaction Details API screen will open.



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4) If you haven't already enabled the **Transaction Details API**, enter the answer to your <u>Secret Question</u>, and then click the **[Submit]** button.



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For more information about the API Login ID and Transaction Key, please refer to the <u>Reference &amp; User Guides</u> or contact your developer.           Obtain API Login ID and Transaction Key           * Required           To obtain an API Login ID and Transaction Key, enter the Secret Answer you configured during account setup.           Secret Question: If you could meet with anyone, real or fictional, who would it be?           Secret Answer:           *           Submit	and r Web d Fields		



5) When you have successfully enabled the **Transaction Details API**, the **Settings** page will displays. *The image below is an example set of* **API Login ID** *and* **Transaction Key** credentials – they've been partially redacted for security purposes.



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6) You'll want to store these two pieces of information in a safe location, and then proceed to the next step which will be pasting them into your database. *It's not a bad idea to keep this webpage open so you can just copy-and-paste the credentials instead of re-typing them in which will make it less likely for user error to occur.* 

7) Log into your Trail Blazer database and navigate to the Payment Gateway screen by following Application Menu > System Manager > Settings > Payment Gateway.





8) Select the **Authorize.Net** radio button in the top-left, copy-and-paste the credentials for **Login ID** and **Transaction Key**, record a brief note about who setup the account, and then click **[Save and Close]**.



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(No Gateway) Enable For Testing Note: Test transactions WILL post to database.	Login ID 254nCEru	2. Copy-and-paste the values
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That completes the steps for configuring the API signature credentials, continue reading to finish the next steps for adding the **silent post recurring URL** from your database into your auth.net account. **Don't skip the next step** if you plan on having recurring donation options available for your donors.

# <u>#3 – Generate the Silent Post Recurring URL in your Database and Copy-and-Paste the</u> URL into your Authorize.Net Online Account

1) From **Trail Blazer**, open the **Website Configuration** screen by following **Application Menu > System Manager > Settings > Website Configuration**. Then navigate to **Donations > Page Setup**.



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3) In the lower-left of the screen click the [Copy to Clipboard] button next to the AuthNet Post Url textbox.



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4) Click **[OK]** after being prompted that the silent post URL is copied to your **clipboard**.



5) Navigate back to your online Authorize.Net online account. Click on the **Account** tab in the top-right, the **Settings** link in the top-left, and then click on the link in the first column called '**Silent Post URL**'.



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6) Paste the URL string in the textbox (see images below), and then click [Submit].

Img 1 of 3 – Copy and Paste in the Recurring URL



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Img 2 of 3 – Click [Submit]

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For more information on how these URLs are used, please refer to Reference & User Guides.	
URL Ithorizenet/TransactionListRequest.ashx	
Submit	
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Img 3 of 3 – You'll be Prompted if it was Successful or Not



Authorize	.Neť	FEEDBACK	ᡖ CONTACT US	R LIVE HELP	HELP     Welcon	💼 LOG OUT
HOME	TOOLS	REPORTS	SEARC	H	ACCOL	JNT
<b>Settings</b> Merchant Profile Billing Information Statements	Silent Post URL Silent Post URL setting has bee	n successfully applied.				Help
Verified Merchant Seal User Administration User Profile Digital Payment Solutions	You'll get t	his prompt if	f it was s	uccessf	ul.	

7) You can verify the steps are complete by going back to the authorize.net home screen, and clicking the *new* link in the blue message at the top (*shown below*).

