How to use QuickShop

Support Manual

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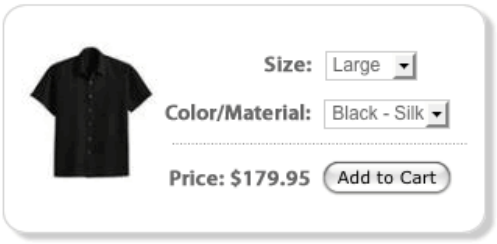
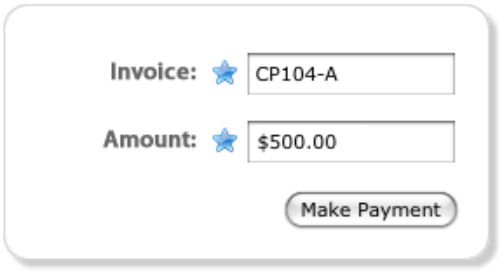
QuickShop Overview

The QuickShop feature is an easy to use solution for adding credit card processing to your website. For example, QuickShop allows you to setup payment buttons for the following:

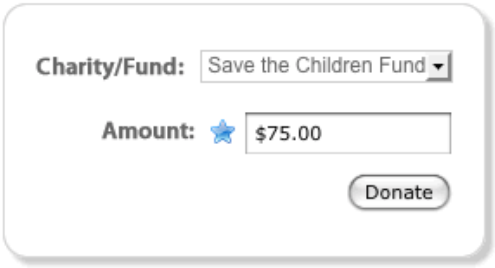
1. ***Product Sales***: Sell products through your website.



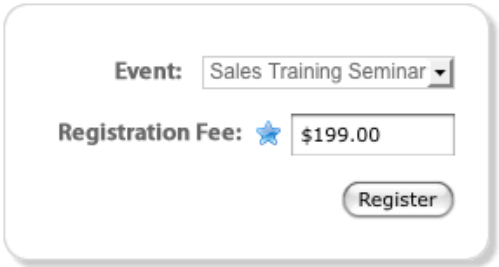
2. ***Invoice & Receivable Payments***: Accept payments from your customers via your website, 24/7.



3. ***Donations***: Accept donations for your organization.

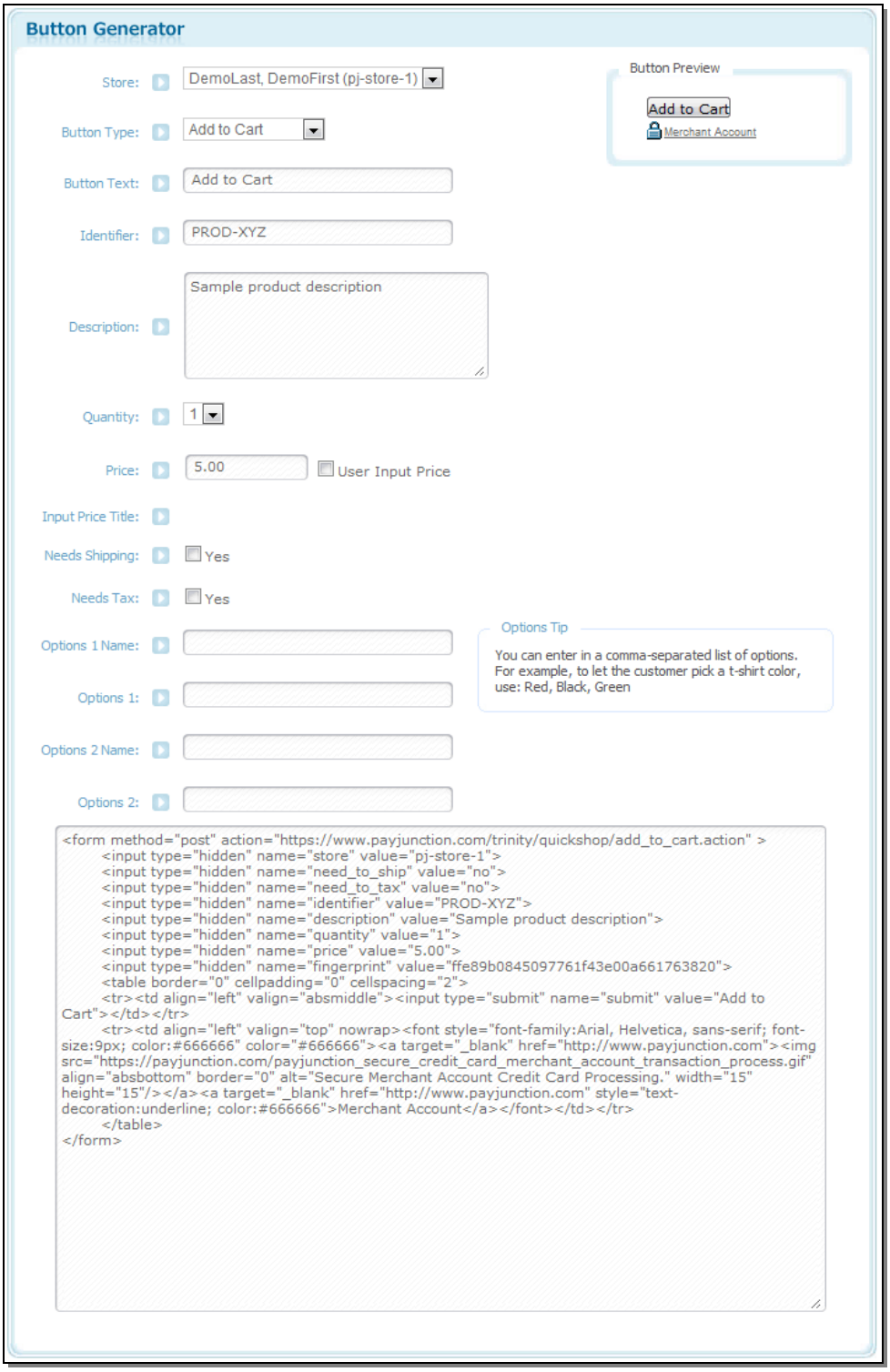


4. ***Event Registration & Ticketing***: Enable website registration for your events.



The Button Generator

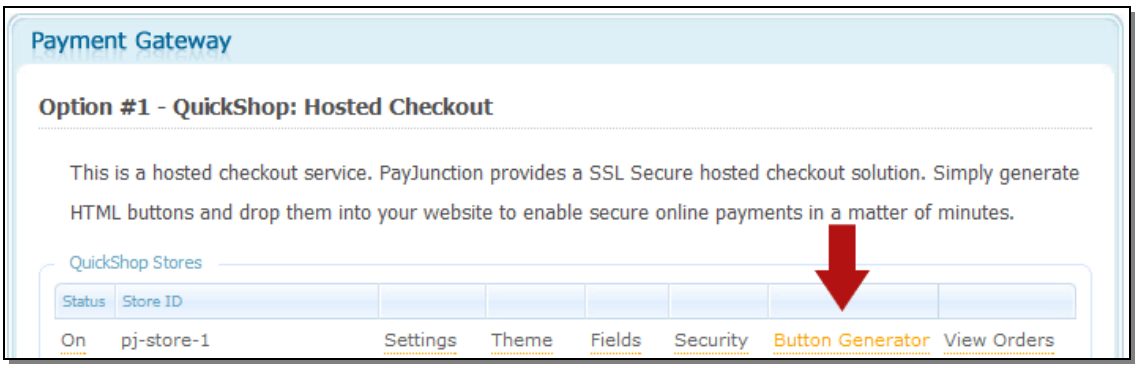
The Quick Shop Button Generator is a simple form that you can use to create payment buttons. Simply complete the form to create the button that you need, then copy the HTML code that is created for you at the bottom of the page. You can then paste the HTML code on your website, and the payment button will be ready to use on your site.



The Button Generator: How to Access

a. Within your PayJunction Trinity account, in the top menu, click on "Gateway" or "Gateway Overview".

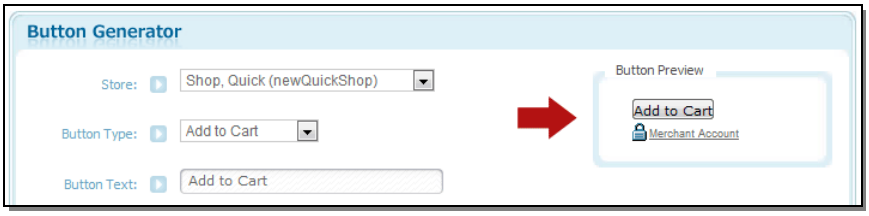
b. Within the section titled "Option #1 - QuickShop: Hosted Checkout", click on the link titled "Button Generator".



The Button Generator: How to create the HTML Code

Helpful Tip:

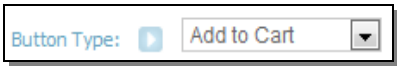
The payment button in the "Button Preview" section (top right of button generator page) will automatically be updated to reflect the options that you enter as you complete the button generator form. This will allow you to preview your payment button as you create it. You can also click on the payment button at any time in order to see what your customers will see when they click the button once it is on your website.



