



## eMerchant Gateway Installation Guide

This document will show you how to INSTALL the eMerchant Gateway module within the Miva shopping cart. For information on obtaining your eMerchant Gateway credentials after signing up for an account and for the setup of the eMerchant Gateway to process transactions and for access to create your source key, please contact eMerchant directly.

Email: [support@emerchant.com](mailto:support@emerchant.com)

Phone: 866-979-0260

Web: [www.eMerchantGateway.com](http://www.eMerchantGateway.com)

## Loading the Module

The first step after you have downloaded the eMerchant Gateway application is to load it in the Miva Shopping Cart. You do this by uploading the downloaded .MVC file into the Modules section in your shopping cart.

1. Login to the admin of your Miva Merchant store

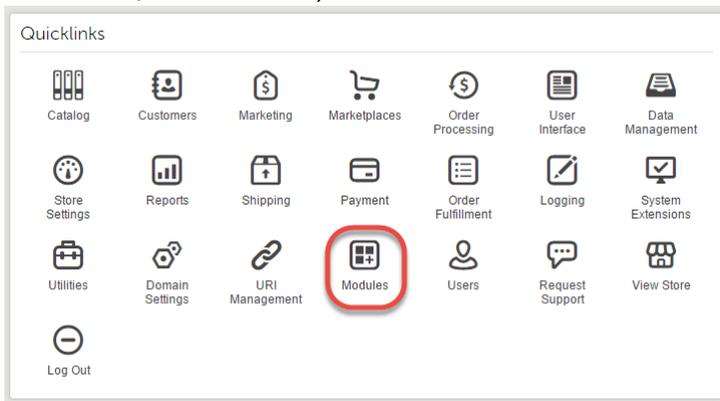
Miva Merchant 

Username

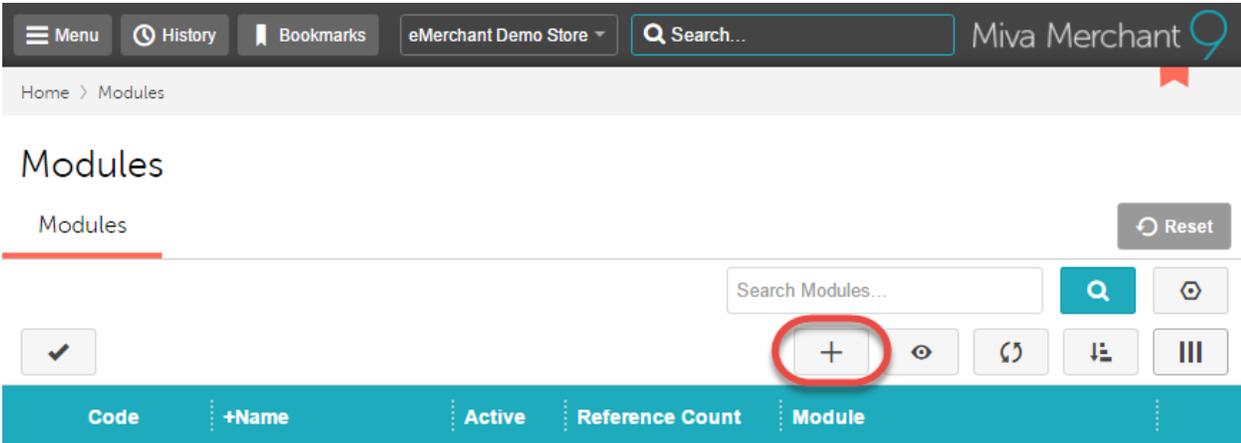
Password

Sign In

2. From the Quicklinks Menu, choose Modules



3. In the Modules screen, click the Add Module button.



Menu History Bookmarks eMerchant Demo Store Search... Miva Merchant

