

Submitting Authorize.net Credentials to RecDesk

These steps are for the customers who **do not have a partnership with Gov't Portal** and create their own Authorize.net account.

Note: If you currently have a sync to your Authorize.net API (meaning, another software is integrated with it currently) please make sure you schedule the transition as you will be required to create a new API for both RecDesk and your other software at the same time. To schedule this transition please email our support team at support@recdesk.com.

Please follow these instructions to submit your Authorize.net information to RecDesk.

Step 1

After everything is complete with Authorize - please complete the following:

a) Log into [Authorize.net](https://authorize.net)

1. On the first page, look for the **Account** section at the bottom left hand side. Click on **Settings**
2. On the settings page, click on **API Login ID and Transaction Key**, which is located in the **Security Settings** section.
3. Your API login Id should show on the API Login ID page, and to obtain a transaction Id, follow the instructions in the "Create New Transaction Key" section.
4. Copy both the **API Login ID** and **Transaction Key** someplace safe. You will need to provide both of these to RecDesk.

5. Make sure your account is **NOT** in *TEST MODE*. If you go to Account => Settings => General Security Settings => Test Mode, it should read: *This account is currently in LIVE MODE* (see below)

Step 2

- Then submit the information on this secure form - [Click Here](#)
 - ***Please do not send this information via email as it will no longer be secure, and you will have to obtain new information from Authorize.***

Step 3

- After we receive your secure form, we will configure your account with RecDesk and run through an actual production transaction for a very small amount! Once that is complete, we will contact you and ask that you verify and void the payment.

Step 4 (Optional after integration)

- To allow Stored Payment Options (Activate Authorize.net's CIM Module); [Click Here](#)

NOTE: It can take up to two (2) weeks for a new account to be processed with Authorize.net.

Authorize.net Filters

Please do the following steps to ensure all your filters are set up correctly.

Step 1 - Form Fields

- Ensure that no Form Fields are “required.” In your Authorize.net account, click on **Settings, Payment Form, Form Fields**, and ensure that ALL fields are UNCHECKED in the required column:



Payment Form - Fields

Use these settings to determine which fields customers can view and edit, or whether the field is required when submitting a transaction through an integration method or API. Check the Required box to require a value for a particular field. Check the View box to allow the customer to view the field on the Payment Form. Check the Edit box to allow the customer to edit the field on the Payment Form.

NOTE: Any fields below that are checked as Required will require a value for that field before the transaction can be processed. Otherwise, we will return an error, regardless of your integration method or API. These field options also affect Invoicing and the Customer Information Manager within the Merchant Interface.

Field Name	View	Edit	Required
Payment Information			
Recurring Billing Transaction	☐	☐	☐
Card Code	☐	☐	☐
Order Information			
Invoice No	☒	☐	☐
Description	☒	☐	☐
Customer Billing Information			
First Name	☒	☒	☐
Last Name	☒	☒	☐
Company	☒	☒	☐
Address	☒	☒	☐
City	☒	☒	☐
State	☒	☒	☐
Zip Code	☒	☒	☐
Country	☒	☒	☐
Phone	☒	☒	☐
Fax	☒	☒	☐
Email	☒	☒	☐
Customer ID	☒	☐	☐
Shipping Information			
First Name	☒	☒	☐
Last Name	☒	☒	☐
Company	☒	☒	☐
Address	☒	☒	☐
City	☒	☒	☐
State	☒	☒	☐
Zip Code	☒	☒	☐
Country	☒	☒	☐
Additional Information			
Tax	☐	☐	☐
Freight	☐	☐	☐
Duty	☐	☐	☐
Tax Exempt	☐	☐	☐
PO Number	☐	☐	☐
Security Code			
This security feature helps to prevent unauthorized access to or abuse of your Payment Form by automated Internet Web programs. When this feature is enabled, the customer is required to enter a security code from a randomly generated image embedded in the Payment Form to continue with their order.			
☐ Require the Security Code feature on the Payment Form.			
Shipping and Return Policies			
Include a link to your shipping and return policies page on your Web site on the Payment Form.			
Shipping and Return Policy URL:			
Submit Preview			
Return to Payment Form Main Menu			

Make sure the highlighted fields are all UNCHECKED

Step 2 - Velocity Limits

- Please see this article to help you to deactivate the velocity limits- [Click Here](#); *This is critical so you don't have an issue when opening on a big registration day.*

Step 6- AIM IP Blocking Filters

- Ensure you do not enable the AIM IP Blocking Filters please see this article to walk you through - [Click Here](#)