The Button Generator options

a. ***The "Store" field***: Simply skip this field. This option is already selected for you by default.

b. ***The "Button Type" field***: There are 4 types of buttons.



Read the description for each Button Type and determine which one works best for you:

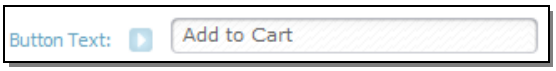
a. ***Add to Cart****:* This is the type of button that you should use if you have multiple products that are being sold on your website. As the Button Type indicates, clicking on this type of button will add the item to the shopping cart. The user will be shown the item(s) that have been added to the cart, and will also be allowed to select if they would like to "Continue Shopping" or "Checkout". If the user selects "Continue Shopping", then they will be redirected back to your website. Otherwise, if s/he clicks on "Checkout", then s/he will be directed to the checkout page to pay for the items that have been added to the checkout page.

b. ***Snap Check Out****:* This is the type of button that you should use if you are accepting payments, or you only have 1 product on your website. Clicking on this type of button will take the user directly to the checkout page. They will then be able to immediately enter their payment information, and move forward with completing the transaction.

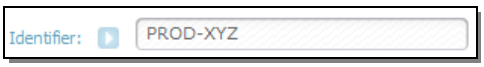
c. ***View Cart****:* This type of button does not add any products to the shopping cart. Instead, clicking on this button will take the user to the cart, and s/he will be able to see the items that have been added to cart and will also be allowed to select if s/he would prefer to "Continue Shopping" or "Checkout".

d. ***Check Out****:* This type of button does not add any products to the shopping cart. Instead, clicking on this button will take the user directly to the checkout page. The user will be able to enter all of their Billing Information, Shipping Information (if applicable) and their Credit Card information.

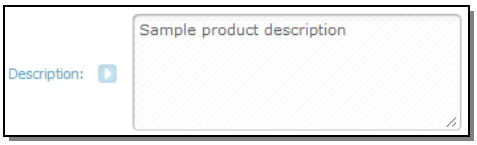
c. ***The "Button Text" field:*** Use this field to indicate what you would like the payment button to say. For example, "Add to Cart" buttons display the words "Add to Cart" by default. You can change the text, or leave it as is.



d. ***The "Identifier" field****:* Use this field to describe the product or service. The Identifier field will be displayed on the checkout page, and on the receipt.



e. ***The "Description" field****:* Use this field to describe the product or service. The Description field will be displayed on the checkout page, and on the receipt.



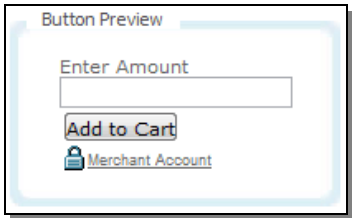
f. ***The "Quantity" field****:* This field is set to "1" by default. If this field is set to another number, then the price will be multiplied by that amount. For example, if you create a button for $1.00, and you set the Quantity to "2", then the total price will be set to $2.00 when the payment button is clicked on your website.

g. ***The "Price" field****:*

   a. Enter the amount of the product or service.

   b. ***User Input Price****:* If this box is checked, then the user on your website will be required to enter the amount that they will be submitting for payment.

   c. ***Input Price Title****:* If the "User Input Price" field is checked, then you will be able to enter the text that you would like to display on the screen for the user. For example, by default the words "Enter Amount" are listed. However, you can change this value to whatever you prefer.



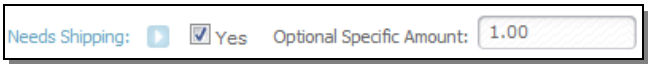
h. ***The "Needs Shipping" field****:*

a. ***The "Yes" checkbox***:

i. If you do not want to charge a Shipping Amount, then ***do not*** check the box

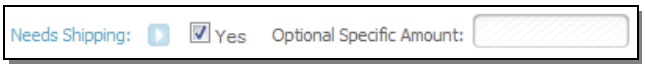
ii. If you do want to charge shipping, then check the box. You have two options in regards to setting up shipping charges:

1. ***Optional Specific Amount****:* Charge a specific Shipping Amount per item



If you enter an amount in this field, then this amount will be added to the total shipping charge. For example, if your customer adds 5 items to their shopping cart, and each payment button has $1.00 entered for the *Optional Specific Amount*, then the total Shipping Amount will be $5.00.

2. ***Shipping Tier****:* Charge a Shipping Amount that is based on the total at checkout



If you leave the *Optional Specific Amount* field blank, then QuickShop will base shipping on your "Shipping Tier". The Shipping Tier allows you to specify different Price Ranges. Each Price Range corresponds to a shipping total.

Please Note: *Refer to the QuickShop "Settings" section, and then "Shipping Tier" for more detailed instructions about how to find and setup the Shipping Tier options.*

Shipping Tier Example:

For orders up to Tier 1: $9.99 → Charge $4.99

For orders up to Tier 2: $19.99 → Charge $9.99

And so on…

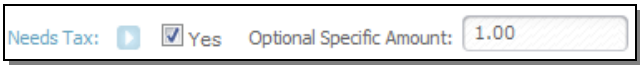
i. ***The "Needs Tax" field:***

a. ***The "Yes" checkbox***:

i. If you do not want to charge a Tax Amount, then ***do not*** check the box

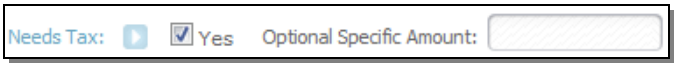
ii. If you do want to charge a Tax Amount, then check the box. There is two options in regards to setting up Tax Amount charges:

1. ***Optional Specific Amount:*** Charge a specific Tax Amount per item



If you enter an amount in this field, then this amount will be added to the total tax amount. For example, if your customer adds 5 items to their shopping cart, and each payment button has $1.00 entered for the *Optional Specific Amount*, then the total Tax Amount will be $5.00.

2. ***Tax Percentage by State:*** Charge a tax amount that is based on percentage of the total, on a state by state basis



If you leave the *Optional Specific Amount* field blank, then QuickShop will base the tax amount on the "Tax" field in the "Settings" section. The Tax field allows you to specify percentage for each state.

Please Note: *Refer to the QuickShop "Settings" section, and then "Tax" for more detailed instructions about how to find and setup the Tax options based on percentages per state*

For example:

Tax: ca=8.25, ny=7.25, fl=7.5

The information listed above indicates the following:

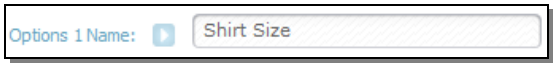
- Transactions originating in California, will be charged 8.25%
- Transactions originating in New York, will be charged 7.25%
- Transactions originating in Florida, will be charged 7.5%

j. ***The "Options" fields*** *(Options 1 Name, Options 1, Options 2 Name, Options 2):*

The button generator gives you the ability to create 2 drop-down menus (Options 1, and Options 2).

The Options drop-down menus include a list of options that your website visitors can select. For example, if you are creating a payment button for a shirt, then you can add a list of options (Options 1) for your user to select a size (i.e. Small, Medium, Large). Additionally, you can add another list of options (Options 2) for your user to select a shirt color (i.e. Black, Red, Blue).

a. ***Options 1 Name****:* This is the name for the options that you are providing.

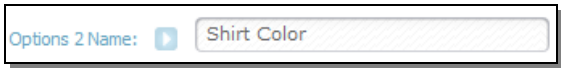


i. For example, enter "Shirt Size", if you want the user to select a shirt size.

b. ***Options 1****:* The actual options that you are providing for the user

i. For example, enter "Small, Medium, Large" for shirt sizes.

c. ***Options 2 Name***: This is the name for the option that you are providing.

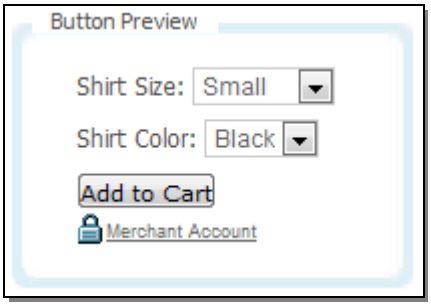


i. For example, enter "Shirt Color", if you want the user to select a shirt color.

d. ***Options 2****:* The actual options that you are providing for the user.

i. For example, enter "Black, Blue, Red", for shirt colors.

The payment button will look like this:



J. The HTML Code:

Now that you have completed the Button Generator form, you will need to place the code on your website.

1. Highlight all of the HTML code that is listed within the text area
2. Copy the HTML
3. Go to your website, open the page that will include the payment button and get it ready for editing
4. Paste the code on your web page
5. Save your webpage, and test the payment button.

