

Merchant Warehouse Credit Card Integration

Gym Assistant 2.0

www.gymassistant.com

August 2009

System Requirements

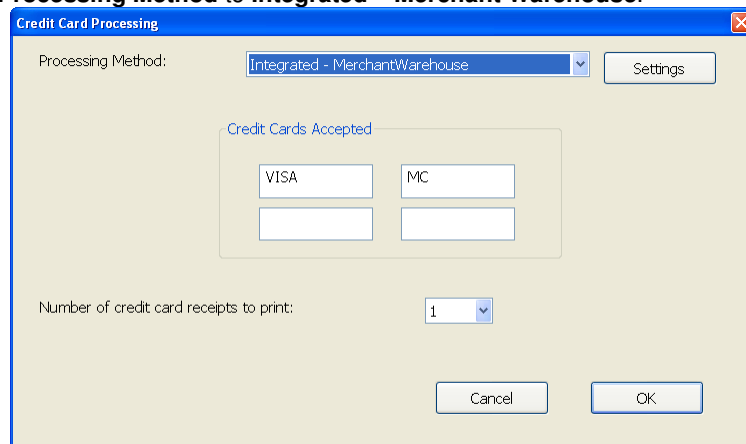
- This implementation requires **Gym Assistant v2.0.1 build 230** or higher. To download the newest versions of Gym Assistant and ProShop, please go to: <http://gymassistant.com/download/beta>
- **Windows Firewall** (or whatever firewall software you are using) must allow Gym Assistant to establish a secure connection to the internet.

Activate your Merchant Warehouse account

- You must have a merchant (credit card) account with Merchant Warehouse. To setup a new account please call Merchant Warehouse at 800-941-6557, ext 2080.
- You should receive from Merchant Warehouse an email with your new account information including a **UserName** and **Password**. Please print out this information and keep it for your records.
- Log into the MerchantWare web site at: <https://ps1.merchantware.net/admin>
- Enter your UserName and Password. The site will then require you to set a new password. Be sure to write down this new password. (However, if you forget your password the MerchantWare site has a tool to reset it.)

Enter Credit Card Processing Settings in Gym Assistant

- In Gym Assistant select **Credit Card Processing** from the **Settings** menu.
- Set the **Processing Method** to **Integrated – Merchant Warehouse**.



Credit Card Processing

Processing Method: Settings

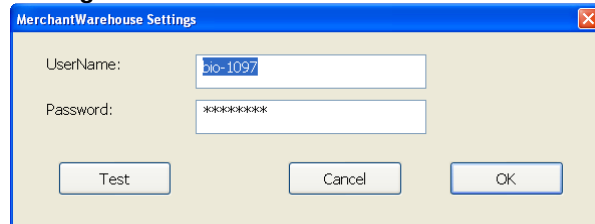
Credit Cards Accepted

VISA MC

Number of credit card receipts to print:

Cancel OK

- Click the **Settings** button.



MerchantWarehouse Settings

UserName:

Password:

Test Cancel OK

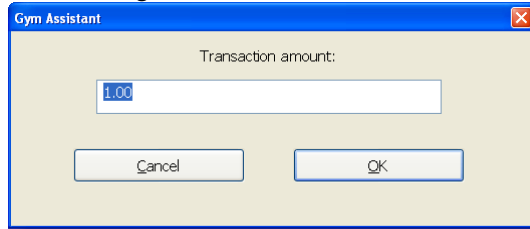
- Enter your new MerchantWare **UserName** and **Password**.
- Click **Test** to confirm that Gym Assistant can talk to the MerchantWare server and that your UserName and Password are correct. If the server returns an error, then re-check your login information.
- Click OK when you are finished.

Run a Test Transaction

We recommend that you run a test transaction using a real credit card to confirm that the system is working.

