

Gym Assistant Bambora Setup

Bambora Account Setup

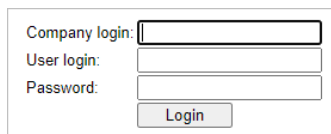
When signing up for a new Bambora account it is very important to make sure that Bambora sets up your account correctly.

You will need **Payment Profile Configuration** turned **ON**.

Bambora Credentials

Login to the Bambora website at www.bambora.com.

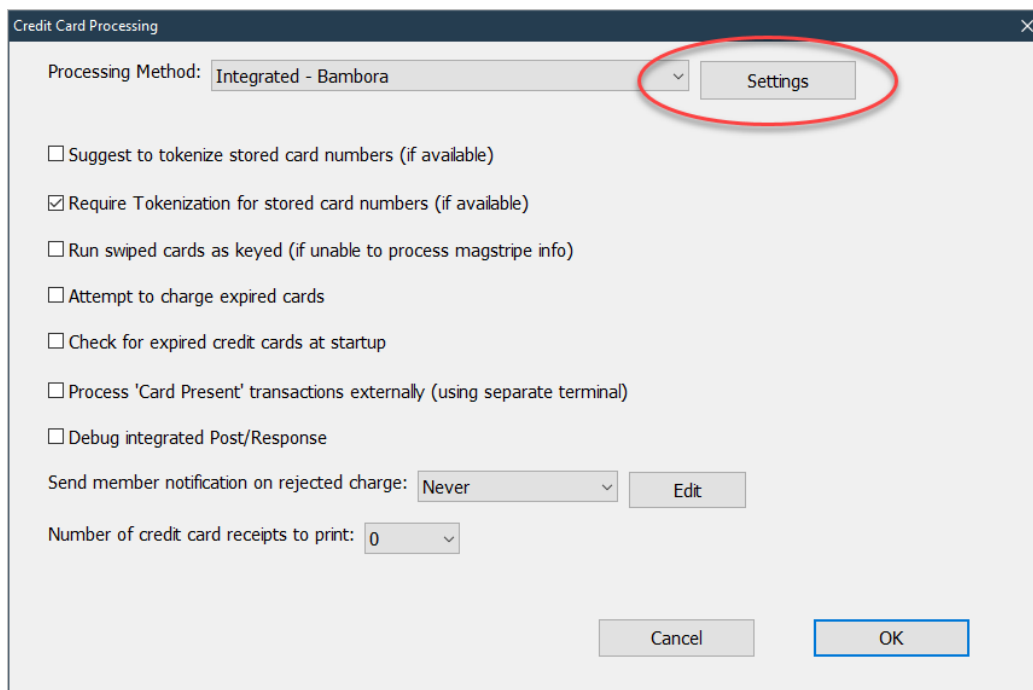
You will need the login credentials given to you by Bambora.



A login form with three input fields: 'Company login:', 'User login:', and 'Password:'. Below the fields is a 'Login' button.

Gym Assistant Setup

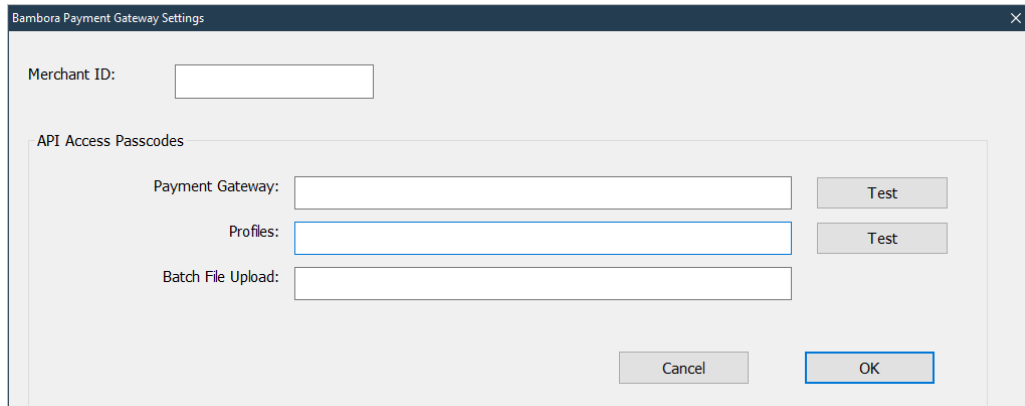
In Gym Assistant select **Credit Card Settings** from the **Billing** menu.