HTML Code Example

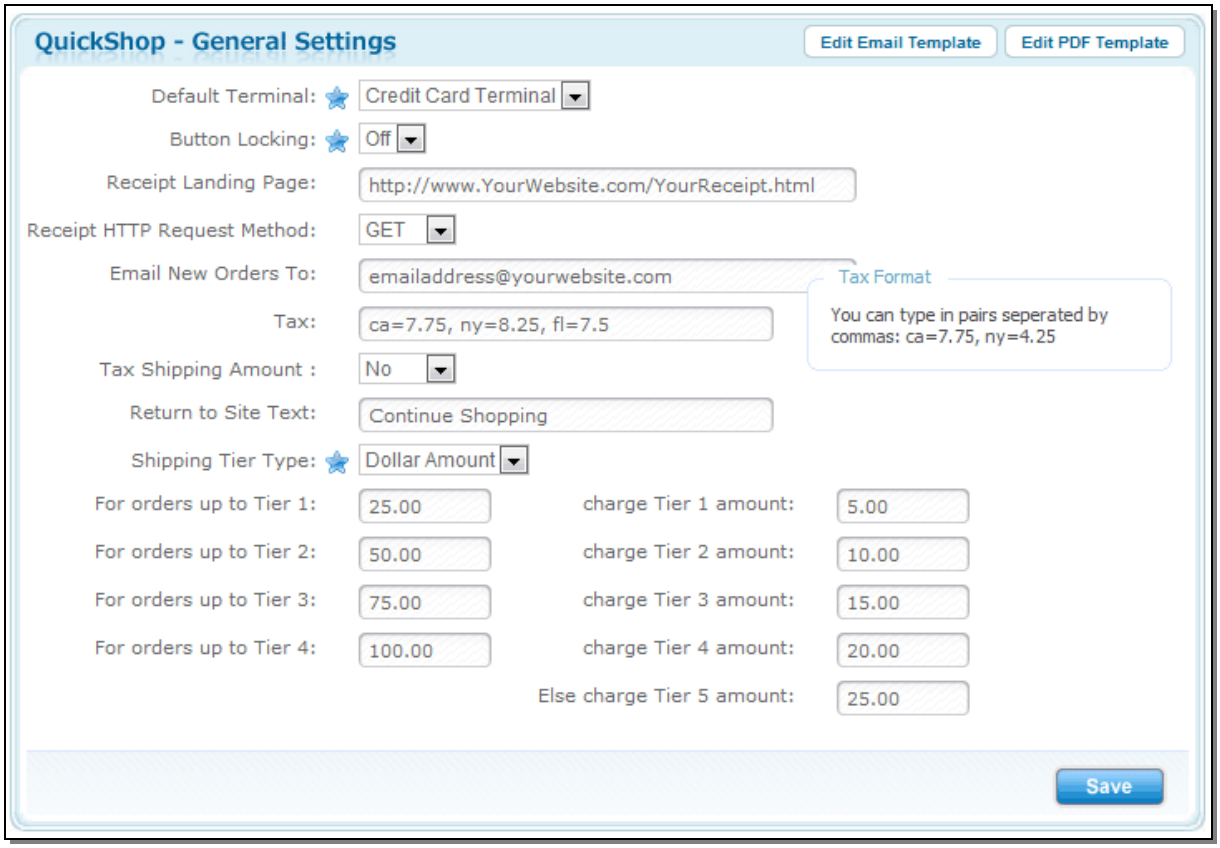
```
<form method="post" action="https://www.payjunction.com/trinity/quickshop/add_to_cart.action" >
      <input type="hidden" name="store" value="newQuickShop">
      <input type="hidden" name="need_to_ship" value="no">
      <input type="hidden" name="need_to_tax" value="yes">
      <input type="hidden" name="identifier" value="PROD-XYZ">
      <input type="hidden" name="description" value="Sample product description">
      <input type="hidden" name="quantity" value="1">
      <label>Enter Amount</label>
      <input type="text" name="price">
      <table border="0" cellpadding="0" cellspacing="2">
      <tr><td align="left" valign="absmiddle">Shirt Size:  <select name="option">  <option
value="Small">Small</option> <option value=" Medium"> Medium</option> <option value=" Large">
Large</option> </select></td></tr><tr><td>Shirt Color:  <select name="option">  <option
value="Black">Black</option> <option value=" Blue"> Blue</option> <option value=" Red">
Red</option> </select></td></tr><tr><td><input type="submit" name="submit" value="Add to
Cart"></td></tr>
      <tr><td align="left" valign="top" nowrap><font style="font-family:Arial, Helvetica, sans-serif; font-
size:9px; color:#666666" color="#666666"><a target="_blank" href="http://www.payjunction.com"><img
src="https://payjunction.com/payjunction_secure_credit_card_merchant_account_transaction_process.gif"
align="absbottom" border="0" alt="Secure Merchant Account Credit Card Processing." width="15"
height="15"/></a><a target="_blank" href="http://www.payjunction.com" style="text-
decoration:underline; color:#666666">Merchant Account</a></font></td></tr>
      </table>
</form>
```

Settings

The QuickShop Settings page allows you to manage options like:

1. Indicate where you would like to redirect your customers after a successful payment has been made.
2. Indicate what email address we should send notification to when an order is placed.
3. Set Tax Percentages to charge for orders that take place from particular States.
4. Indicate if the shipping amount should be taxed, or not.
5. Manage the “Continue Shopping” text that your customers will see on the checkout page.
6. Setup shipping charges based on Shipping Tiers

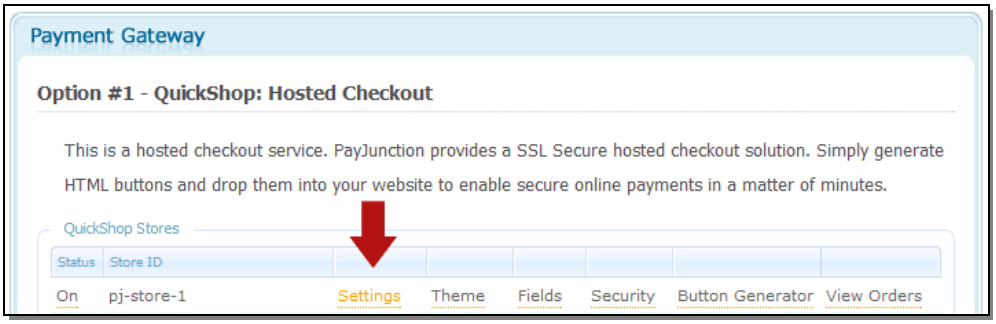
Settings Screen Shot



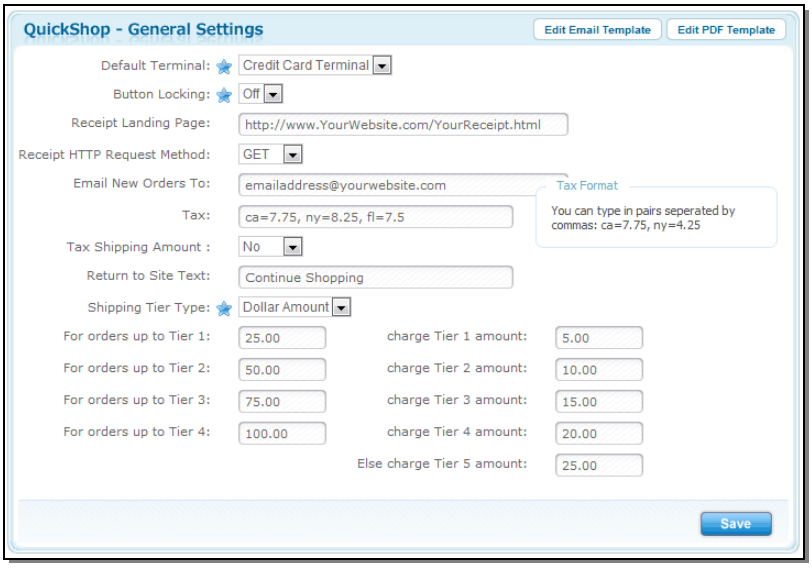
Settings: How to Access

a. Within your PayJunction Trinity account, in the top menu, click on "Gateway" or "Gateway Overview".

b. Within the section titled "Option #1 - QuickShop: Hosted Checkout", click on the link titled "Settings".



