

# Setting Up a Payment Gateway

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## Overview

To process credit cards with the software, you **MUST** have an open account with a credit card processing company.

## Enter a Payment Gateway

Before you begin selling, you need to list all of the payment processing gateways that you have accounts with by entering your log in information for those accounts on the *Payment Gateways* menu screen (Admin --> Profile List --> Payment Gateway)

The available Gateways are located on the left side of your screen, while the Gateway details appear on the right.

The screenshot shows the OrderTime software interface for configuring a payment gateway. The left sidebar has a 'Payment Gateway' section with 'Active' selected. The main content area shows the configuration for 'Authorize Regular'. The 'Name' field is 'Authorize Regular'. The 'Active' checkbox is checked. The 'Is default' checkbox is checked. The 'Process using' checkbox is unchecked. The 'Gateway Type' dropdown is set to 'Authorize.Net'. The 'Authorize.Net' section includes fields for 'Merchant Login' (cnpdev1047), 'Transaction Key' (5Vv556rU8ehvBwz), 'API Hash Secret' (Optional), and 'Emulator URL' (Optional). There is also a 'Request Authorize.Net to email receipts to customers' checkbox which is checked.

You first need to give the Payment Gateway a *Name*, Select if the Gateway is *Active* and if the Gateway is the *Default* Payment Gateway and then select your credit card processing company (Gateway Type) from the drop down list.

If you have multiple payment gateways, there is an option within the payment entry screen, in the Sales order and Ship Doc, that will allow you to select the gateway when receiving the customer's payment.

### Currently Order Time works with:

- **Authorize.net (ACH Included)**
- **BluePay (ACH Included)**
- **BrainTree (ACH Included)**
- **CardPointe**
- **Monex**

- Payeezy
- Payflow Pro
- Quickbooks Payments (ACH Included)
- Stripe
- USAePay
- NMI

OrderTime All Orders Demo

Home Sales Purchasing Production Warehouse Reports

Admin > Profile Lists > Payment Gateway Save Reset

**Payment Gateway**

Active Status  
 Active  Inactive  Both

Records  
Authorize Regular

Name

Active

Is default

Process using foreign currency amount

Gateway Type

- Authorize .Net
- Stripe
- Payflow Pro
- Quickbooks Merchant Services
- USAePay