

Authorize.Net Setup Customer Checklist

[Sertifi Support Center](http://www.support.sertifi.com/)

Before you can start collecting payments with Sertifi, you must complete the following checklist to correctly connect Sertifi with your Authorize.net account.

Provide your Sertifi Customer Success Manager with the following information via email, by logging into you Authorize.net account:

[ ]  **Locate the Signature Key**

* + If you have an existing Authorize.net account:
		- Navigate to **Account** from the main toolbar.
		- Click **Settings** in the main-left side menu.
		- Click **API Credentials & Keys**.
		- Select **New Signature Key**.
			* Disable your old signature key by selecting **Disable Old Signature Key Immediately**.
		- Click **Submit** to continue.
		- Request and enter PIN for verification.
		- Copy your new Signature Key to enter into your Sertifi portal.

[ ]  **Locate the API Login ID**

* + Navigate to **Account** > **Security Settings** > **API Credentials & Keys** in your Authorize.net portal.
	+ Copy and paste your API Login ID into a separate window.

[ ]  **Locate the Transaction Key**

* + If you have an existing Authorize.net account:
		- Navigate to **Account** > **Security Settings** > **API Credentials & Keys** in your Authorize.net portal.
		- Copy and paste the transaction key into a separate window.
	+ If you have a new Authorize.net account:
		- Navigate to **Account** > **Security Settings** > **API Credentials & Keys** in Authorize.net portal.
		- Enter a value for the transaction key.

In your Authorize.Net portal, navigate to your Account Settings, and then set up the following:

[ ] Add the URL provided to you by your CSM for whitelisting in the **Response/Receipt URLs** section. The URL should appear similar to the following: **https://www.sertifi.com/Your Sertifi portal name/Payments/AuthorizeNetCallback.aspx**

[ ] Enable the **Transaction Details API**.

[ ] Customize your Payment Form by making the following fields required:

* + Payment Information
		- **Card Code**
	+ Customer Billing Information
		- **First Name**
		- **Last Name**
		- **Address**
		- **Zip Code**

Upon completion of setup, reach out to your Sertifi CSM via email with the information you collected from your account, and to confirm you have completed this checklist. Your Sertifi CSM will run a transaction to verify the gateway is setup correctly.