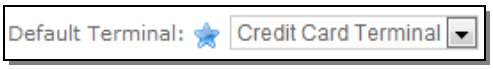
The QuickShop Settings page



Settings: How to Modify

a. ***The "Default Terminal" field**:*

   a. Simply skip this field. This option is already selected for you by default.



b. ***The "Button Locking" field**:*

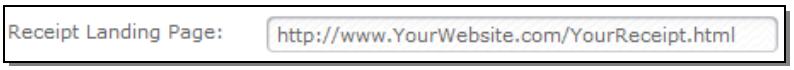
- Button Locking ensures that individuals cannot 'hack' your payment button code. It assists with preventing any changes in pricing, description, identifier, etc. for all of your payment buttons.
- The "fingerprint" field must be included in the HTML form (QuickShop HTML code) in order for Button Locking to function correctly.
- If Button Locking is set to On, and the fingerprint field is included, then the QuickShop checkout page will return an Error if any of the payment button data (price, identifier, description etc.) is any different that how the payment button was originally setup.

   a. ***Set to "Off"***: By default, "Button Locking" is set to "Off". Leaving Button Locking set to Off will not have any effect on the payment button.

      i. **Note:** You should definitely set Button Locking to Off if you have any payment buttons that have a Price/Amount that varies.

   b. ***Set to "On"***: If you set "Button Locking" to "On", then the payment buttons must include the "fingerprint" field, and the information on the payment button will not be allowed to be changed from the original setup within the Button Generator.

c. ***The "Receipt Landing Page"***:



   a. Provide the URL (Web Address) for the webpage where you would like to send your customers when an order has been successfully processed (approved). PayJunction will redirect your customers to the page that is indicated in this field.

d. ***The "Receipt HTTP Request Method"***:

   a. If you are a web developer (programmer), and you would like to use the "transaction response data" (i.e. Approval Code, First Name, Last Name, Last 4 of Card Number, etc.) in order to customize your receipt page, then you can specify if you would prefer to receive the data via a POST or GET request. Otherwise, simply skip this field.

e. ***The "Email New Orders To" field:***

a. If you provide an email address in this field, PayJunction will notify you every time that a customer completes a transaction from your website via a QuickShop payment button. For multiple email addresses, simply separate each email address by commas (i.e. support@payjunction.com, info@payjunction.com).

b. Please note, only three email address can be provided in this field.

f. ***The "Tax" field:***

a. This field allows you to charge a Tax Amount that is based on Percentage of the Total, on a state by state basis.

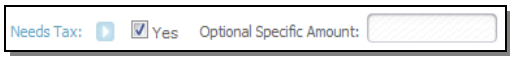
b. Simply specify a tax percentage to charge for particular states.

For example, if the following is entered: CA=8.25, NY=7.25, FL=7.5

Transactions originating in California, will be charged 8.25% Transactions originating in New York, will be charged 7.25% Transactions originating in Florida, will be charged 7.5%

NOTE: If you are creating a payment button via the **Button Generator**:

The settings for "Needs Tax" should be checked "Yes", but the "Optional Specific Amount" box should be blank. For example, when creating a new payment button within the ***Button Generator*** section, the Needs Tax settings should look like this:



NOTE: If you are creating a payment button using HTML:

Make sure to include the "need_to_tax" field, and set it to "yes". Also, make sure to NOT include the field named "tax_amount". For Example, the HTML code will look like this. Notice that we are not including the "tax_amount" field:

```
<form method="post" action="https://www.payjunction.com/trinity/quickshop/add_to_cart.action" >
      <input type="hidden" name="store" value="newQuickShop">
      <input type="hidden" name="need_to_ship" value="no">
      <input type="hidden" name="need_to_tax" value="yes">
      <input type="hidden" name="identifier" value="PROD-XYZ">
      <input type="hidden" name="description" value="Sample product description">
      <input type="hidden" name="quantity" value="1">
      <input type="hidden" name="price" value="5.00">
      <input type="hidden" name="fingerprint" value="8cea9b642ccd10f9dd41691926e44efc">
      <input type="submit" name="submit" value="Add to Cart">
</form>
```

g. ***The "Tax Shipping Amount" field:***

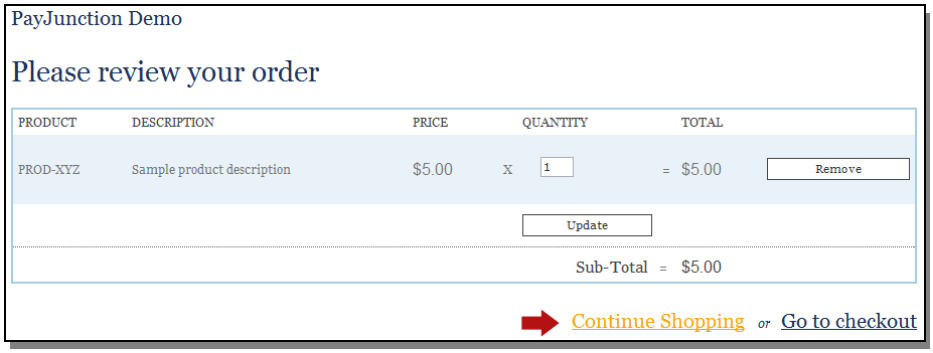
a. Set to "No": If this option is set to No, then the shipping amount will not be included with the total while calculating the tax amount.

b. Set to "Yes": If this option is set to Yes, then the shipping amount will be included with the total while calculating the tax amount.

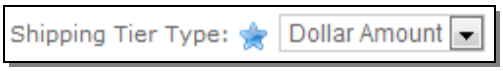
h. ***The "Return to Site Text" field:***

a. By default, this option is set to "Continue Shopping". You can change this option to fit your preference. For example, you can change it to "Purchase More Items".

b. This is the link that will allow your website visitors to return to your website in order to keep shopping.



i. ***The "Shipping Tier Type" field:***



a. ***Dollar Amount***:

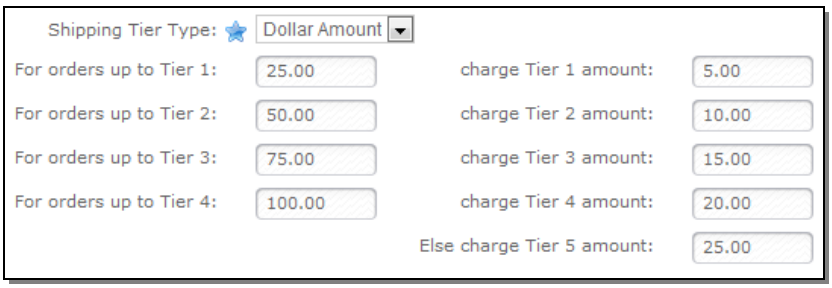
i. If "Dollar Amount" is selected, then you will be able to indicate a specific dollar amount to charge for shipping for each Tier.

b. ***Percent Amount***:

i. If "Percent Amount" is selected, then you will be able to indication a percentage of the total dollar amount to charge for shipping for each Tier.

j. ***The Shipping Tier***:

a. Charges a shipping amount that is based on different price ranges.



For example, the Shipping Tier shown above will charge the following:

i. Tier 1: Orders between $.01 and $25.00 = $5.00 Shipping

ii. Tier 2: Orders between $25.01 and $50.00 = $10.00 Shipping

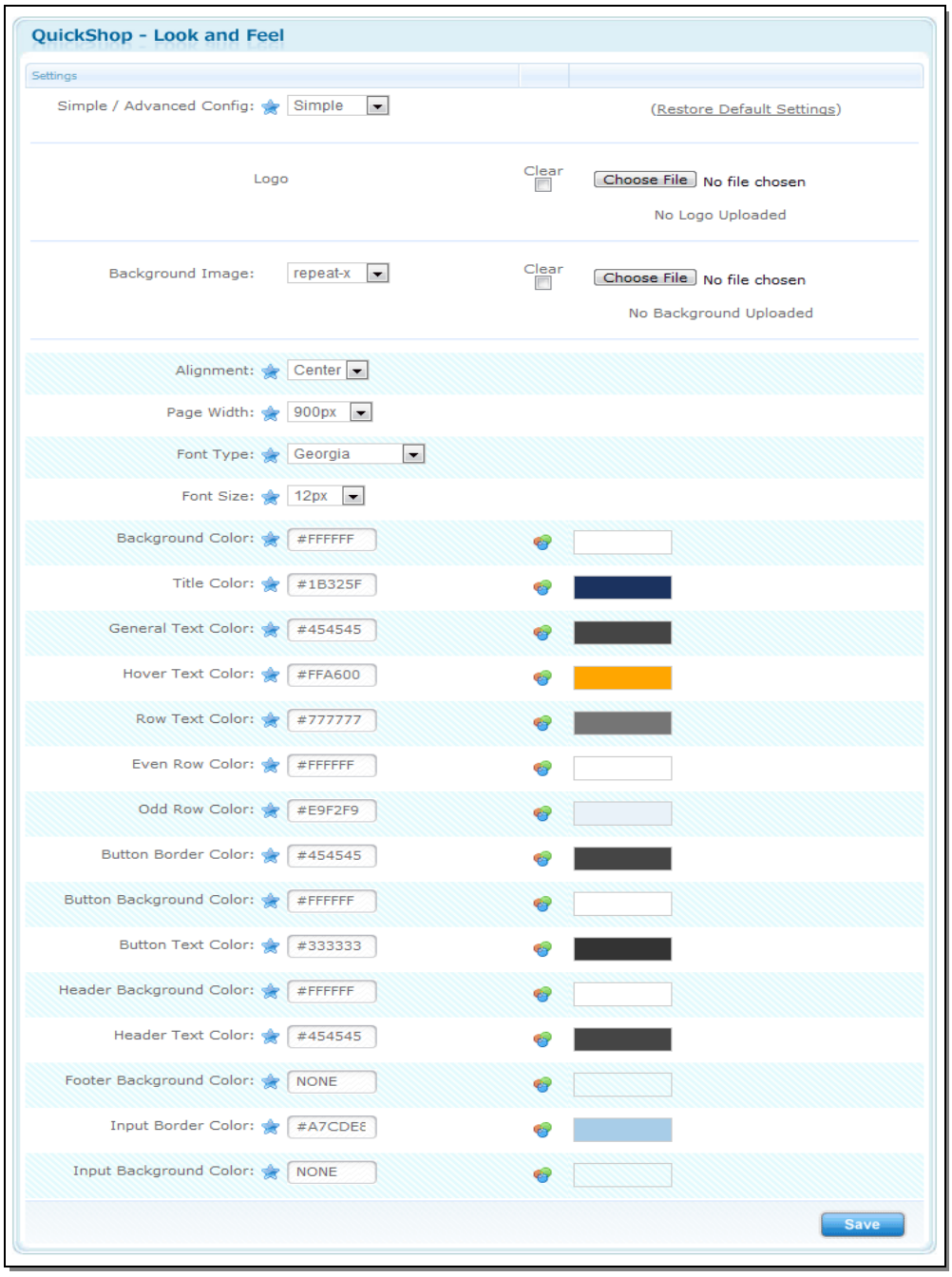
iii. Tier 3: Orders between $50.01 and $75.00 = $15.00 Shipping

