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Overview

This article walks through the steps to get your **Vanco merchant gateway** account setup and activated in your **Trail Blazer** database.

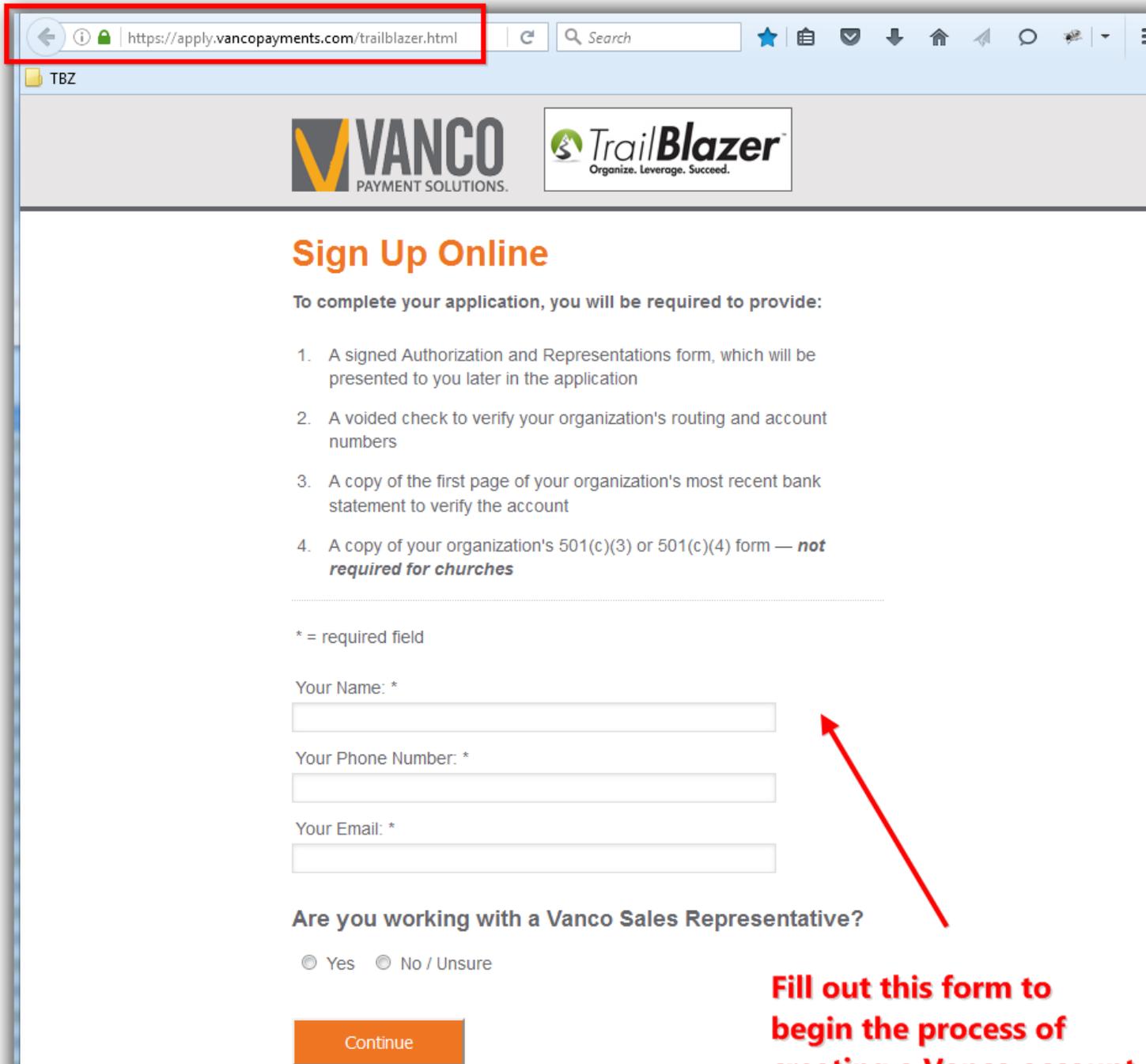
*Vanco is one of the most streamlined merchant gateways to get setup because their support techs and ours will do the majority of the work for you behind the scenes, unlike the [PayPal](#) and [Authorize.Net](#) options, which require a bit more work by the customer. It usually takes about 4-6 days to get the **Vanco** account approved by their company before we can enable it in your database.*

 **Tip:** You can choose from a variety of merchant gateway accounts that integrate with **Trail Blazer** (as of the time this article was written there are 3). Each has their own pluses and minuses – [this page](#) provides details about each option as well as a price calculator. Contact us if you have questions about which one to go with.