A dialog box titled 'Credit Card Processing' with a close button (X) in the top right corner. The 'Processing Method:' dropdown menu is set to 'Integrated - Bambora' and is circled in red. To its right is a 'Settings' button. Below the dropdown are several checkboxes: 'Suggest to tokenize stored card numbers (if available)', 'Require Tokenization for stored card numbers (if available)' (checked), 'Run swiped cards as keyed (if unable to process magstripe info)', 'Attempt to charge expired cards', 'Check for expired credit cards at startup', 'Process 'Card Present' transactions externally (using separate terminal)', and 'Debug integrated Post/Response'. At the bottom, there are two more dropdown menus: 'Send member notification on rejected charge:' set to 'Never' with an 'Edit' button, and 'Number of credit card receipts to print:' set to '0'. At the bottom right are 'Cancel' and 'OK' buttons.

Select the **“Integrated – Bambora”** for **Processing Method**.

Click the **Settings** button.



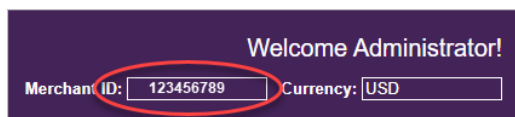
The screenshot shows a dialog box titled "Bambora Payment Gateway Settings". It contains the following fields and buttons:

- Merchant ID:
- API Access Passcodes section:
 - Payment Gateway: Test
 - Profiles: Test
 - Batch File Upload:
- Buttons: Cancel, OK

You will find the necessary credentials info on the Bambora web page.

Merchant ID

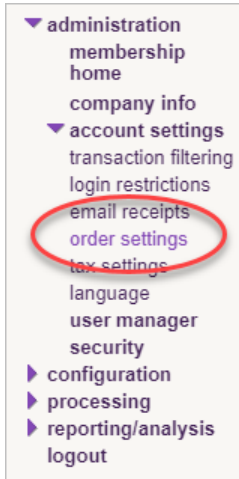
You will find your **Merchant ID** in the **upper-right corner**.



Payment Gateway

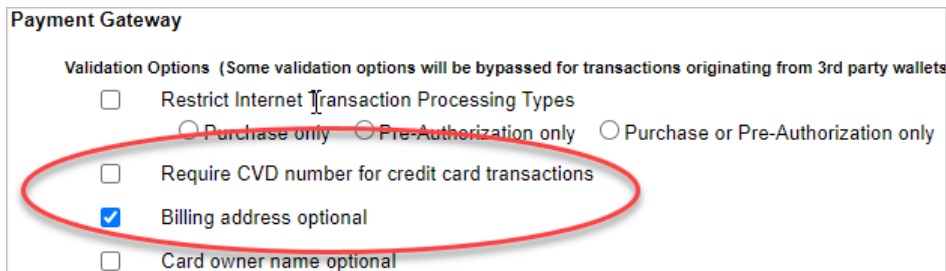
On the left side menu:

- Click **Administration**.
- Click **Account Settings**.
- Click **Order Settings**.



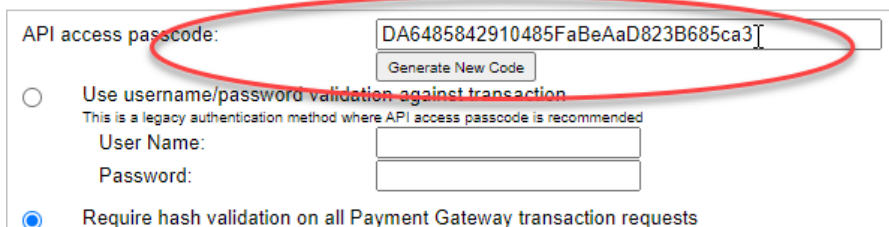
Scroll down to **Payment Gateway**.

