How Do You Setup a Service Provider?

Tammy Mason - 2024-06-13 - in PromoPayment

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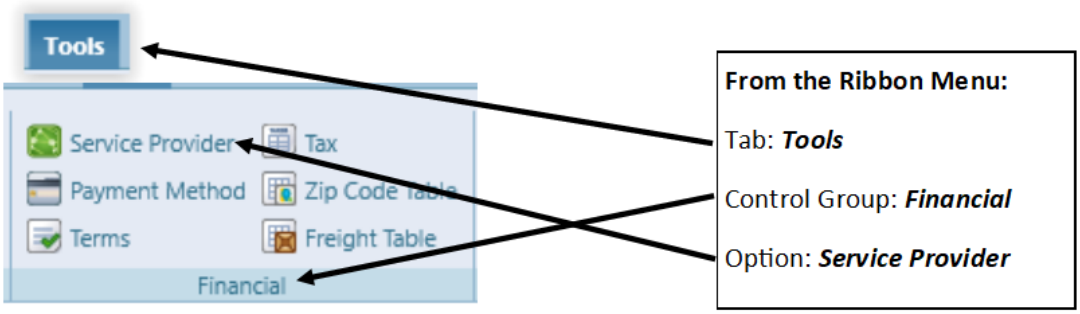
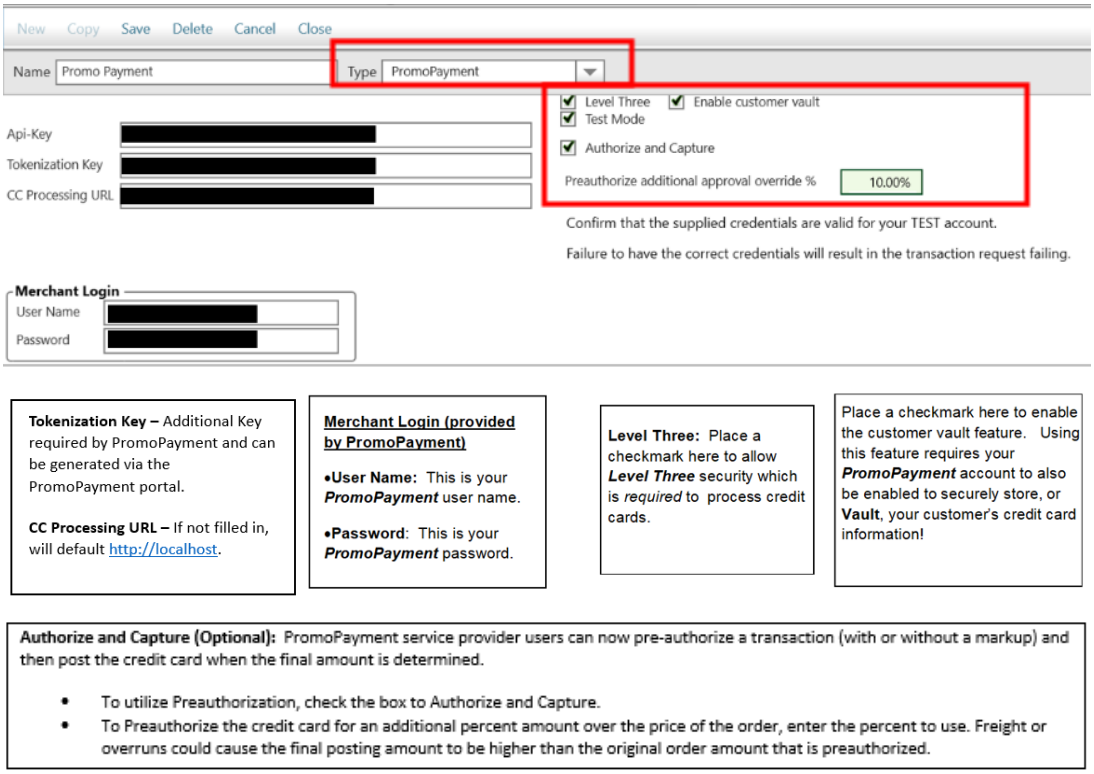
A Service Provider Resource is required before processing credit cards using an Epayment method. The Service Provider setup information must include your merchant credentials with **PromoPayment**. A unique key and login credentials must be entered for each merchant account. Access the Service Provider setup:



Note: You must be on Version 4.1.0.0 or higher to use **PromoPayment**.

Select **New** and enter your service provider information:

- **Name**: Enter a unique name that identifies the service provider account. When processing your customer credit cards, you will be able to select the Service Provider account for the credit card type.
- **Type**: Select the Type PromoPayment from the drop-down menu.
- **Api Key:** Enter the key provided by PromoPayment.



- **Tokenization Key**: To receive your unique Tokenization Key, use the following steps:

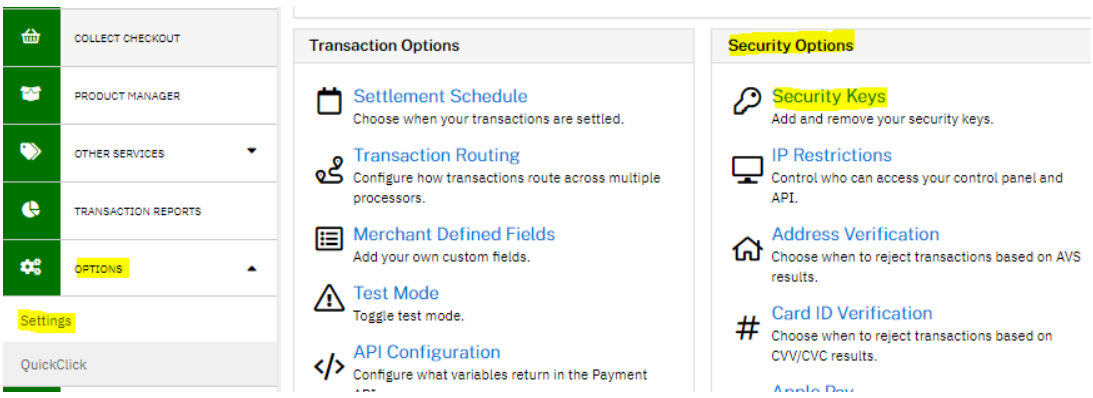
1. The key is generated in your Merchant Control account.

2. Log in to the Merchant Account - https://Secure.safesavegateway.com/merchants/

3. To request the Tokenization Key, do the following steps:

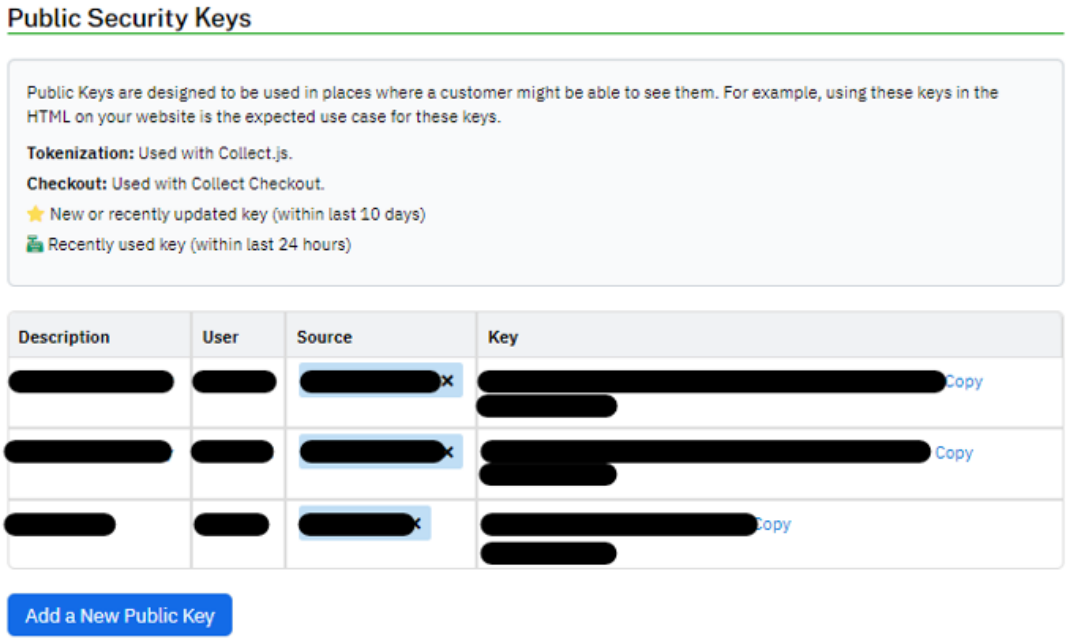
A. On the left menu, click Options, then Settings