How to Setup your Vanco Merchant Gateway Account and Activate it in your Trail Blazer Database for Online Payment Processing

Steps

First you'll need to get the process going by setting up your Vanco account on their website (<https://apply.vancopayments.com/trailblazer.html>):



https://apply.vancopayments.com/trailblazer.html

VANCO PAYMENT SOLUTIONS. 

Sign Up Online

To complete your application, you will be required to provide:

1. A signed Authorization and Representations form, which will be presented to you later in the application
2. A voided check to verify your organization's routing and account numbers
3. A copy of the first page of your organization's most recent bank statement to verify the account
4. A copy of your organization's 501(c)(3) or 501(c)(4) form — **not required for churches**

* = required field

Your Name: *

Your Phone Number: *

Your Email: *

Are you working with a Vanco Sales Representative?

Yes No / Unsure

Fill out this form to begin the process of

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Once you complete their forms it will take about 4-6 days for them to approve the account.

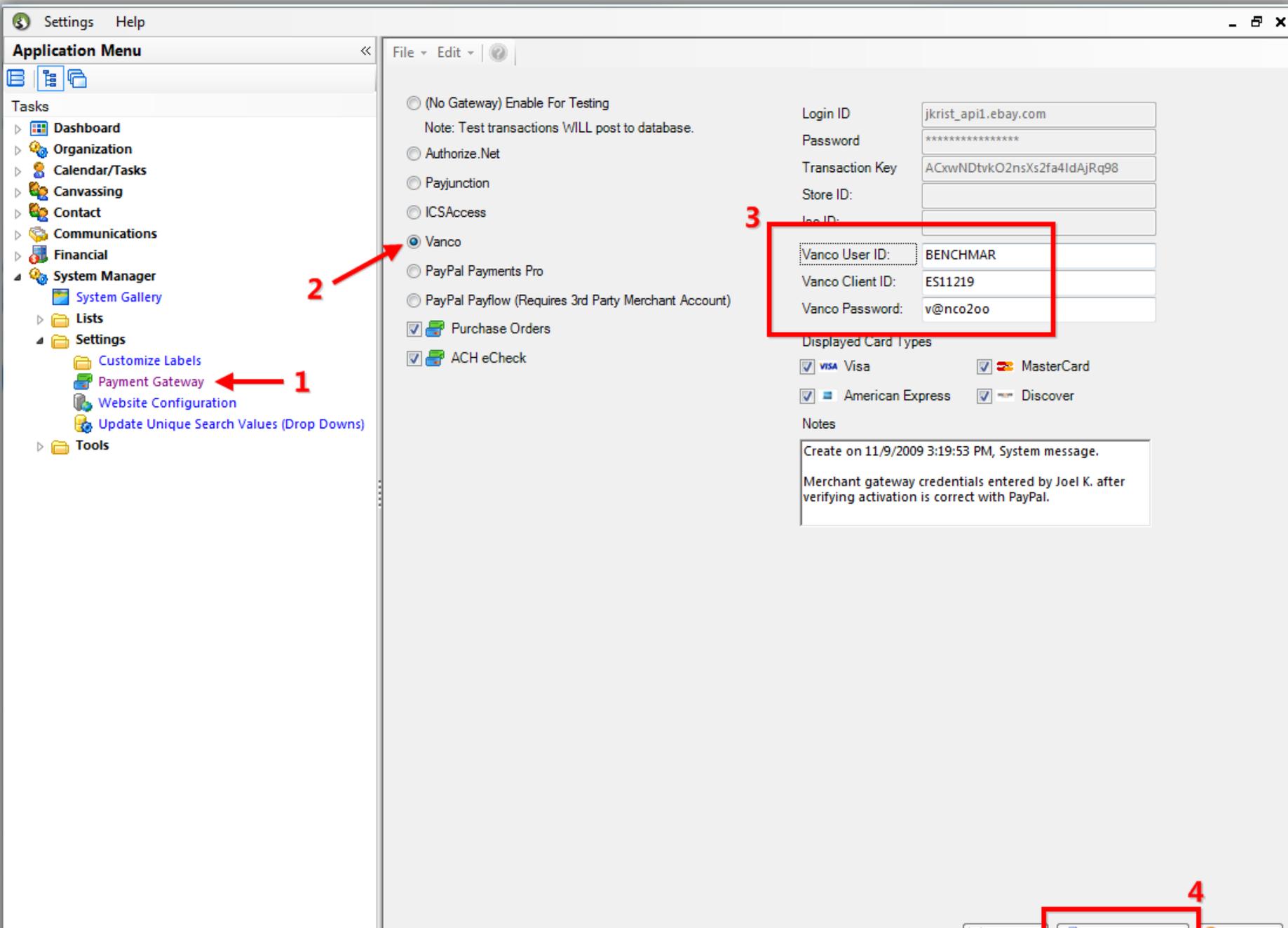
At that point **they'll send our support techs the required information** that is needed for your database. **We'll take care of this process on our end and notify you once it's complete**, but just so you are aware (or want to verify this yourself) the 3 pieces of information required includes:

- **Vanco User ID (Ex: BENCHMARK)**
- **Vanco Client ID (Ex: ES11219)**
- **Vanco Password (Ex: v@nc0200)**

This information is entered into the **Payment Gateway** section of your database under the **System Manager** branch (*requires appropriate [security clearance](#)*).

Here's the *example* from my database:

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The screenshot displays the TrailBlazer application interface with the Settings window open. The left sidebar shows the 'Application Menu' with 'Settings' selected under 'System Manager'. A red arrow labeled '1' points to 'Payment Gateway' in the settings tree. A red arrow labeled '2' points to the 'Vanco' radio button in the gateway selection list. A red box labeled '3' highlights the 'Vanco User ID', 'Vanco Client ID', and 'Vanco Password' fields, which contain the values 'BENCHMAR', 'ES11219', and 'v@nco2oo' respectively. A red arrow labeled '4' points to the 'Save and Close' button at the bottom right of the window.

1 Payment Gateway

2 Vanco

3 Vanco User ID: BENCHMAR
Vanco Client ID: ES11219
Vanco Password: v@nco2oo

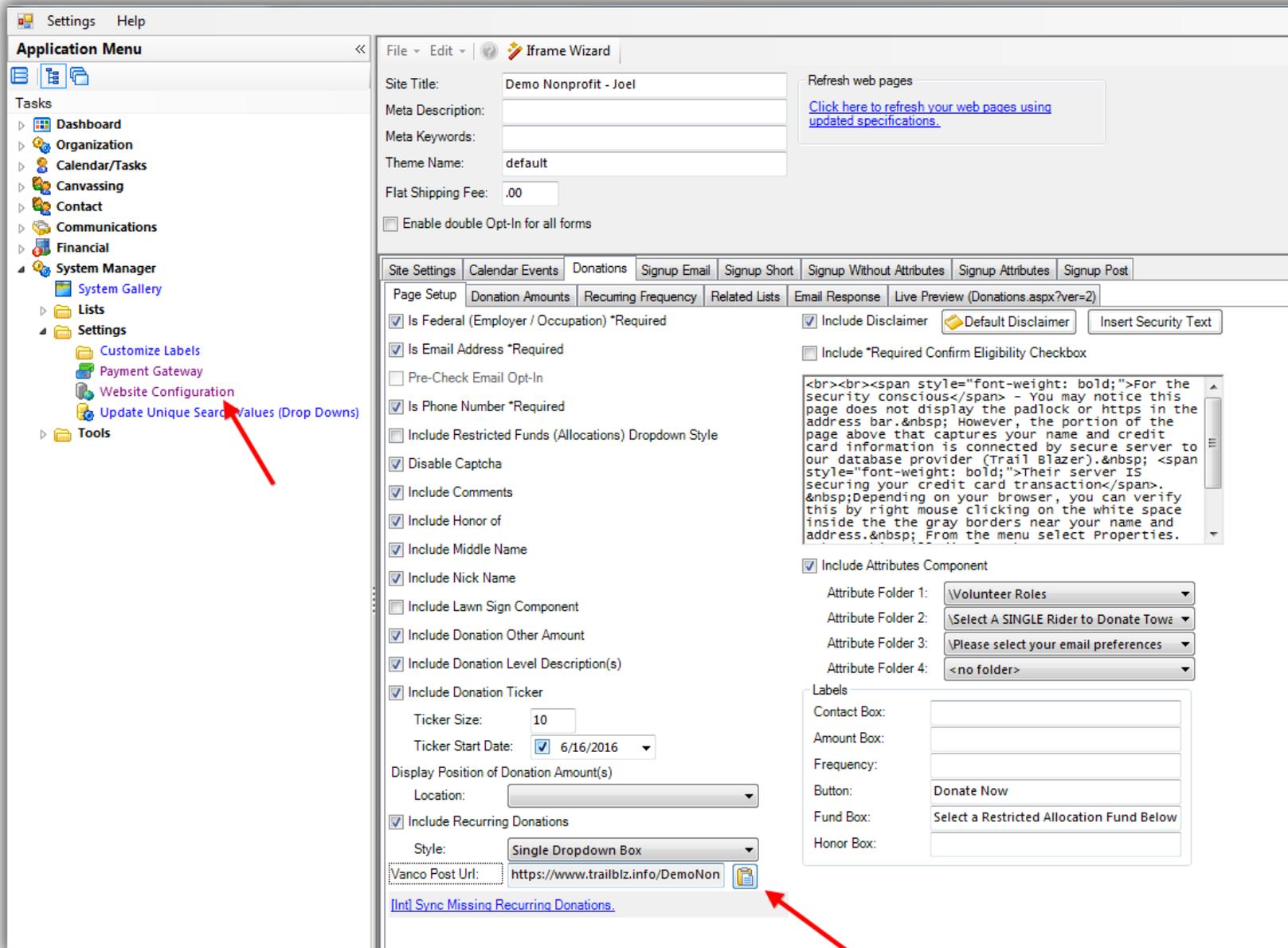
4 Save and Close

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You'll also need to fill out a form *if* you want to utilize the [EFT/ACH option](#) on your donation/checkout page(s).

The next step that **we'll take** is to send Vanco back a **recurring URL** from the **Website Configuration** area of your database so that you can utilize the recurring URL options on your donation form(s). *My example is below.*

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The screenshot shows the TrailBlazer Settings application. On the left, the 'Application Menu' is visible, with 'System Manager' expanded to 'Settings', and 'Update Unique Search Values (Drop Downs)' highlighted with a red arrow. The main window shows the 'Iframe Wizard' configuration for 'Demo Nonprofit - Joel'. The 'Page Setup' tab is active, showing various checkboxes for form fields and components. The 'Vanco Post Url' field is set to 'https://www.trailblz.info/DemoNon' and is highlighted with a red arrow. The 'Vanco Post Url' field is located at the bottom of the settings page, next to a document icon.

We (Trail Blazer tech support) will copy and paste this into an email and send it back to Vanco tech support so that you can utilize the recurring options on your

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Once we finish these steps **you'll receive an email** from one of our support techs that the process is complete, and the next steps you'll need to take to generate a donation form [iFrame](#), and implant it into your existing website. You'll also want to create a **thank-you redirect page**, and a [custom email responder](#) to send to your donors once they make a contribution.

