

TO OPEN A NEW MERCHANT ACCOUNT WITH ACCEPTIVA

You can contact JP Ruiz at jpruiz@arcol.org or by phone at 770-828-4952.

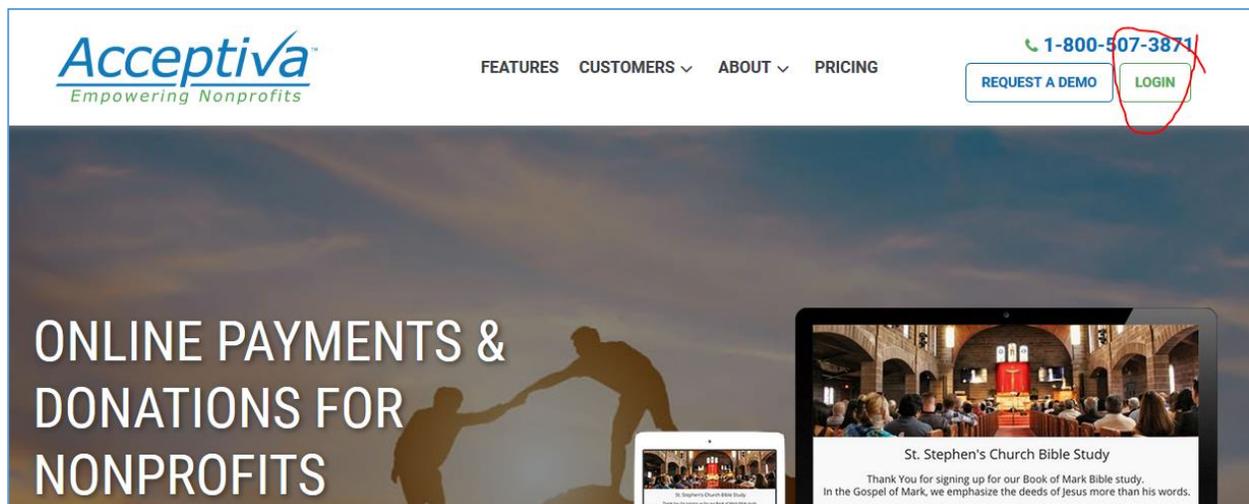
What you will need to provide:

- 1) Copy or image of a void check
- 2) Main contact person that will be responsible for managing the account
- 3) Email address
- 4) Phone and address for statements

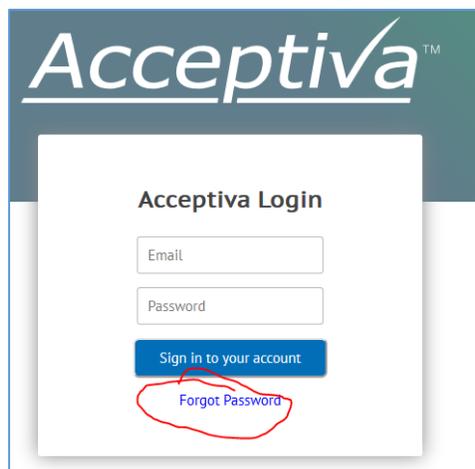
The account might take up to 10 business days to be opened.

ONCE THE ACCOUNT IS OPEN

To Login, go to Acceptiva website: <https://www.acceptiva.com/>



If you need to reset your password, click in Forgot Password.

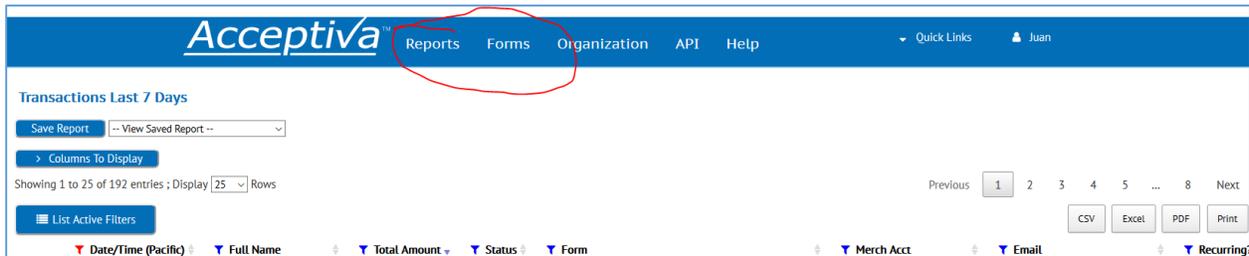


FORMS AND REPORTS

You can customize your forms on Acceptiva's platform or by contacting them for assistance with a new Form request. There are a couple of ways to create new forms:

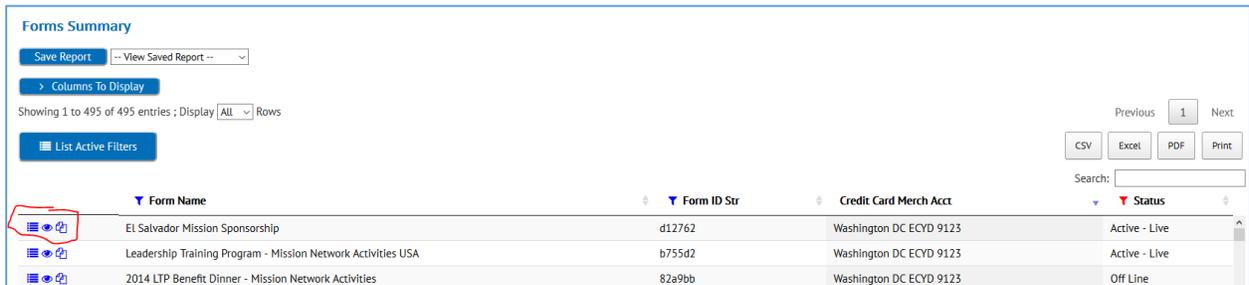
- 1) Under the **Forms** menu, by selecting a **New Form Request**
- 2) Duplicating a form from an existing form in the **Forms Summary** (which is the 3rd icon on the left side of the Form Name list).
- 3) Sending an email to Acceptiva at clients@acceptiva.com explaining how you need the page to be created.

The main two menus you will be using is Reports and Forms.



Under Forms, you need to go summary. There are three options:

- 1) View and Edit the Form
- 2) View Form
- 3) Duplicate the Form



The View and Edit Form you will find a summary of the form plus the menus to make modifications at the bottom

Form ID Str: d12762
 Name: El Salvador Mission Sponsorship
 Status: Active - Live
 Title: Mission Network Activities USA, Inc
 Credit Card Merch Acct: Washington DC ECYD 9123
 E-Check Merch Acct:
 PayPal Merch Acct:
 Stripe Merch Acct:
 Nonpayment Merch Acct: Washington DC ECYD
 Receipt Reply Email: jpruiz@arcoLorg
 Dynamic Descriptor: RC Activities Inc.
 Can Payers Modify Recurring Transactions? No
 Send HTML Receipts? Yes
 Captcha Enabled? No
 Swipe Reader Enabled? No
 Postback URL:
 Cancellation URL:
 Postback On Cancellation/Failure? No
 Postback Format: post
 Minimum Transaction Amount: \$0.00
 Maximum Transaction Amount: ~~\$10,000,000.00~~

Buttons: Close, Duplicate, Edit Form Settings, Edit Permissions/Recipients, Edit CSS, Edit Item Counts, Edit Sold Out Text, Edit Thank You Settings, Edit Initial Receipt, Edit Follow-On Recurring Receipt, Edit Failed Recurring Receipt, View Change Log

The main and most important menu is the Edit Form Settings.

- Form Name: Descriptive name
- Status: you can change it from Test Mode, Active, Sold Out or Off Line, whatever the case.
- Try to fill out most of the fields.
- Card Statement Descriptor: This is what will appear in your payers' credit card statement.
- Credit Card Merchant Account: Select your Merchant account.

It is important that you test your Forms and do mock transactions to see how the Thank you email is set up, etc.

For a new form you should make sure you review the options at the bottom of the pop-up window when you click in edit a form. Make sure you go over:

- Edit Sold Out Text
- Edit Thank You Settings
- Edit Initial Receipt
- Edit Follow-On Recurring Receipt
- Edit Failed Recurring Receipt

No need to do anything in the

- Edit CCS option
- Edit Item Counts
- View Change Logs

Editing Leadership Training Program - Mission Network Activities USA (b755d2)

* Form Name:	Leadership Training Program - Mission Network Activ	
Status:	Active - Live	?
Sub Client:	-- Select --	
* Title:	Mission Network Activities USA, Inc	?
Receipt Reply Email:	tobias.lanz00@gmail.com	?
Cancellation URL:	https://	?
Postback URL:	https://	?
Postback Format:	POST	
Postback On Cancellation/Failure?	<input type="checkbox"/>	
Thank You URL:	https://	?
Enable Card Swipe Reader?	<input type="checkbox"/>	?
Use Captcha?	<input type="checkbox"/>	?
Allow Payers To Modify Recurring Transactions?	<input type="checkbox"/>	
Send HTML Receipts?	<input checked="" type="checkbox"/>	
Card Statement Descriptor:	RC Activities Inc.	?
* Minimum Transaction Amount:	\$0	
* Maximum Transaction Amount:	\$10000000	
Non-Payment Merchant Account:	Washington DC ECYD	
Credit Card Merchant Account:	Washington DC ECYD 9123	
E-Check Merchant Account:	None Available	
PayPal Merchant Account:	None Available	
Stripe Merchant Account:	None Available	
Banner Image:		

For questions regarding users and contacts, please contact JP Ruiz jpruiz@arcol.org

REPORTS

For reports of transactions the menu is very self-explanatory. If you still have questions you can contact Acceptiva directly by phone or email or JP Ruiz

Acceptiva's phone and email address: 425-831-2264, clients@acceptiva.com

JP Ruiz phone and email address: 770-828-4952, jpruiz@arcol.org