iv. Tier 4: Orders between $75.01 and $100 = $20.00 Shipping

v. Tier 5: Orders over $100 = $25.00

Theme

The Theme section for QuickShop allows you to modify the look and feel for your checkout page. For example, you will be able to add a logo on your checkout page, include a background image, change the font type, font size, color scheme, etc.

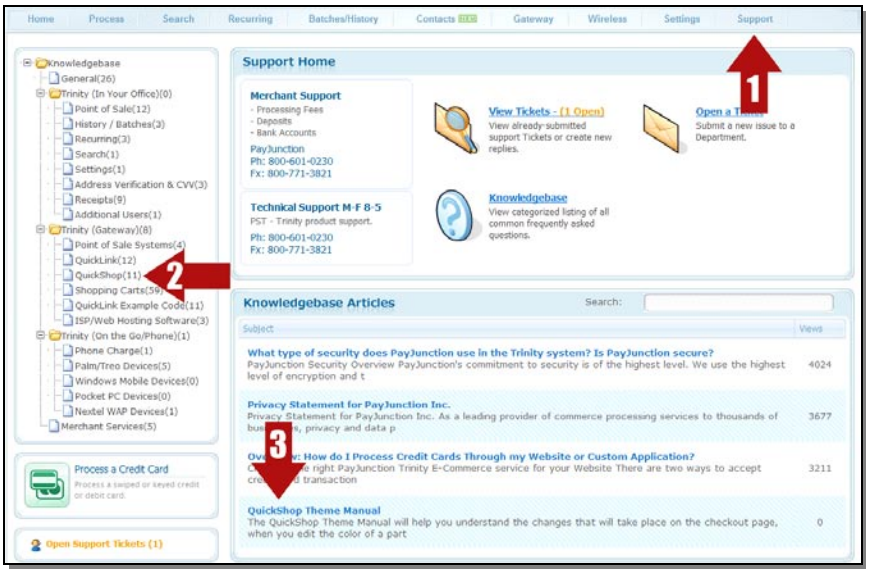


Theme: Tips

Helpful Tip 1:

The ***QuickShop Theme Manual*** provides detailed instructions for modifying the Theme for your QuickShop Checkout page. The QuickShop Theme Manual can be accessed via the Knowledgebase in our Support section.

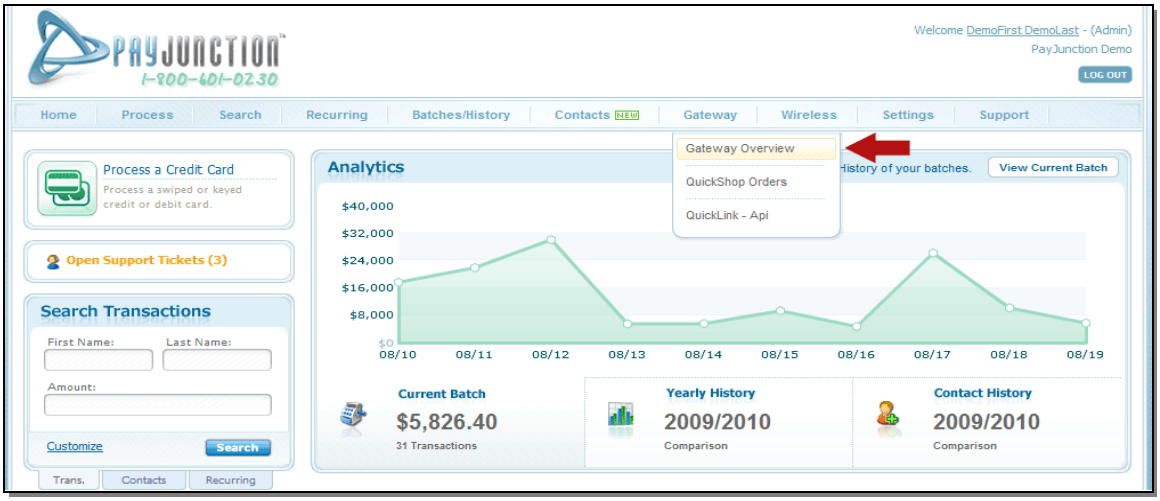
1. Simply click on “Support” in the top menu.
2. Select the section titled “QuickShop” (in the Knowledgebase section, left hand side of screen)
3. Then select the article titled “QuickShop Theme Manual”.



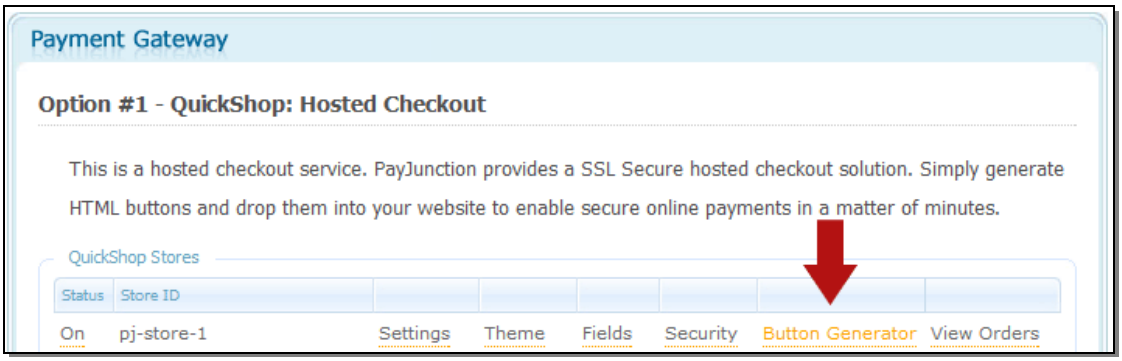
Helpful Tip 2:

It’s a lot easier to work with the Theme settings if you have another window open that displays the QuickShop Checkout page. This will allow you to see how your checkout page will look as you update the settings within the Theme section. Follow these steps in order to open your QuickShop Checkout page.

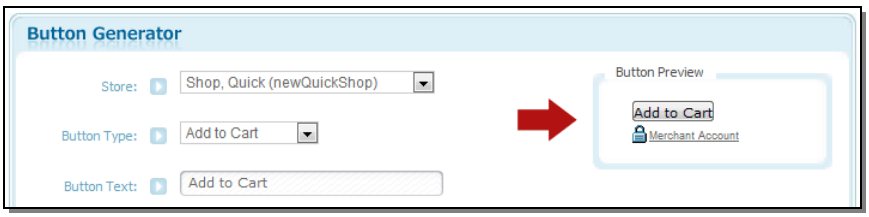
a. Within your PayJunction Trinity account, in the top menu, click on "Gateway" or "Gateway Overview".



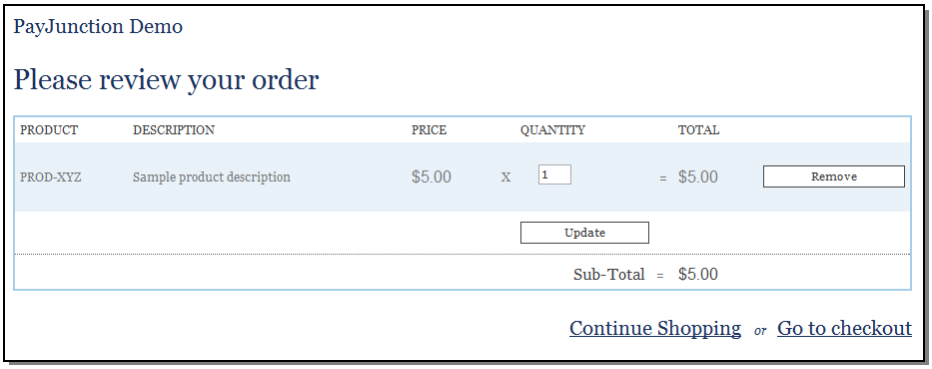
b. Within the section titled "Option #1 - QuickShop: Hosted Checkout", click on the link titled "Button Generator".



c. Click on the “Add to Cart” button in the Button Preview section.