Once everything is complete, run a test donation of \$5 or more on your donation form, hosted at:
<https://www.trailblz.info/YourDatabaseName/donations.aspx>

Replace 'YourDatabaseName' with your Database Name (ex: https://www.trailblz.info/DemoNonprofit_Joel/donations.aspx).

 **Tip:** We can put your donation form in **test mode** prior to getting your merchant account setup so that you can begin the process of implanting it on your website, creating the thank-you page, and thank-you email responder. Once the gateway is setup we'll simply take it out of test mode for you.

The **related resources** below provide a lot of useful information on how integrate our forms into your website. If you have any questions along the way, don't hesitate to contact our live support line (**1-866-909-8700**).



Trail Blazer™

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

Related Resources

Website: [List of Merchant Gateway Options that Integrate with Trail Blazer](#)

Website: [Gateway Cost Comparison](#)

Article: [Linking your Website to your Database with Configurable iFrame Forms](#)

Article: [Configure Website \(iFrames\)](#)

Article: [How to Configure Recurring Donation Options for your Trail Blazer Donation Form \(must be either using Vanco services or Authorize.Net as your Merchant Gateway\)](#)

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Article: [How to Enable ACH \(E-Check\) Payments with the Vanco Merchant gateway on Trail Blazer's Donation Form](#)

Article: [How to Verify you're PCI Compliant by Filling Out Vanco's Required Form](#)

Article: [How to Verify Authorize.Net Recurring Donations \(ARB\) Transactions are Configured Correctly in your Trail Blazer Database](#)

Article: [How to Setup your PayPal Payments Pro API Configuration to Work with Trail Blazer by Generating a Username, Password, and Signature](#)

Article: [Website Email Notification](#)

Article: [Configure Website – Legacy Article](#)

Video: [Iframes](#)

Video: [Donation Auto Responders with Merge Fields](#)

Trail Blazer Live Support

☎ **Phone:** 1-866-909-8700

✉ **Email:** support@trailblz.com

📘 **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

🐦 **Twitter:** <https://twitter.com/trailblazersoft>

** As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

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** After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

** This service is included in your contract.*