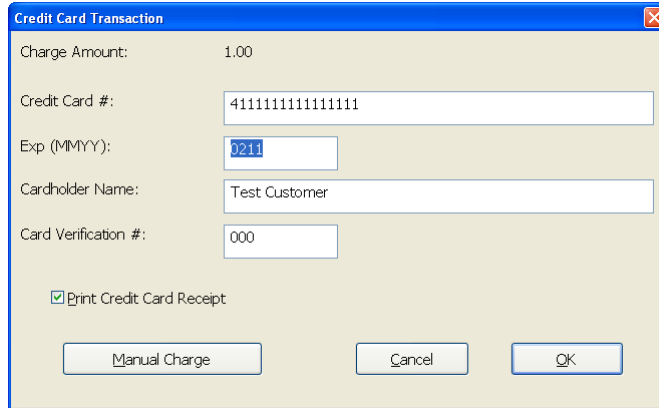
- Select **Special Features** from the **Utilities** menu.

- Select **Run CC Charge** from the list and click **OK**.



The screenshot shows a dialog box titled "Gym Assistant" with a close button in the top right corner. The main text reads "Transaction amount:". Below this is a text input field containing the value "1.00". At the bottom of the dialog are two buttons: "Cancel" on the left and "OK" on the right.

- Enter an amount for the transaction and Click **OK**.
- Enter your credit card information or swipe your credit card through a USB credit card reader if you have one.



The screenshot shows a dialog box titled "Credit Card Transaction" with a close button in the top right corner. The fields are as follows: "Charge Amount:" with the value "1.00"; "Credit Card #:" with the value "4111111111111111"; "Exp (MMYY):" with the value "0211"; "Cardholder Name:" with the value "Test Customer"; and "Card Verification #:" with the value "000". There is a checked checkbox labeled "Print Credit Card Receipt". At the bottom are three buttons: "Manual Charge" on the left, "Cancel" in the middle, and "OK" on the right.

- Enter the security code from your credit card (from VISA/MC/Discover this is the last 3 digits on the back of the card, for AmEx this is the 4 digits in the top right of the front of the card).
- Click **OK** to process the transaction.

Configure ProShop

If you have purchased a ProShop license then you should setup ProShop to process credit cards through Gym Assistant.

- In ProShop select **Payment Options** from the **Settings** menu.
- Select **Through Gym Assistant**, then click OK.

You are now ready to begin processing credit cards directly within Gym Assistant!

Accessing the MerchantWare Payment Gateway

Merchant Warehouse provides an online gateway with extensive reporting tools and a virtual terminal. You can use the MerchantWare Payment Gateway to:

- View real-time reports showing all credit card transactions from today or in the past
- Void transactions that have been submitted today
- Credit customers for past transactions

You can download the full documentation for the MerchantWare Payment Gateway at:

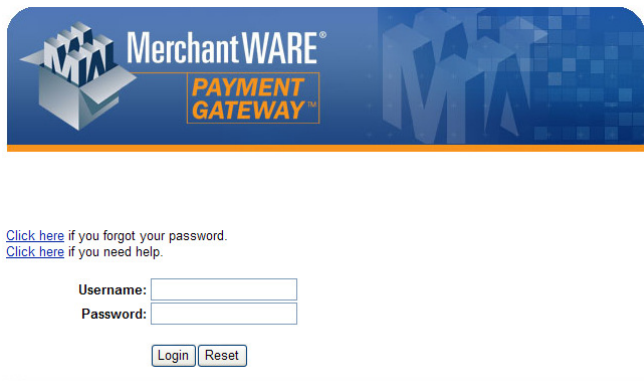
<https://ps1.merchantware.net/admin/docs/MerchantManual.pdf>

Logging In

To access the Payment Gateway point your web browser to:

<https://ps1.merchantware.net/admin/>

Note that the address must be preceded by **https** (with an 's'), rather than just http.



Enter the UserName and Password that you received from Merchant Warehouse.

On the left you will find a menu with available options. The main options that you will use with Gym Assistant are:

