

CHARGE **Anywhere**® Empowering Payments®

Donation Cart User Guide

Rev 6/5/2009

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1 PURPOSE

This Standard Work Practices (SWP) defines the procedures for setting up the Donation Cart in Transaction Manager on ComsGate™, CHARGE Anywhere's Level 1 PCI compliant Payment Gateway.

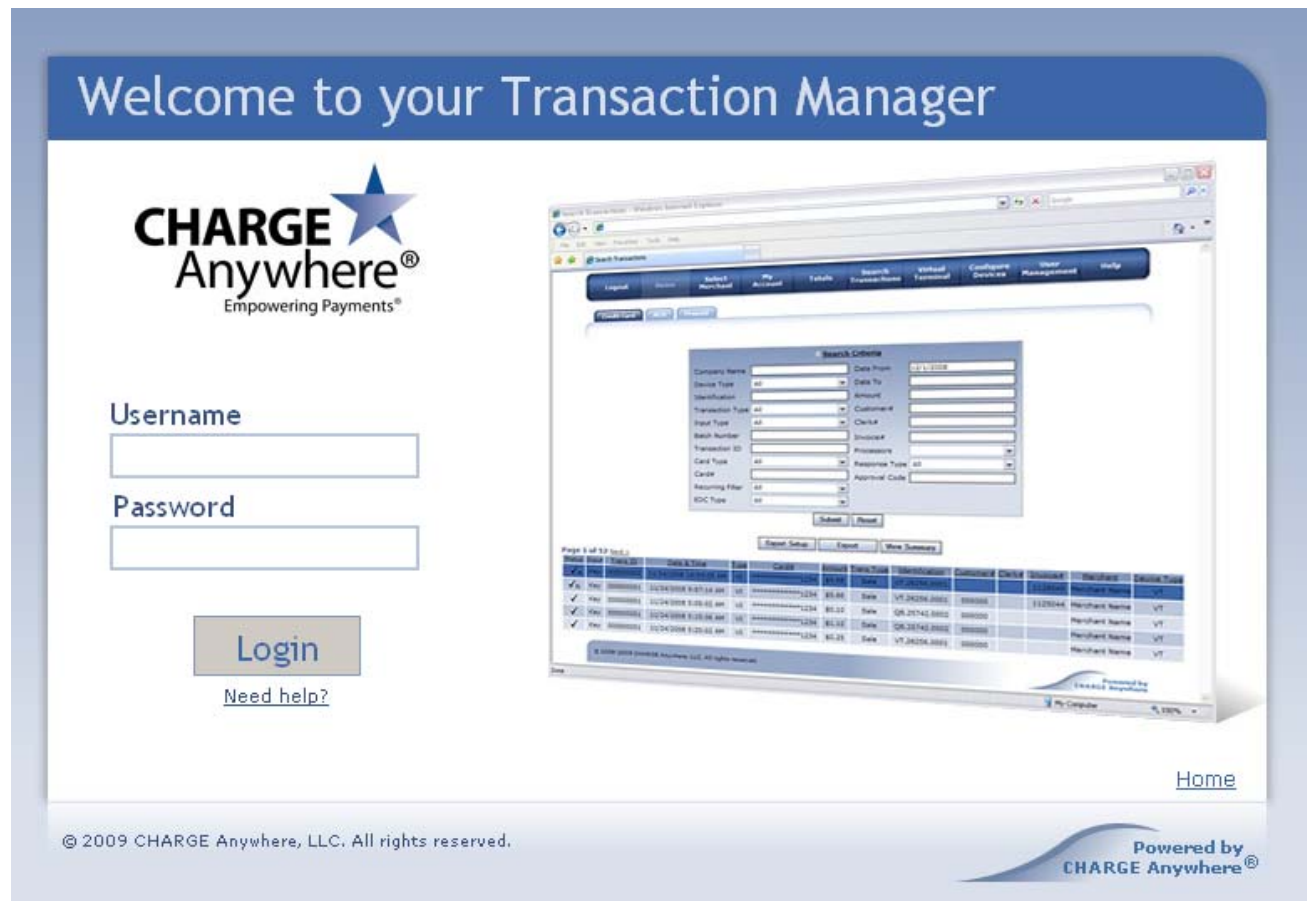
2 SCOPE

This guide applies to all registered CHARGE Anywhere Merchants who utilize the Donation Cart.