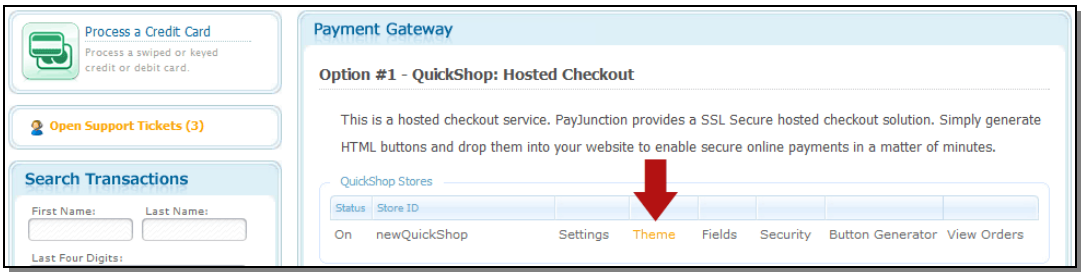
d. A new window will appear. This is the actual checkout page that your customers will see. Leave this window open so that you are able to see the changes that you make while updating your "Theme". Make sure to refresh your checkout page after you save any changes in the Theme section.



Theme: How To Update

a. Within your PayJunction Trinity account, in the top menu, click on "Gateway" or "Gateway Overview".

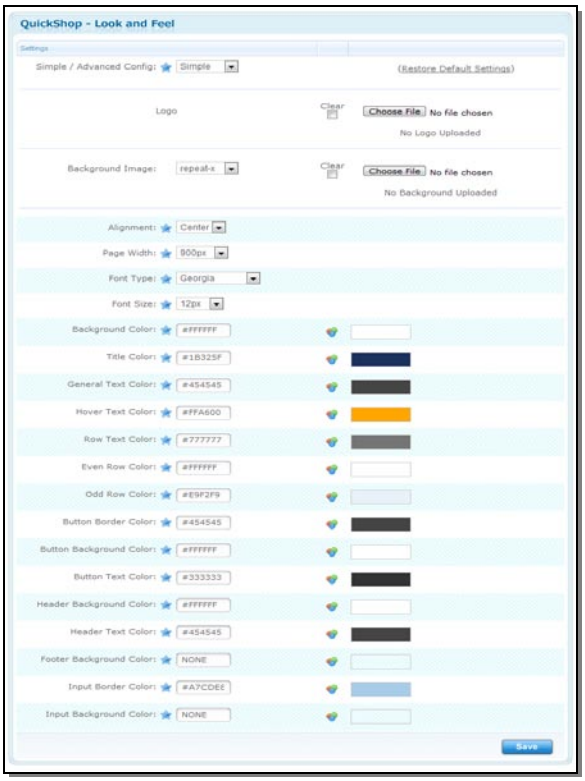
b. Within the section titled "Option #1 - QuickShop: Hosted Checkout", click on the link titled "Theme".



c. Modify the options that are available on the screen to fit your needs, then click "Save".

Helpful Tip:

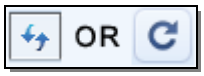
Use the QuickShop Theme Manual for a better understanding of what each setting means. See the ***Helpful Tip 1*** section above.



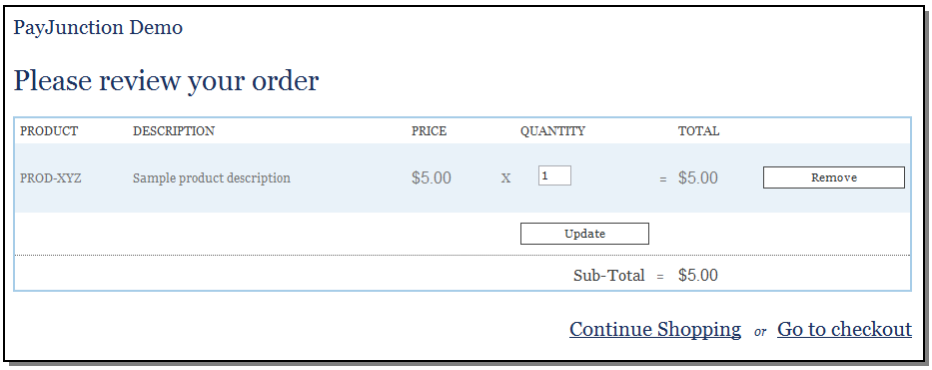
d. Go to your "Checkout" page, then click the "Refresh" button on your internet browser. You will see the changes that you have made on the "Theme" settings page.

Helpful Tip:

The refresh button is located at the top of your internet window (browser), and it usually looks similar to the following icons:



Once you have “refreshed” this page, the updates that you make within the Theme section will be displayed on your QuickShop Checkout page:



e. If you like your changes, then you are done.

However, if you would like to make further modifications to your Theme, then simply repeat the steps listed above until you are happy with the way your checkout page looks.

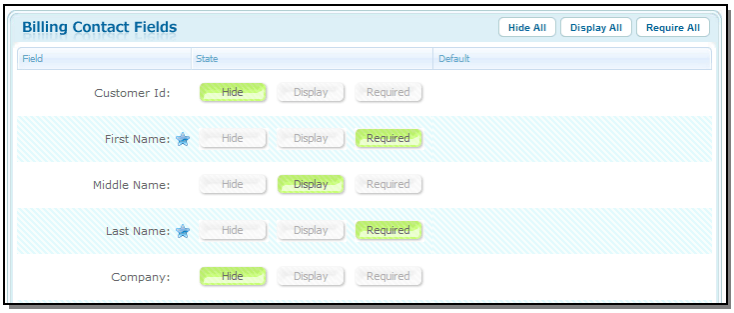
Fields

The Fields section for QuickShop allows you to manage which fields are displayed, and/or required on the checkout page. For example, if you are using QuickShop to accept payments, and you therefore do not have any items to ship, then you can use the Fields section to remove all of the Shipping Fields from the Checkout page.

Example

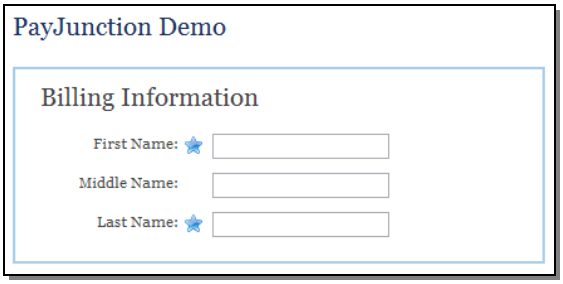
The Fields Section for QuickShop

- Hide Customer ID
- Require First Name
- Display Middle Name
- Require Last Name
- Hide Company



The QuickShop Checkout Page

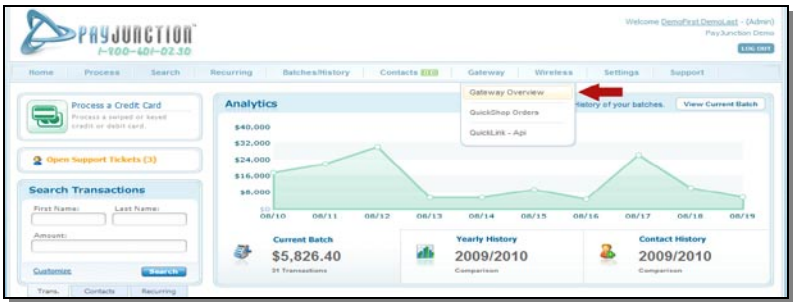
- Customer ID is not displayed
- First Name is required
- Middle Name is displayed, but not required
- Last Name is required
- Company is not displayed



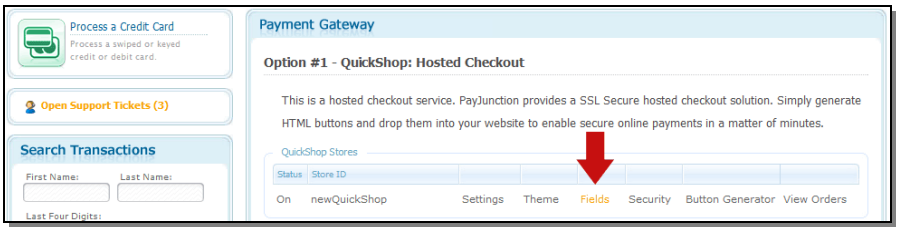
Fields: How to update the fields on the checkout page

Step 1: Access the "Fields" for QuickShop

a. Within your PayJunction Trinity account, in the top menu, click on "Gateway" or "Gateway Overview".