Img 1 of 2 – From the Authize.Net Home Screen Click the Link in the Blue Message at the Top



**Example Leverage Succeed** How to Setup and Activate your Authorize. Net Account with your Trail Blazer Database for Online Payments and for Recurring Transactions

account.authorize.net		C Q See	nrch	☆ 自	□ +	<b>^</b>
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2/5/16	<ul> <li>Review:</li> </ul>	your security settings for AVS and	ICCV			
New Reminder to Download Transactions	Review	your transaction cut-off time				
1/20/16						
UPDATED: CIM Profiles for ARB	To learn more	about Account Configuration	nd Acconting Dayme	onte - Click Horo		
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TOOLS		Applo Day		~		
Virtual Terminal		Apple Pay Apple Pay allows you to use you	r Authorize.Net accou	nt to process in-ar	p payments (	from customer
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Fraud Detection Suite		solutions developed by MasterC	ard and American Ex	press, Apple Pay p	rovides a sol	ution that can
Customer Information Manager		simplify the checkout process, h	elp reduce your fraud	I risk, and expand	our busines	s and custome
Simple Checkout		payment options.				
Sync for QuickBooks		Authorize.Net Verified Merchar	t Seal™			
REPORTS		When displayed on your websit	e, our free Verified Me	rchant Seal increa	ses custome	r confidence th
Transaction Detail		their transactions are being pro	cessed according to t	he highest security	/ standards.	
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SEARCH	63	eCheck.Net®		0		
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Search by Dusiness Day	e	electronic check payments dire	ay nom your website,	virtual terminal o	Batch Oploa	u.
Unsettled Transactions						



Img 2 of 2 – Verify that the Authorize.Net API is Activated



30

# Verify that your account is 'live' and that the API configuration is complete.

Online	Mobile	In Store		
Accept credit cards and electronic checks securely and easily from your website. Learn How >	Start accepting credit cards today from your Android, iPhone or iPad. Learn How >	Turn your tablet / computer into a point of sale and start accepting credit cards today.		
Test 🥌 Live	• Your Account is Live and ready to pr	ocess real transactions.		
Account Configura	tion Steps:			
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8) Last but not least, navigate back to Trail Blazer > Website Configuration and click the blue hyperlink in the top-right to refresh your website settings.



Strail Blazer How to Setup and Activate your Authorize. Net Account with your Trail Blazer In Strain Developments and for Recurring Transactions Database for Online Payments and for Recurring Transactions

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You are now ready to run a test donation of \$5.00 or more through your **Trail Blazer** donation form hosted at (https://www.trailblz.info/**YourDatabaseName**/Donations.aspx). *If the donation fails please contact our live tech support so we can help troubleshoot your configuration.* 

The **Related Resources** below provide a lot of information on related topics such as how to embed our secure donation iFrame form into your existing website, and how to create a thank-you email-responder.



How to Setup and Activate your Authorize.Net Account with your Trail Blazer Database for Online Payments and for Recurring Transactions



- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

## **#5 – Related Resources**

Article: Configure Website

Article: Linking your Website to your Trail Blazer Database with Configurable Online Forms

Article: How to Put your Trail Blazer Donation Form on your Facebook Page

Video: Iframes

Video: Donation Auto Responders with Merge Fields

Video: Thank you's using mass email

Trail Blazer Website Link: List of Merchant Gateway Options Supported by Trail Blazer

Trail Blazer Website Link: Recurring Donations with Authorize.Net

KNOWLEDGE BASE www.trailblz.com/kb



- 3<sup>rd</sup> Party Resource (Video): <u>How Payment Processing Works</u>
- 3<sup>rd</sup> Party Resource (Article): <u>Silent Post URL</u>
- 3<sup>rd</sup> Party Resource (Article): <u>Authorize.Net KB on Setting Up Silent Post URL</u>
- 3rd Party Resource (Article): Give Zoosks Article on Setting Up Silent Post URL for Auth.Net

#### **Trail Blazer Live Support**

- **C** Phone: 1-866-909-8700
- Email: <a href="mailto:support@trailblz.com">support@trailblz.com</a>
- Facebook: <a href="https://www.facebook.com/pages/Trail-Blazer-Software/64872951180">https://www.facebook.com/pages/Trail-Blazer-Software/64872951180</a>
- **Twitter:** <u>https://twitter.com/trailblazersoft</u>

\* As a policy we require that you have taken our intro training class before calling or emailing our live support team. <u>Click here</u> to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

\* After registering you'll receive a confirmation email with the instructions for how to log into the <u>GoToMeeting</u> session where we host our live interactive trainings.

\* This service *is* included in your contract.



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