Home > Modules

## Modules

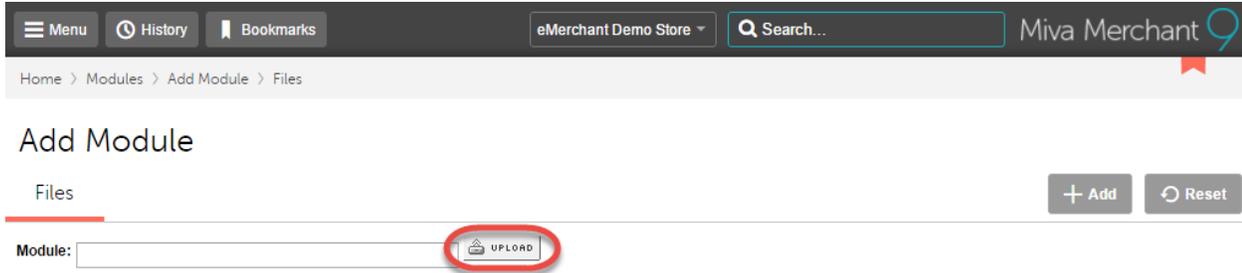
Modules Reset

Search Modules...

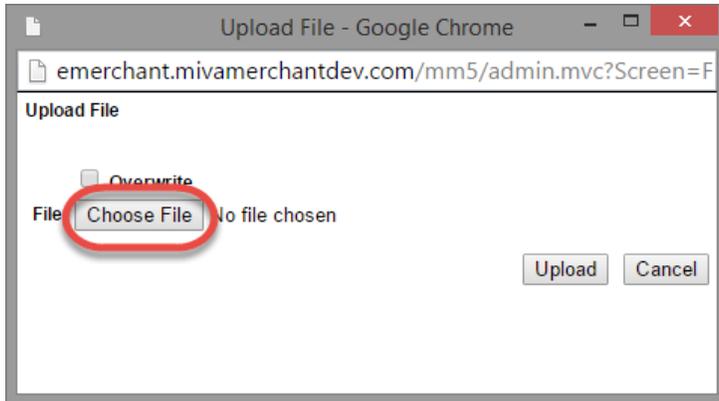
+    

Code	+Name	Active	Reference Count	Module
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4. In the Add Module screen, click the Upload button to launch the dialog box.



5. Click on the Choose File button to launch your Open dialog box.

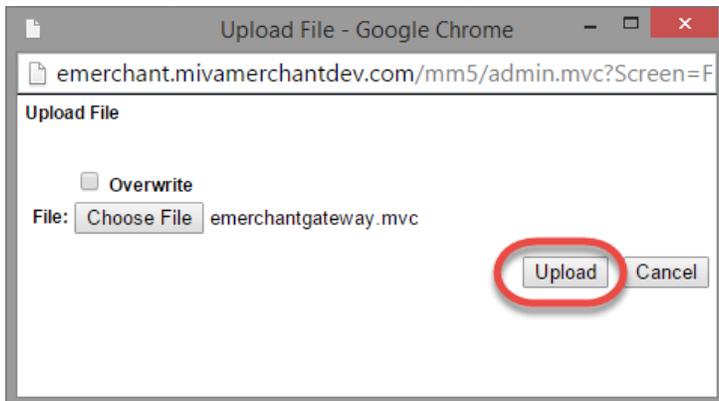


6. Choose the file named "emerchantgateway.mvc".

Name	Type	Compressed size	Password ...	Size	Ratio
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">emerchantgateway.mvc</span>	MVC File	17 KB	No	54 KB	69%
readvie	Text Document	1 KB	No	1 KB	51%

- a. Note that the file will be located where you saved it after extracting from the .zip file.

7. Click on the Upload button in the dialog box.



8. Click on the Add button to install the app in the Miva shopping cart.

Menu History Bookmarks eMerchant Demo Store Search... Miva Merchant

Home > Modules > Add Module > Files

## Add Module

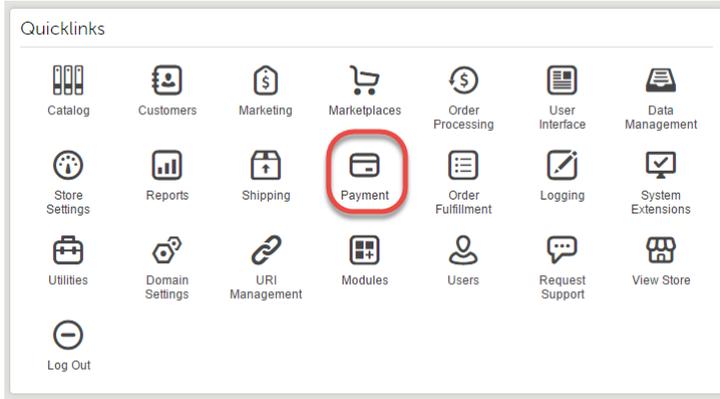
Files

Module:

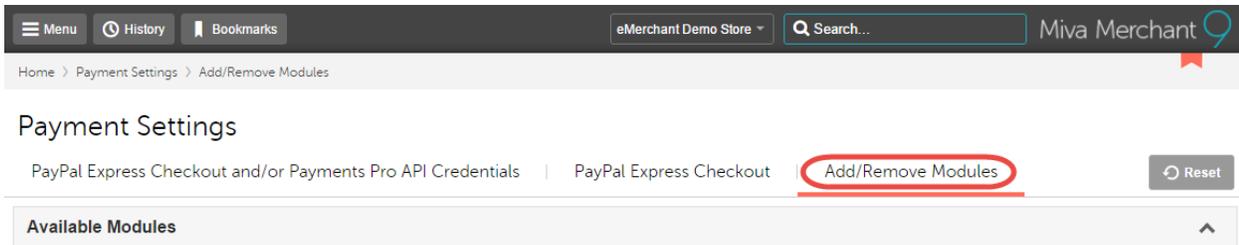
# Installing the Module

Once you have added the application as an available module within the Miva shopping cart, you then need to install it to the payment module.

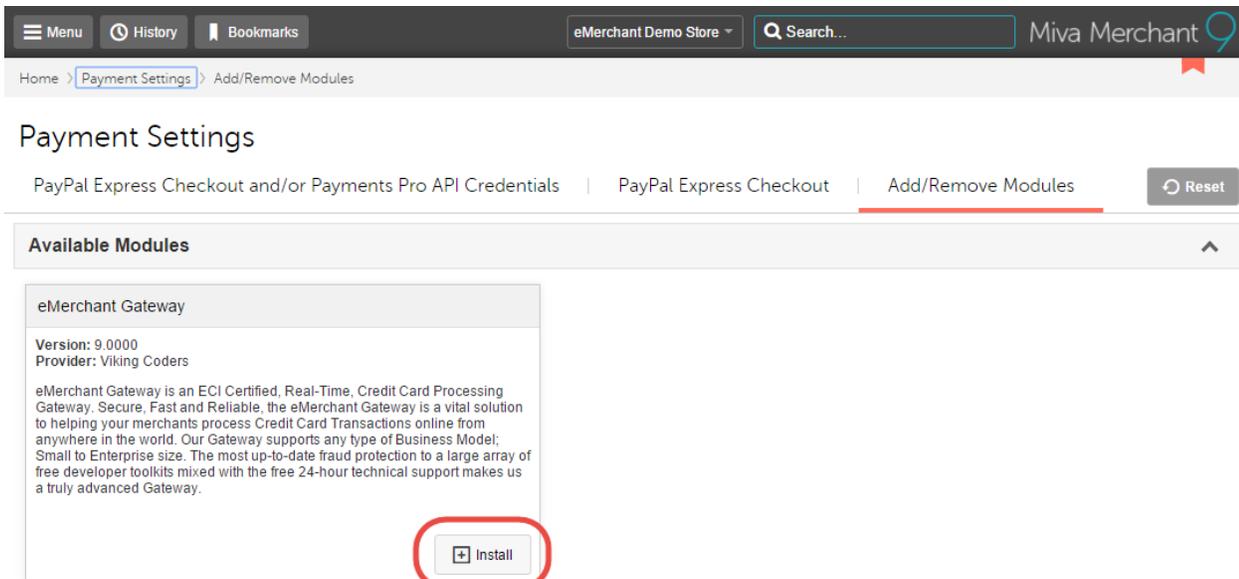
1. From the Quicklinks Menu, click on Payment