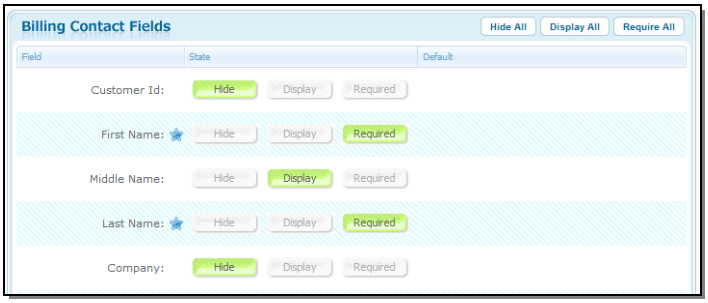
b. Within the section titled "Option #1 - QuickShop: Hosted Checkout", click on the link titled "Fields".



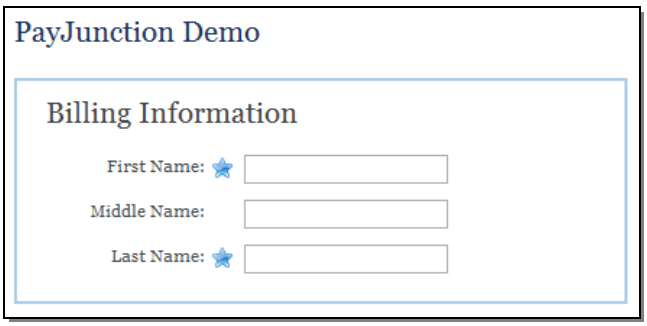
Step 2: Update the Fields for the QuickShop checkout page

a. Each "field" that is listed on this page can be set to "Hide", "Display", or "Required". Simply go through the list of fields and select if you would like to "Hide", "Display", or make the field "Required" on the checkout page. Then click "Save".

For example, if the "Billing Contact Fields" are set to the following:



b. The "Billing Information" section on the checkout page will look like this…



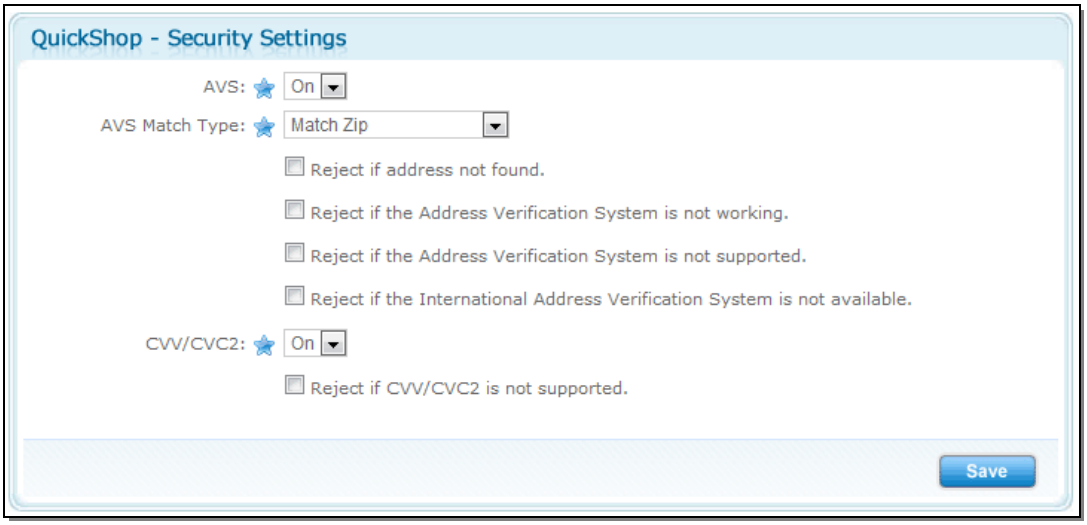
Security

The QuickShop Security section allows you to update the Address Verification System settings, and the CVV code settings.

For example, you can indicate if you would like to check for either of the following:

1. Match Zip Code
2. Match Address AND Zip Code
3. Match Address OR Zip Code
4. Match Address

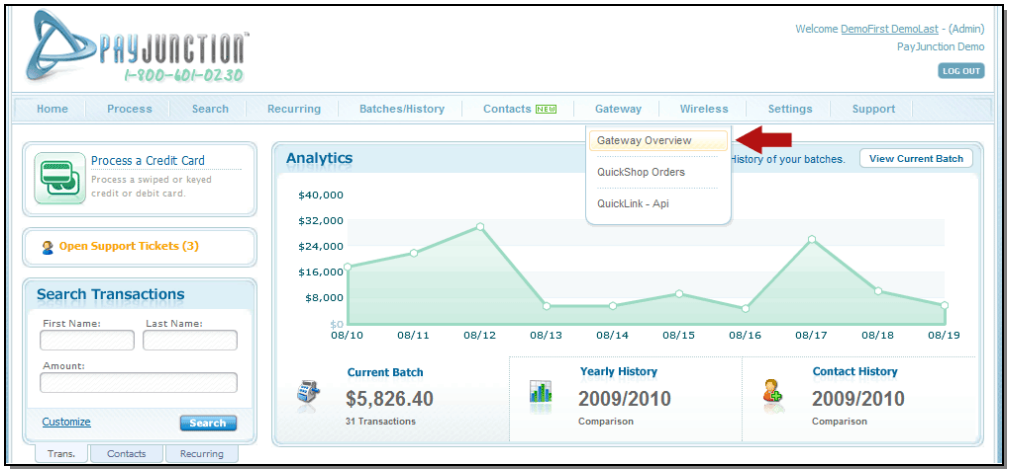
Also, you can Turn On, or Turn Off CVV Code Checking.



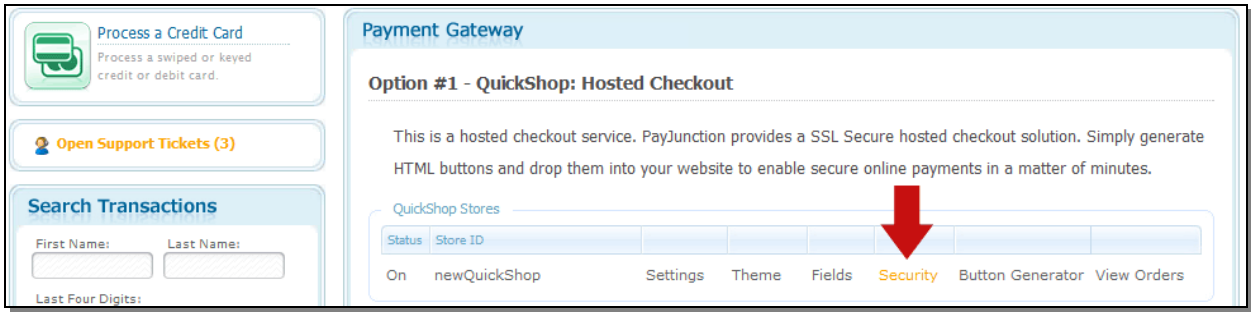
Security: How to update Address Verification Settings for QuickShop

Step 1: Access the "Security" settings for QuickShop

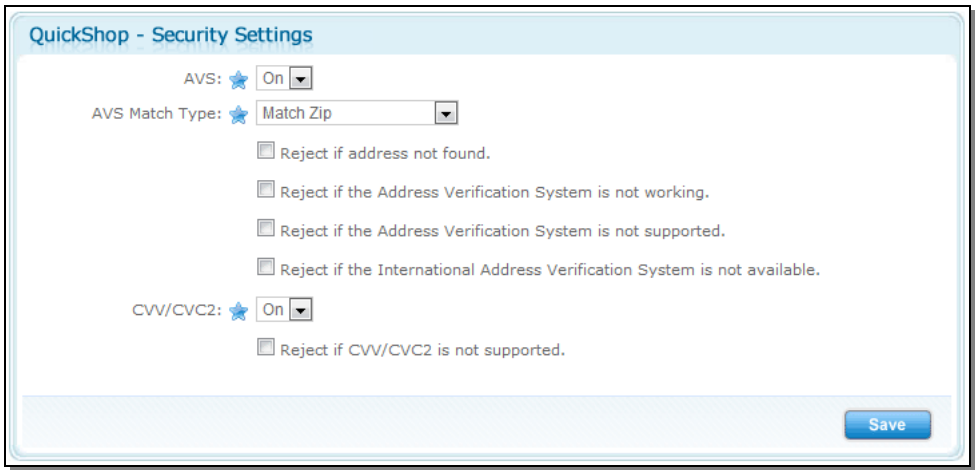
a. Within your PayJunction Trinity account, in the top menu, click on "Gateway" or "Gateway Overview".



b. Within the section titled "Option #1 - QuickShop: Hosted Checkout", click on the link titled "Security".

