



Merchant with Go Paytoo

Guide v1.0

Welcome onboard !

This document will guide you to start using Paytoo.

- Virtual Terminal Credit card (no setup needed)
- Virtual Terminal e-Check (no setup needed)
- Virtual Terminal Paytoo (no setup needed)
- Gateway (web page Paytoo – Integration to Paytoo dev server)
- API (Full integration to Paytoo dev server)

Your account


Fill out your account request if not done at:

<https://www.gopaytoo.com/merchants/signup>

Upload documents

Uploading information securely

You can use this form to send files securely.

 **Send secure documents**

Type of document:

ID Card

Select a file on your computer:

Choose File

No file chosen

Description:

Send document

You must use

Information -> Document
and select what you need to
upload


No integration needed?

if you don't need any integration or test and after validation and after you have received your credentials to login, go to:

<https://www.gopaytoo.com/merchants>


Fill out setting info

General setting & Customer support

 **General Settings**

You can set-up here your general settings.

Merchant/Site name	<input type="text" value="Paytoo"/>
Site URL	<input type="text" value="http://www.paytoo.com"/>
URL of your logo	<input type="text"/> <small>(a secure url is recommended here)</small>

 **Customer Support**

In order to better guide your customer and to avoid chargeback, you can provide a customer support phone number, and some information on how it can be contacted.


Phone number	<input type="text"/>
Email	<input type="text"/>
Message to customer	<input type="text"/> <small>(can be provided to the customer by email and/or on the gateway)</small>
Information for Paytoo CS	<input type="text"/> <small>(internal, only used by Paytoo to better guide the customer)</small>

You must enter your web site and the information regarding your customer support

Fill out setting info (2)

Bank account detail

To add bank account details simply fill out the form below.

 **Bank Account Details**

Bank Name:

*

Bank Identifier:

(e.g. Swift/BIC/ABA/Sort Code) *

Bank Address:

*

Account Name:

*

Account Currency:

*

IBAN:

*

Additional Details:

Update

You must enter your Bank information to receive Payments

Information ->. Banking information

Virtual Terminal credit card

Start processing now

The screenshot shows the 'Virtual Terminal - Credit Card' page on the Paytoomerchant website. The page has a dark header with navigation links: Home, Why Paytoo, Services, and My Account (highlighted). Below the header is a sub-navigation bar with links: Information, Virtual Terminal (active), Transactions, and Integration. The main content area is titled 'Virtual Terminal - Credit Card' and contains a form for processing a credit card transaction. The form is divided into several sections: Transaction type (with radio buttons for 'Authorize and Capture' and 'Authorize Only (PreAuth)'), Card type (with radio buttons for 'VISA' and 'MasterCard'), Card number, Expiration (mm/yy), CVV, Amount (USD), Transaction reference, Transaction description, Email, First name, Last name, Address, Zip/Postal code, City, State (dropdown), Country (dropdown), and Cell phone number. A green 'Process' button is at the bottom of the form. On the left side of the page is a sidebar menu with categories: My Account, Information, Virtual Terminal (active), Transactions, and Integration, each with sub-links. The 'Virtual Terminal' sub-links include Credit Card, eCheck, and Paytoo. The 'Transactions' sub-links include Transactions, History, Request a payment, Settings, Fees & Limits, and Fees & Limits CC. The 'Integration' sub-links include Overview, Gateway, and API.

Home Why Paytoo Services My Account

Welcome Paytoo Corp

Information Virtual Terminal Transactions Integration

Credit Card eCheck Paytoo

PAYTOOMERCHANT

My Account

Information

- Account information
- Banking information
- Documents
- Statements

Virtual Terminal

- Credit Card
- eCheck
- Paytoo

Transactions

- Transactions
- History
- Request a payment
- Settings
- Fees & Limits
- Fees & Limits CC

Integration

- Overview
- Gateway
- API

Virtual Terminal - Credit Card

Transaction type: ☒ Authorize and Capture ☐ Authorize Only (PreAuth)

Card type: ☒ VISA ☐ MasterCard

Card number:

Expiration: (mm/yy)

CVV:

Amount: USD

Transaction reference:

Transaction description:

Email:

First name:

Last name:

Address:

Zip/Postal code:

City:

State:

Country:

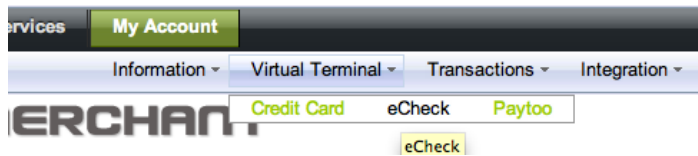
Cell phone number:

Process

Select if you want pre- Auth or instant capture

Fill out all the information and press “process”

Virtual Terminal e-Check

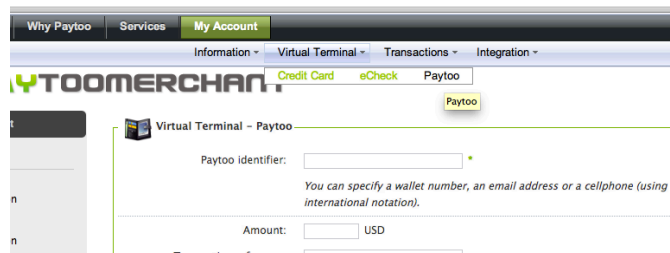


Start processing now

A screenshot of the 'Virtual Terminal - Credit Card' form in the Paytoomerchant.com interface. The form is titled 'Virtual Terminal - Credit Card' and has a green border. It contains several input fields: 'Transaction type' (radio buttons for 'Authorize and Capture' and 'Authorize Only (PreAuth)'), 'Card type' (dropdown menu with 'VISA' and 'MasterCard' options), 'Card number' (text input), 'Expiration' (text input with '(mm/yy)' placeholder), 'CVV' (text input), 'Amount' (text input with 'USD' dropdown), 'Transaction reference' (text input), 'Transaction description' (text input), 'Email' (text input), 'First name' (text input), 'Last name' (text input), 'Address' (text input), 'Zip/Postal code' (text input), 'City' (text input), 'State' (dropdown menu with 'Please select...' placeholder), 'Country' (dropdown menu with 'Please select...' placeholder), and 'Cell phone number' (text input). A green 'Process' button is at the bottom right of the form. On the left side of the screen, there is a sidebar menu with 'My Account' expanded, showing 'Information', 'Virtual Terminal', 'Transactions', and 'Integration'. 'Virtual Terminal' is further expanded, showing 'Credit Card', 'eCheck', and 'Paytoo'. 'Credit Card' is highlighted in green.

Fill out all the
information and press
“Process”

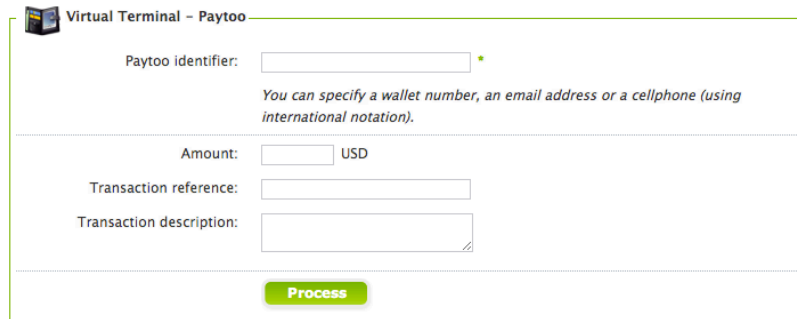
Virtual Terminal Paytoo



The screenshot shows the Paytoo Virtual Terminal interface. At the top, there are navigation tabs: "Why Paytoo", "Services", and "My Account". Below these, there are sub-tabs: "Information", "Virtual Terminal", "Transactions", and "Integration". The "Virtual Terminal" tab is active, and within it, "Credit Card", "eCheck", and "Paytoo" are visible. The "Paytoo" sub-tab is selected. The main form area is titled "Virtual Terminal - Paytoo" and contains the following fields:

- Paytoo identifier:** A text input field with a red asterisk indicating it is required. Below it, a note states: "You can specify a wallet number, an email address or a cellphone (using international notation)."
- Amount:** A text input field followed by "USD".

Start processing now



This screenshot shows the complete form for processing a transaction. It includes the same fields as the previous screenshot, plus two additional fields:


- Transaction reference:** A text input field.
- Transaction description:** A text input field with a small icon in the bottom right corner, likely for a rich text editor or a help icon.

At the bottom of the form, there is a green button labeled "Process".

Fill out all the information and press "Process"

How to be notified for Virtual Terminal

Start processing now

 Virtual Terminal

You can set-up here an email address on which you want to receive receipt for virtual terminal transaction.