3 PROCEDURE

3.1 Log-In

Go to the CHARGE Anywhere ComsGate Transaction Manager Link that you were provided with.



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3.2 Enter the Donation Cart

Click on Virtual Terminal on the Main Menu Bar.



Scroll down to the Shopping Cart area.



3.3 Donation Cart Setup

Click on Shopping Cart Setup under the Virtual Terminal. This section will allow you to set all of the information for the Donation Cart.

TerminalId / Identification	<input type="text" value="[Select a Terminal]"/>
Company Name	<input type="text"/>
Company Address	<input type="text"/>
Company City	<input type="text"/>
Company State	<input type="text"/>
Company Zip	<input type="text"/>
Company Support Email	<input type="text"/>
Company Site	<input type="text"/>
Company Logo	<input type="text"/>
Header	<input type="text"/>
BackgroundColor	<input type="text"/>
MerchantResultsEmail	<input type="text"/>
MerchantResultsURL	<input type="text"/>
<input type="button" value="Submit"/>	

Terminal Id: Choose the Terminal Id to use for your shopping cart.

Company Name: Enter you Company Name here, 22 characters max.

Company Address: Enter your Company Address

Company City: Enter your Company City

Company State: Enter your Company State

Company Zip: Enter your Company Zip Code

Company Support Email: Specify an Email Address that will be listed on the Donation Cart for support, 100 characters max.

Company Site: Enter You Company Web Site Address Here, 100 characters max.

Company Logo: Enter http address of your Company Logo Here, 100 characters max. The height should 70 pixels or less.

Header: Specify some html text to use as a header, 1000 characters max.

Background Color: Specify a Background Color for your page.

Merchant Results Email: Specify an Email Address to which the system will send the results of payments, 100 characters max.

Merchant Results URL: Specify a URL to which the system will send the results of payments, 100 characters max.

Once you have filled in all of the contact, press **Submit**.

3.4 Donation Cart Catalog

Click on Shopping Cart Catalog under Virtual Terminal. Here you will be able to enter the donations you want available.

[Add Product](#) [View Categories](#)

TerminalId / Identification	<input type="text" value="[Select a Terminal]"/>
Product Category:	<input type="text" value="[Select a Category]"/>
Product Name:	<input type="text"/>
	Search

Products

Product Category	Product Name	Product Description	Product Price
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First you will need to select a Terminal then click on View Categories to create a master category.

[Add Product](#)

[View Categories](#)

Success

TerminalId / Identification: 0028 - VT.26172.0028

Product Category: [Select a Category]

Product Name:

[Search](#)

Products

		Product Category	Product Name	Product Description	Product Price
Edit	Delete	Donations	Donation	Thank you for your Donation.	\$110.00

The product will then be listed and can be edited or deleted from the main product screen.

You can add as many products and categories as necessary.

3.5 Preview Donation Cart

Once you have set up the Donation Cart and all of the products and categories, you can now preview the Donation Cart for accuracy. Click on Shopping Cart Preview under Virtual Terminal.

