

Integration Instructions

Locate your Source Key

Go to <https://www.bankcardservicesworldwide.com/paymentgatewaylogin.aspx> to log into your Merchant Console. Your login and password can be found in the SET UP INSTRUCTIONS email from Merchant Relations.

Once logged in, go to the **Settings** tab and then the **Source Keys** tab.

Home	vTerminal	Sale Form	Customers & Billing	Batches	Reports	Search	Settings	Fraud Center
General	Users	Source Keys	Receipts	Custom Fields	Change Password			

Copy the long string of characters populated next to the key name “shopping cart.”

****NOTE** At this point, the SOURCE KEY from your gateway Merchant Console needs to be transferred to your nsCommerceSpace account.** You must either print page if you are closing this window or be sure to open an additional window in your browser so both your Merchant Console and your nsCommerceSpace accounts are viewable at the same time.

Log into your nsCommerceSpace Control Panel

Click the **Operations** tab in the upper menu bar and click on the **Payments** link.

Under Credit Card Payments, select “Network Solutions Merchant Account” from the drop-down box. *If it is not listed in the drop-down box, it may already be listed under Gateway Name as Disabled. If that is the case, click the Edit button.*

Check the box next to “Activate this payment method.”

Surcharge - the amount must be 0.00 to comply with your processor’s underwriting guidelines.

Pin – the field will be empty as we do not assign a pin to your key

Key - paste the shopping cart key from your gateway account

Authorize Only – do not check this box unless you want to manually finalize every sale

Confirmation Message – create responses displayed to your customers (automated scripts available)

Click Save & Return

Verify the “Available Credit Cards” section only displays the card types you accept. You are automatically set up for Visa, Mastercard, and Discover but all other card types are optional.

The process is now complete!