- Uncheck "Require CVD number for credit card transactions."
- Check "Billing address optional".

A screenshot of the 'Payment Gateway' settings page. Under the 'Validation Options' section, there are several checkboxes. The 'Require CVD number for credit card transactions' checkbox is unchecked, and the 'Billing address optional' checkbox is checked. A red circle highlights these two options. Other options include 'Restrict Internet Transaction Processing Types' (with sub-options: Purchase only, Pre-Authorization only, Purchase or Pre-Authorization only) and 'Card owner name optional'.

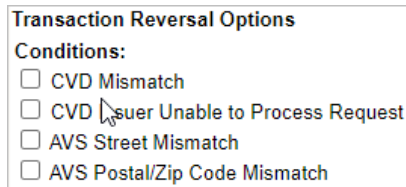
Under **Security/Authentication**:

- If there is no value listed for "API access passcode" then click **Generate New Code**.
- Copy the contents of the "API access passcode".

A screenshot of the 'Security/Authentication' settings page. The 'API access passcode' field contains the value 'DA6485842910485FaBeAaD823B685ca3'. A red circle highlights this field and the 'Generate New Code' button next to it. Below this, there are radio buttons for 'Use username/password validation against transaction' (unchecked) and 'Require hash validation on all Payment Gateway transaction requests' (checked). The 'Use username/password validation against transaction' option has sub-fields for 'User Name' and 'Password'.

Scroll down to “**Transaction Reversal Options Conditions**”.

Uncheck all four boxes.



Transaction Reversal Options
Conditions:
 CVD Mismatch
 CVD Issuer Unable to Process Request
 AVS Street Mismatch
 AVS Postal/Zip Code Mismatch

Scroll to the bottom of the page and click **Update**.

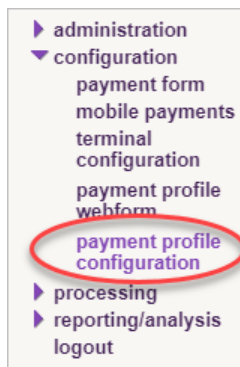
In Gym Assistant, paste the previously copied text into the **Payment Gateway** field.

Click the Test button next to the Payment Gateway field.

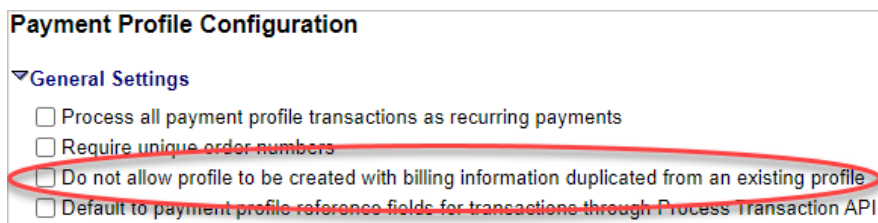
Profiles

On the left side menu:

- Click **Configuration**.
- Click **Payment Profile Configuration**.



Under **General Settings**, uncheck the box “**Do not allow profile to be created with billing information duplicated from an existing profile**”.



Payment Profile Configuration
General Settings
 Process all payment profile transactions as recurring payments
 Require unique order numbers
 Do not allow profile to be created with billing information duplicated from an existing profile
 Default to payment profile reference fields for transactions through Process Transaction API

Under **Security Settings**:

- If there is no value listed for “API access passcode” then click **Generate New Code**.
- Copy the contents of the “API access passcode” field.

▼ Security Settings

API access passcode:
(32 characters string is recommended)

Hash validation is required for all Payment Profile API operation requests.

Under **General Settings**, uncheck the box “**Do not allow profile to be created with billing information duplicated from an existing profile**”.

▼ Credit Card Settings

Require card validation

Do not allow profile to be created with card data duplicated from an existing profile

Maximum number of cards shown

Scroll to the bottom of the page and click **Update**.

In Gym Assistant, paste the previously copied text into the **Profiles** field.

Click the **Test** button next to the **Profiles** field.

Click the **OK** button to save the credentials into Gym Assistant.