E-mail

Fill out the email you want to receive the transaction in transaction settings and press “update”

How to find a transaction

The screenshot displays the PAYTOOMERCHANT web application. On the left is a sidebar menu with sections: 'My Account' (containing Information, Virtual Terminal, Transactions, and Integration), 'Information' (with sub-items: Account information, Banking information, Documents, Statements), 'Virtual Terminal' (with sub-items: Credit Card, eCheck, Paytoo), 'Transactions' (with sub-items: Transactions History, Request a payment, Settings, Fees & Limits Paytoo, Fees & Limits CC), and 'Integration'. The main content area is titled 'Search' and contains a form with various input fields and dropdown menus. The fields are organized into two columns. The left column includes: Sub account ID, Request ID, Transaction ID, Amount (with a multiplier dropdown), Customer email, Customer first name, Customer last name, Gateway trx. id, Gateway auth. code, Ref. ID, and Credit card number. The right column includes: Request status, Request type, Request method, Statement ID, Pre-Auth ?, Recurring ?, Cycle ?, Creation date, Process date, and Refund date. There are also dropdown menus for -Status-, -Type-, -Method-, and three -any- options. Date fields for From and To are provided for Creation date, Process date, and Refund date. At the bottom of the form are 'Search' and 'Reset' buttons. Below the form is a table header with columns: REQ. ID, TYPE, DATE, TR. ID, AMOUNT, CUSTOMER, REF. ID, METHOD, and REQ. STATUS.

Search

Sub account ID Request status

Request ID Request type

Transaction ID Request method

Amount Statement ID

Customer email Pre-Auth ?

Customer first name Recurring ?

Customer last name Cycle ?

Gateway trx. id Creation date: From: To:

Gateway auth. code Process date: From: To:

Ref. ID Refund date: From: To:

Credit card number

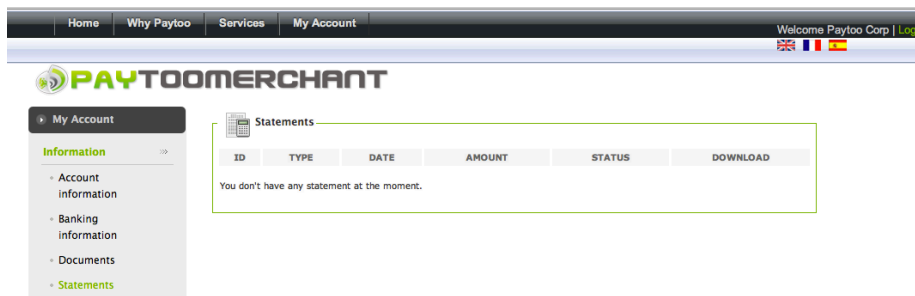
Search **Reset**

REQ. ID	TYPE	DATE	TR. ID	AMOUNT	CUSTOMER	REF. ID	METHOD	REQ. STATUS
---------	------	------	--------	--------	----------	---------	--------	-------------

Go Transaction →
Transaction history and
input the information you
need to find the
transaction + press search

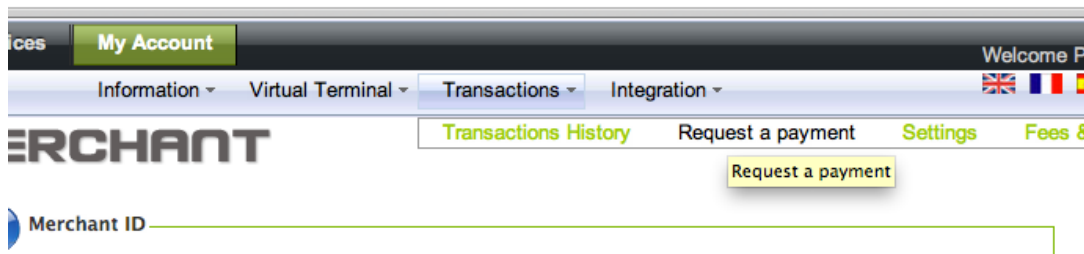
Attention: Always click on
“reset” after each search.

How to review you statement



Go to Account information
→ Statements and select
the one you need.

How to request a Payment



Go to Transaction—>
Request payment and click
on “update”

Integration needed ?