B. Click “Security Keys” within the Security Options panel.

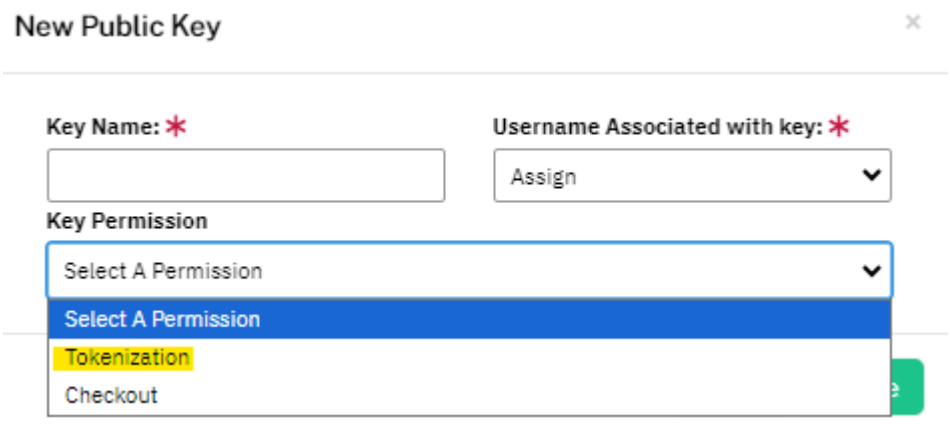


C. Within the “Public Security Keys” section, click the “Add a New Public Key” button.

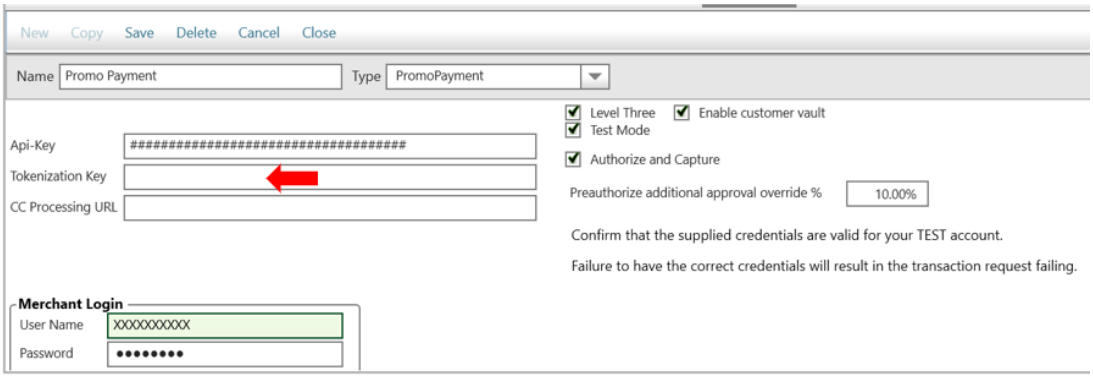
Note: If you are unable to locate the Public Security Keys you will need to contact PromoPayment for assistance at 800-220-8611.



D. Enter a Key Name (for Description), Username Associated with key, and select “Tokenization” from the drop-down list for the Key Permission (Source).



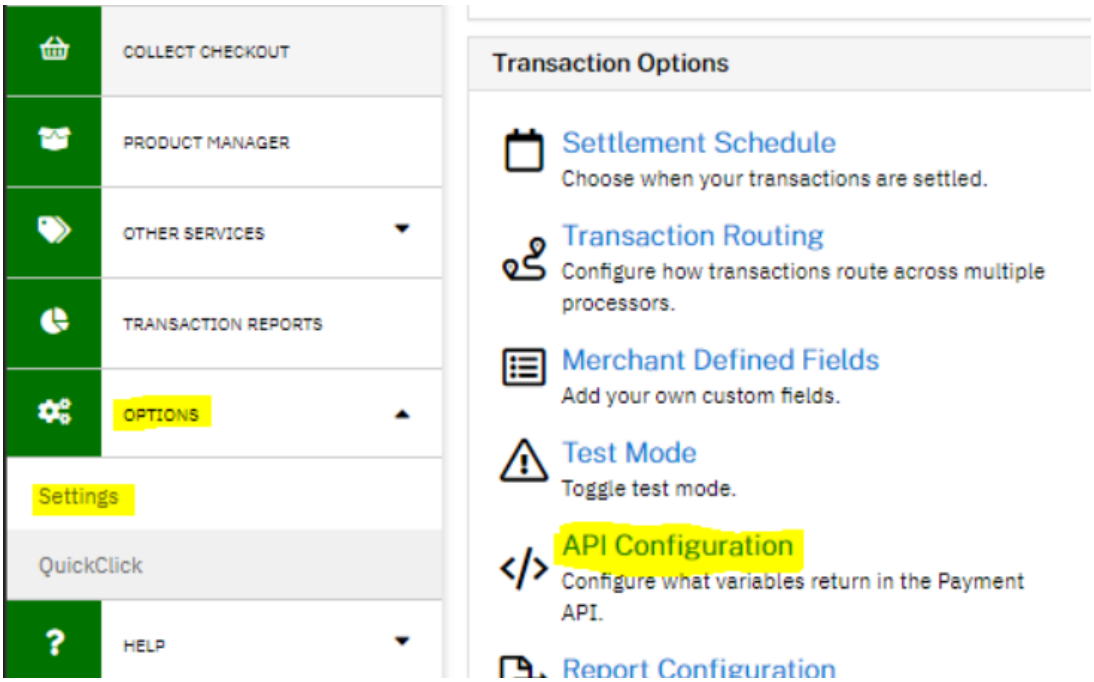
E. Click Create and then enter this newly created Tokenization Key into the Service Provider within ASI SmartBooks – Tools – Financial – Service Provider (see below).

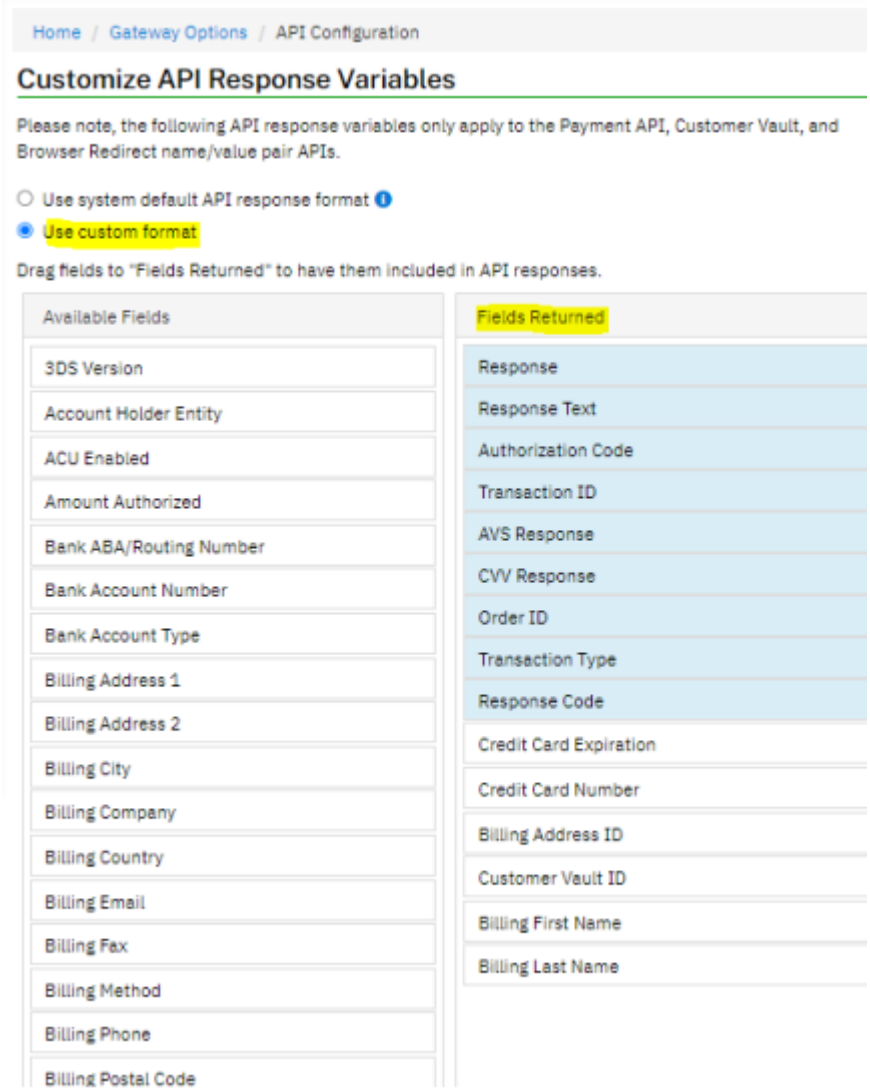


- **CC Processing URL:** When tabbing off the Tokenization Key this will default to http://localhost.

F. The newly created Tokenization key will need to be input within ProfitMaker's Company Information Maintenance > Credit authorization window (see below).

G. After receiving a Tokenization Key, you need to configure the variables/fields that need to be returned in the API Response. i. On the left menu, click Options, then Settings ii. Click "API Configuration" within the Transaction Options panel.



iii. The "Use custom format" radio button should be selected.

iv. All the fields in the “Fields Returned” column need to be included. If they are not, then drag them from the list of “Available Fields”. When done, click the Save button at bottom of window.