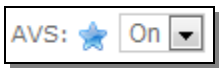


c. The "Security" section (Address Verification) for QuickShop will look like this…



Step 2: Update the Address Verification Settings (AVS) for QuickShop

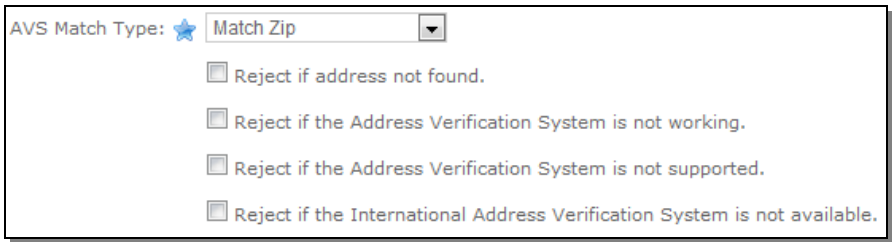
a. ***The "AVS" option***:



a. ***Set to "On"***: This option turns on Address Verification.

b. ***Set to "Off"***: This option turns off Address Verification.

b. ***The "AVS Match Type" options***:



a. Drop-Down Menu:

i. ***Bypass***: This option will attempt to match the Billing Zip Code. The transaction will be approved even if the Billing Zip Code does not match what the card issuing bank has on file.

ii. ***Match Address***: This option will attempt to match the Billing Address. The transaction will be declined if the Billing Address does not match what the card issuing bank has on file.

iii. ***Match Address or Zip***: This option will attempt to match the Billing Address OR Billing Zip Code. The transaction will be approved if the Billing Address OR the Billing Zip Code match what the card issuing bank has on file. However, the transaction will be declined if both, the Billing Address AND the Billing Zip Code does not match what the card issuing bank has on file.

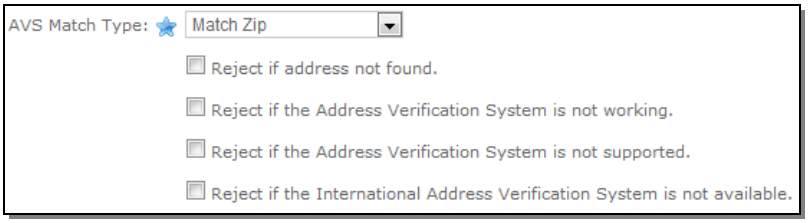
iv. ***Match Address and Zip***: This option will attempt to match the Billing Address AND Billing Zip Code. The transaction will be approved if the Billing Address AND the Billing Zip Code match what the card issuing bank has on file. However, the transaction will be declined either, the Billing Address OR the Billing Zip Code does not match what the card issuing bank has on file.

v. ***Match Zip***: This option will attempt to match the Billing Zip Code. The transaction will be declined if the Billing Zip Code does not match what the card issuing bank has on file.

b. Checkboxes:

These options typically apply to International Cards.

- Check the box for the options that you would like to turn on.



i. ***Reject if address is not found***: If the Card Issuing bank does not have an address on file, then the transaction will be declined.

ii. ***Reject if the Address Verification System is not working***: If AVS is not available at the time that you process the card, then the transaction will be declined.

iii. ***Reject if the Address Verification System is not supported***: If AVS does not exist for the card that you are attempting to process, then the transaction will be declined.

iv. ***Reject if the International Address Verification System is not available***. If AVS does not exist for the card that you are attempting to process, then the transaction will be declined.

c. ***The "CVV/CVC2" options***:

The CVV code is the 3 digit code on the back of the card. (4 digits for American Express)

a. Drop-Down Menu:

i. ***Set to "On"***: This option turns on CVV/CVC2 verification.

ii. ***Set to "Off"***: This option turns off CVV/CVC2 verification.

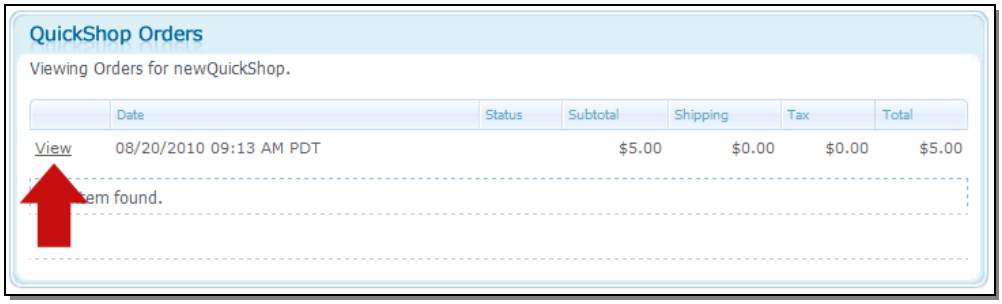
b. Checkbox:

- Check the box if you would like to turn on this option.

i. Reject if "CVV/CVC2" is not supported: If CVV/CVC2 verification does not exist for the card that you are attempting to process, then the transaction will be declined.

View Orders

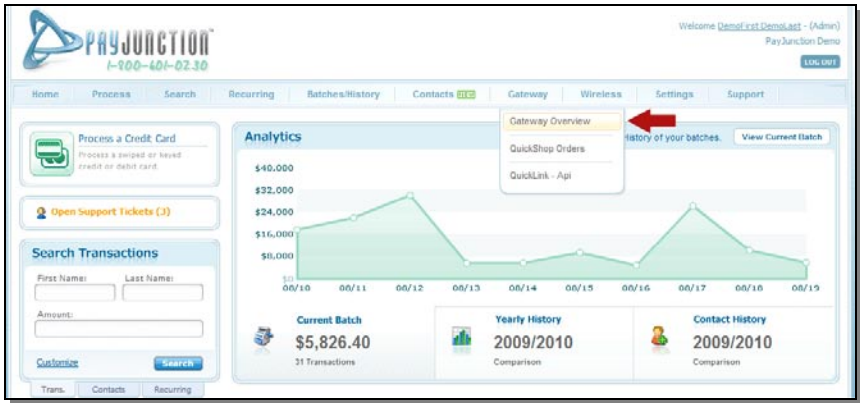
The View Orders section allows you to be able to view all of the orders that have take place via the QuickShop payment button. The View Orders section will not display any transactions that have taken place from your Virtual Terminal, Recurring, etc. In other words, only QuickShop transactions will be displayed when you use the View Orders section.



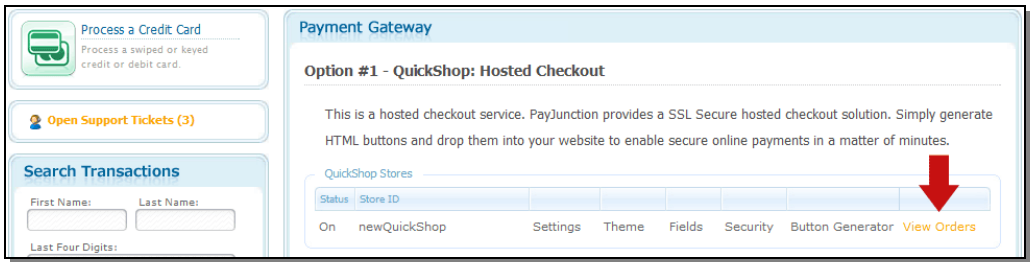
View Orders: How to View QuickShop Orders

Step 1: Access the "View Orders" section for QuickShop

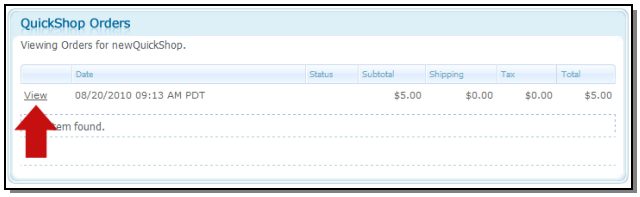
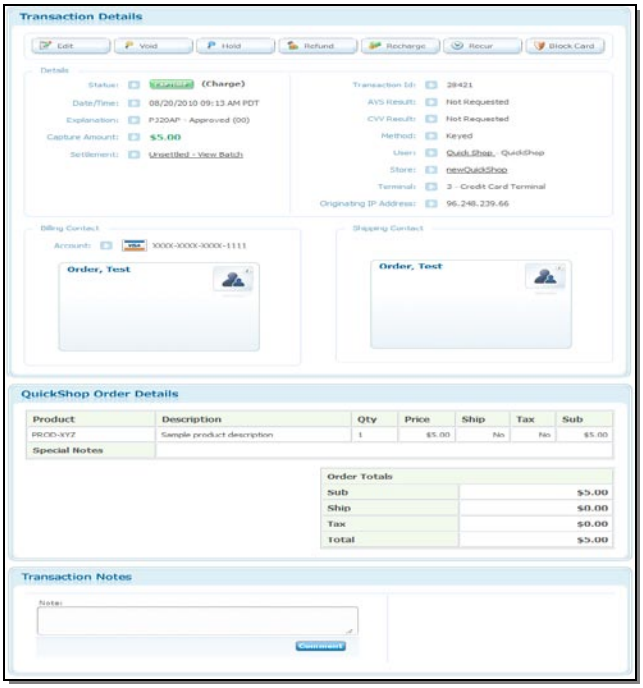
a. Within your PayJunction Trinity account, in the top menu, click on "Gateway" or "Gateway Overview".



b. Within the section titled "Option #1 - QuickShop: Hosted Checkout", click on the link titled "View Orders".



Step 2: View all of your orders for QuickShop

a. Your orders will appear on the screen, listed in chronological order.

b. Click on the "View" link in order to view the details for each order.