2. Click on the Add/Remove Modules Tab



3. Locate the eMerchant Gateway module listed under Available Modules and click on Install



4. After installation you will have the eMerchant Gateway listed as an available payment option

The screenshot shows the Miva Merchant interface for configuring the eMerchant Gateway. At the top, there is a navigation bar with 'Menu', 'History', and 'Bookmarks' on the left, and 'eMerchant Demo Store', a search bar, and 'Miva Merchant' on the right. Below the navigation bar, the breadcrumb trail reads 'Home > Payment Settings > eMerchant Gateway'. The main heading is 'Payment Settings'. Below this, there are three tabs: 'PayPal Express Checkout and/or Payments Pro API Credentials', 'PayPal Express Checkout', and 'eMerchant Gateway', which is highlighted with a red circle. To the right of the tabs are 'Update' and 'Reset' buttons. The eMerchant Gateway logo is displayed prominently. The settings area is titled 'Settings' and includes the following options:

- Operation Mode:** A dropdown menu set to 'Sandbox'.
- Source Key:** A text input field.
- CV2 Message:** A text area containing the message: '(This is a 3 or 4 digit number displayed on the front or b...'
- Charge Method:** Two radio buttons: 'Authorize & Capture' (selected) and 'Authorize Only'.
- Available Payment Methods:** A list of payment methods with checkboxes for each and a 'Display CV2 Field' checkbox for each:
  - American Express  Display CV2 Field
  - Diners Club  Display CV2 Field
  - Discover  Display CV2 Field
  - JCB  Display CV2 Field
  - MasterCard  Display CV2 Field
  - Visa  Display CV2 Field

## Configuring the Module

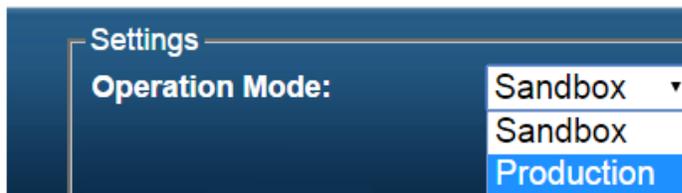
Now that the module has been successfully installed in your Miva shopping cart and shows in the payment section, you will need to configure it for use. Below are details for each section of the payment module.

All changes you make while configuring the module will need to be changed by clicking on the Update button located on the top right corner of the payment settings page. Hitting the reset button will remove unsaved settings and restore them to default.



**\*\*PLEASE NOTE** that the settings below are dependent on you having access to the eMerchant Gateway Merchant Console so you can obtain your source key. If you do not already have an account setup with eMerchant Gateway or if you have any questions pertaining to your eMerchant Gateway account setup please contact us for assistance.

1. The first step is to configure the Operation Mode in the module settings. There are 2 choices.



**a. Sandbox**

- a. ***YOU MUST HAVE A SANDBOX ACCOUNT TO USE THIS MODE!***
- b. This setting allows you to test your module and account settings in a sandbox environment. This will simulate the payment processing steps but will not submit the transactions to your merchant account for processing.
- c. If you use the sandbox setting, it is very important that you set the mode to production prior to taking your first live order or the transaction will not go to your merchant account and you will not get paid!

