## Authorize.net's Shopify Application Migration & Onboarding Guide

### **Overview**

• This new application allows for a quick and easy connection between Shopify's new PPP platform, Authorize.net, and your online store. If your business depends on Authorize.net for payment processing, you can depend on this application.

### Features

- Transaction Types
  - Authorization (Authorize Only)
  - Sale (Auth & Capture)
  - Capture (Capture Only)
  - Void (Reversal)
  - Refund (Credit)
    - If the transaction is settled, then a partial refund is allowed.
    - A partial refund is not supported for non-settled transactions. In this case it will void the transaction with the full amount.
    - Transactions processed on the legacy app will need to be refunded through the legacy app. Refunds can be processed through the legacy integration up to 6 months after the merchant has migrated to the new app.

## Card Brands

- $\circ$  Visa
- o MasterCard
- AMEX
- Discover
- Diners
- Apple Pay
- Subscription TBD
  - o Subscription merchants should use the legacy application until further notice.

## **Best Practice**

• Before initiating the migration process, each merchant utilizing the classic checkout must update to the latest Shopify checkout. Only those merchants on checkout extensibility (the new checkout) will be able to onboard the new Authorize.net Payment apps.

• It is recommended to proceed with the installation of the new application during a non-peak time where the merchant is not experiencing high traffic on their site.

• It is in the merchant's best interest to migrate early in the week during normal business hours in case of needed support assistance.

#### Payment Capture Options

- Auto-Capture
- Delayed Capture
- Partial Capture
- Manual Capture

#### Migration for Existing Merchants

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- Make sure that your Shopify Account has One-page checkout turned on: https://help.shopify.com/en/manual/checkout-settings/one-page-checkout
- The merchant clicks the "Log In to Install" within the link provided by Authorize.net



• The merchant will log in with their Shopify credentials.

Log in	4 . A	
Continue to Shop	ry App Store	
		20
	Continue with email	
	or	
×.	0	G
New to Shopify? G	et started $\rightarrow$	
Help Drivacy Terms		

Once in their Shopify account, the merchant will click "Connect to authorize.net"



• The merchant will then enter their API Login ID and Transaction Key (<u>found within the merchant's Authorize.net portal</u>) and click "Connect to authorize.net"

# authorize.net A Visa Solution

Connect Your Shopify Account to authorize.net

#### API Login ID

XXXXXXXXXXXXXX

Transaction Key

XXXXXXXXXXXXXX

After connecting your Shopify Account to authorize.net, Shopify will be able to submit payment requests on your behalf.

Connect to authorize.net

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• The merchant will choose the card brands they accept (based on their current authorize.net account) and click "Activate" in the lower right corner.

YS Your Store yourstore.com	← authorize.net Installed	More action
Store details	About authorize.net	
a Plan		
Billing	The second secon	-
Users and permissions	VISA VISA	
Payments	Mastercard	
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Customer accounts	22 American Express	
Shipping and delivery	terrene Discover	
Taxes and duties		_
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ift cards	Apple Pay	
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Apps and sales channels		
Domains	shop Pay (0)	
Customer events	Let customers checkout faster with Shop Pay. Transaction rates as low as 4.4	19% + \$0.30 (Online Store
Brand	ony).	
Notifications	stop Shop Pay	
Custom data		
Languages		
Customer privacy	Test mode	
Policies	Simulates successful and failed transactions.	

• The merchant should also enable "Test Mode" here to run test transactions to ensure the application is connected properly, however, please note, LIVE transactions will appear to process but no funds will be collected. <u>Do not ship product for transactions in test mode</u>.



- The merchant can manage their application by logging into their Shopify admin account, clicking Settings  $\rightarrow$  Payments
- $\rightarrow$  Manage



• Please advise the merchant that any changes will need to be saved to be implemented.

Your Store yourstore.com	← authorize.net Active	More action
Store details	About authorize.net	
ai Plan		
Billing		-
Users and permissions	VISA VISA	
Payments	Mastercard	
Checkout		-
Customer accounts	American Express	
Shipping and delivery	Discover	
Taxes and duties		_
Locations	Diners Club	
3 Gift cards	Apple Pay	
3 Markets		
Apps and sales channels		
Domains	shop Pay 0	
Customer events	Let customers checkout faster with Shop Pay. Transaction rates as low as 4	.49% + \$0.30 (Online Store
Brand	only).	
Notifications	shop Pay	
Custom data		
D Languages		
Customer privacy	Test mode	-
Policies	Simulates successful and failed transactions.	
Store activity log		

The merchant can update their Payment Capture Method by clicking "Manage" on Payment Capture Method.

YS Your Store yourstore.com	Payments	
🖁 Store details 🛓 Plan	authorize.net 2% transaction fee • Card rates set by authorize.net	Manag
3 Billing		
Users and permissions	shop Pwy	Activate
Payments	More sales with Shop Pay 🔗 Easy chargeback manager	ment
Checkout	Competitive credit card rates  Pavouts and cashflow trac	king
Customer accounts		ning.
Shipping and delivery	See what else you get with Shop Pay	
Taxes and duties		
2 Locations	Switch to Shopify Payments to manage all your payments within Shopify. Learn more	
3 Gift cards		
3 Markets	Additional payment methods	
Apps and sales channels	Payment methods that are available with one of Shopify's approved payment providers	5
Domains	PavPal	
Customer events	2% transaction fee	Activate PayPal
Brand		
Notifications		
Custom data	+ Add payment method	
D Languages		
Customer privacy	Payment capture method Automatic at checkout	
Policies	Authorize and capture payment when an order is placed	

Types of Payment Capture Methods



## **Onboarding New Merchants**

• The merchant will log in to their Shopify account and click "Settings" on the lower left corner.



• Click "Payments" and "See all other providers"



• Start typing "Authorize.net" in the search bar until the app appears. Then click the arrow to the right.

YS Your Store yourstore.com	← Third-party payment providers
<ul> <li>Store details</li> <li>Plan</li> <li>Billing</li> <li>Users and permissions</li> <li>Payments</li> </ul>	Q Authorize Authorize.net
Checkout Customer accounts Shipping and delivery	Learn more about <u>third-party payment providers</u> .
• click "Connect to authorize.net"	



• The merchant will then enter their API Login ID and Transaction Key (found within the merchant's Authorize.net portalfound within the merchant's Authorize.net account) and click "Connect to authorize.net"

# authorize.net A Visa Solution

Connect Your Shopify Account to authorize.net

#### API Login ID

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Transaction Key

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After connecting your Shopify Account to authorize.net, Shopify will be able to submit payment requests on your behalf.

Connect to authorize.net

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YS Your Store yourstore.com	← authorize.net Installed	More action
Store details	About authorize.net	
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Payments	Mastercard	
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Shipping and delivery	Discover	
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Store activity log		

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Billing	Men.	
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Customer accounts	American Express	
Shipping and delivery	Discover	
Taxes and duties		_
Q Locations	Diners Club	
3 Gift cards	Apple Pay	
3 Markets		_
Apps and sales channels		
Domains	shop Pay 0	
Customer events	Let customers checkout faster with Shop Pay. Transaction rates as low as 4.49% + \$0.30 (0	Online Store
Brand	oniy).	
Notifications	shop Pay	
Custom data		
D Languages		
Customer privacy	Test mode	
Delicies	Simulates successful and failed transactions.	<u> </u>
角 Store activity log	Deactivate Choose another	provider Sav