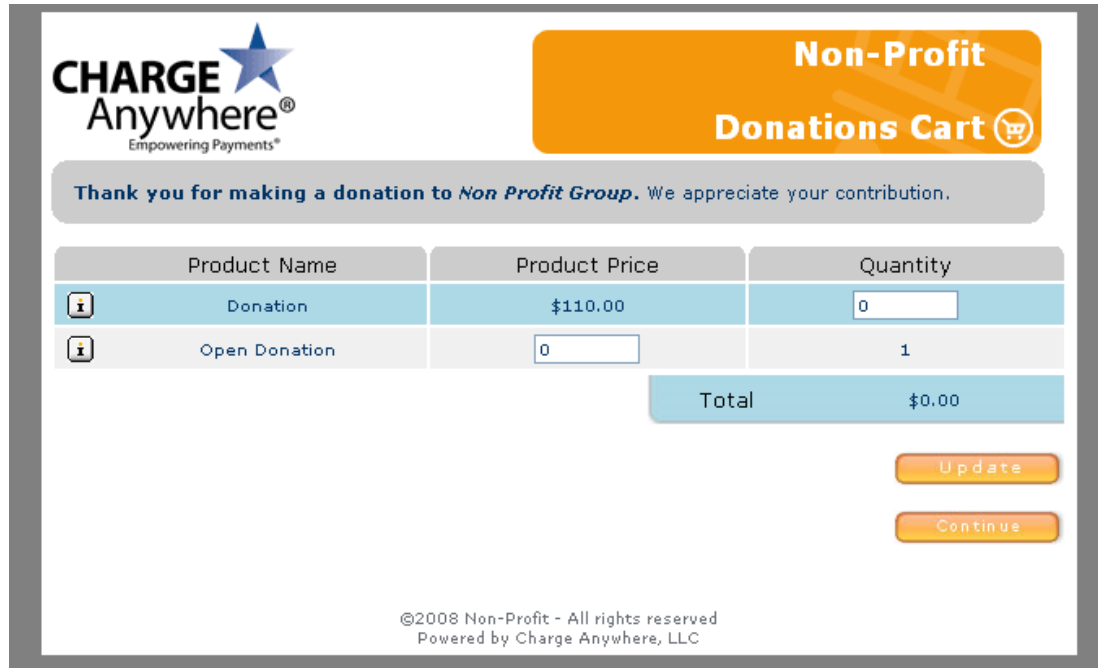
Shopping Carts


[0028-VT.26172.0028](#) [Copy URL](#)

Donations Carts

[0028-VT.26172.0028](#) [Copy URL](#)



Click on the link under Donations Carts. This will open a preview of the Donation Cart in a new window.



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Non-Profit Donations Cart

Thank you for making a donation to *Non Profit Group*. We appreciate your contribution.

Product Name	Product Price	Quantity
 Donation	\$110.00	<input type="text" value="0"/>
 Open Donation	<input type="text" value="0"/>	1
Total		\$0.00

[Update](#)
[Continue](#)

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3.6 Implementation

After previewing the Donation Cart to check for errors, it can now be implemented. From the Shopping Cart Preview Screen, click on Copy URL. Make sure to click Copy URL under Donations Carts.

Shopping Carts

[0028-VT.26172.0028](#) [Copy URL](#)

Donations Carts

[0028-VT.26172.0028](#) [Copy URL](#)

This link can be put onto a website or in emails to link customers to the Donation Cart. When customers click on the link, it will bring up the Donation Cart. They will be able to select whatever donation they wish to make then click update.

Total	\$0.00
Update	
Continue	



After the total is updated, the customer will need to press continue then enter all of their billing information then click continue. The customer will receive a message when the payment is complete.

Your payment has been received and processed successfully.
Please print this receipt page and keep it for your records.
This receipt has also been emailed to

The merchant and the customer will receive an email with the payment receipt if an email address has been provided.

3.7 Reviewing Donations

To review Donations made in real time, click on View Orders under the Virtual Terminal.

Order#	<input type="text"/>
Total	<input type="text"/>
State	<input type="text"/> ▼
Date From	<input type="text"/> 
Date To	<input type="text"/> 
<input type="button" value="Submit"/>	

	Order#	Order Date	Total	State
View		6/6/2007 10:44:25 AM	\$15.99	Open
View		6/6/2007 10:39:57 AM	\$204.96	Open
View		6/6/2007 10:38:25 AM	\$150.00	Open
View		6/6/2007 10:31:57 AM	\$5.90	Open
View		6/6/2007 10:28:54 AM	\$2.95	Open
View		5/9/2007 3:56:18 PM	\$85.45	Open
View		5/9/2007 3:54:09 PM	\$504.96	Open
View		5/7/2007 6:05:12 PM	\$150.00	Open
View		5/7/2007 6:00:10 PM	\$165.99	Open
View		5/7/2007 5:30:02 PM	\$112.34	Open
View		5/7/2007 5:26:43 PM	\$162.00	Closed

You can search for donations using any of the search options or view the latest donations in date order. To view donation details, click on View to the left of the donation.

4 SUPPORT

For all issues setting up merchants contact Customer Support at 800.211.1256 option 1.

Support Tel: 800.211.1256 option 1
Email: support@chargeanywhere.com

Hours: 9:00AM - Midnight EST Mon- Fri
Hours: 9:00AM - 5:00PM EST Sat & Sun