**b. Production**

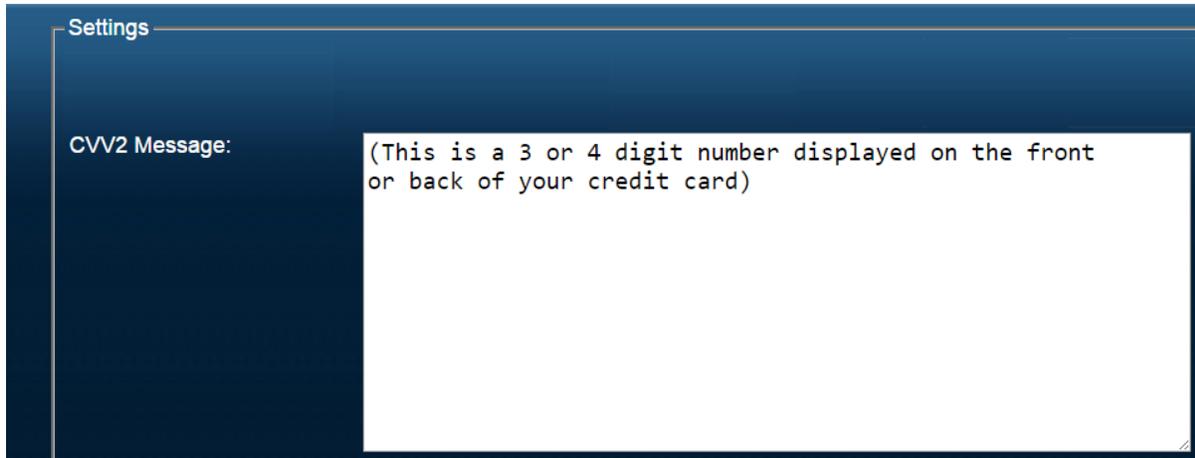
- a. This setting will make your payment gateway live and will send transactions to your merchant account for processing.

2. The next step is to configure the Source Key entry.



- a. Each source is assigned a unique Key by the system which is used to identify the source of each transaction when it is processed through the gateway.
- b. The source key is obtained directly within your eMerchant Gateway Merchant Console. You can contact us for assistance with this part of the setup.
- c. ***Note that the source keys are different for sandbox and production accounts! You will need to manually change the source key to match the operation mode you are using!***

3. The CVV2 message content is the next step to be completed.



Settings

CVV2 Message: (This is a 3 or 4 digit number displayed on the front or back of your credit card)

- a. This message is what is shown to the customer in the shopping cart when they are asked to enter their 3 or 4 digit CVV2 #.
- b. This message can be as long as needed though we recommend using the preloaded text or similar.

4. The Charge Method settings are next.



**Charge Method:**

- Authorize & Capture
- Authorize Only

a. **Authorize and Capture**

- a. This setting is also known as a Sale setting. This setting does a billing at time of customer order and will remove funds from the customer's account once you settle the batch this order is part of with your processor.
- b. This is a common setting for companies that do instant delivery of content such as movie downloads and software purchases. Some companies will also bill orders for physical products prior to shipping the goods.

b. **Authorize Only**

- a. This setting will obtain an authorization from the customer's bank at time of purchase. You will then be able to process a billing against that authorization when you are ready.
- b. This setting is generally used by companies that ship physical products. They obtain an authorization at time of purchase but delay the billing until after they have shipped the goods ordered to the customer.

Please note that there are time limitations on authorizations. It is recommended to process a settlement/billing against an authorization within 3 days. Depending on issuing bank, the authorization can be valid anywhere from 3 to 30 days.

5. The final step is to select the credit card types you wish to accept from customers when checking out.

Available Payment Methods:	
<input checked="" type="checkbox"/> American Express	<input type="checkbox"/> Display CVV2 Field
<input checked="" type="checkbox"/> Diners Club	<input type="checkbox"/> Display CVV2 Field
<input checked="" type="checkbox"/> Discover	<input type="checkbox"/> Display CVV2 Field
<input checked="" type="checkbox"/> JCB	<input type="checkbox"/> Display CVV2 Field
<input checked="" type="checkbox"/> MasterCard	<input type="checkbox"/> Display CVV2 Field
<input checked="" type="checkbox"/> Visa	<input type="checkbox"/> Display CVV2 Field

- a. These 6 payment types are all supported by eMerchant Gateway and are all selected to *available* by default. You can uncheck the types you do not wish to support.
- b. The Display CVV2 Field settings allow you to choose if you want to request the additional 3 – 4 digit CVV2 number as additional validation for orders placed on your store (see section 3 above).
  - a. It is highly recommended that you check the box to require this value.
  - b. Any incorrect or missing entries in this field may impact the ability to obtain an authorization from the issuing bank.
  - c. Additional information and backend settings are available within the eMerchant Gateway Merchant Console.