IF YOU NEED INTEGRATION PLEASE

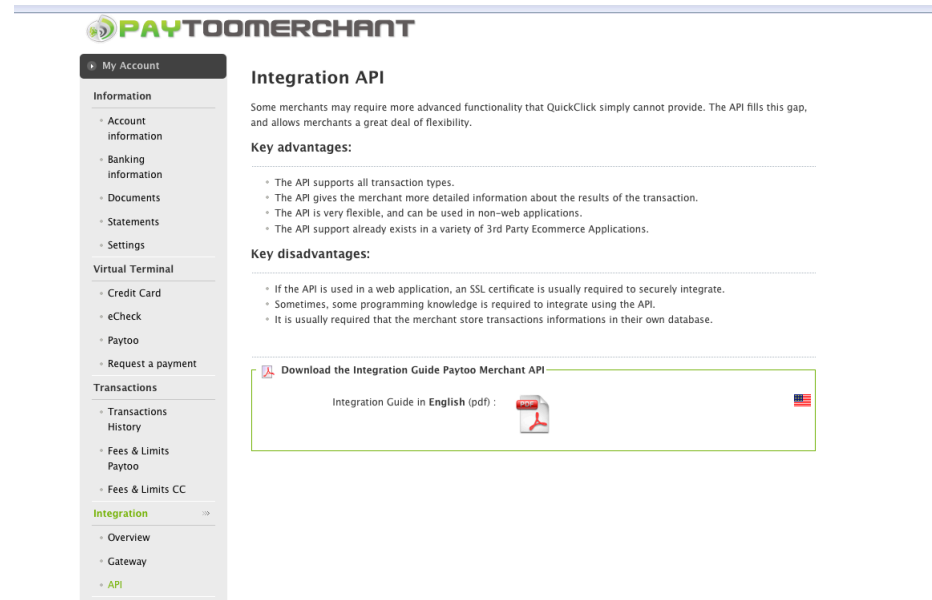
ASK FOR A DEV ACCOUNT ON OUR SANDBOX SERVER

after you have received your access for test integration go to :

<https://merchant.paytoo.info/merchants/login>

Find your documentation

Go to the integration area to find your documentation



The screenshot shows the Payto Merchant API documentation page. The header features the Payto Merchant logo. A left sidebar contains a navigation menu with categories: My Account, Information, Virtual Terminal, Transactions, and Integration. The 'Integration' category is highlighted, and the 'API' sub-item is selected. The main content area is titled 'Integration API' and includes a brief description, key advantages, key disadvantages, and a download link for the integration guide. The download link is labeled 'Download the Integration Guide Payto Merchant API' and includes a PDF icon and a US flag.

PAYTO MERCHANT

My Account

Information

- Account Information
- Banking Information
- Documents
- Statements
- Settings

Virtual Terminal

- Credit Card
- eCheck
- Payto
- Request a payment

Transactions

- Transactions History
- Fees & Limits Payto
- Fees & Limits CC

Integration

- Overview
- Gateway
- API**

Integration API

Some merchants may require more advanced functionality that QuickClick simply cannot provide. The API fills this gap, and allows merchants a great deal of flexibility.



Key advantages:

- The API supports all transaction types.
- The API gives the merchant more detailed information about the results of the transaction.
- The API is very flexible, and can be used in non-web applications.
- The API support already exists in a variety of 3rd Party Ecommerce Applications.

Key disadvantages:

- If the API is used in a web application, an SSL certificate is usually required to securely integrate.
- Sometimes, some programming knowledge is required to integrate using the API.
- It is usually required that the merchant store transactions informations in their own database.

[Download the Integration Guide Payto Merchant API](#)

Integration Guide in English (pdf) :  

Gateway information



My Account

Information

- Account Information
- Banking Information
- Documents
- Statements
- Settings

Virtual Terminal

- Credit Card
- eCheck
- Paytoo
- Request a payment

Transactions

- Transactions History
- Fees & Limits Paytoo
- Fees & Limits CC

Integration

- Overview
- Gateway
- API

Integration Gateway

The Gateway method allows a merchant to quickly and easily integrate their website with the Payment Gateway.

Key advantages:

- An SSL certificate is not required by the merchant
- Only some basic HTML knowledge is needed
- The merchant doesn't need to store any account informations



Gateway page

Key disadvantages:

- The customer must be transferred to our website to complete the purchase. Some users may still be able to tell that they're no longer on the merchant's website.
- Certain types of transactions, such as credits and voids, are not supported using the Gateway method.
- Currently, the Gateway is only suitable for web applications.
- Gateway only supports PayToo Wallet. There are currently no plans to support other payment types. For example.

Choose your Submit button

Click the image below to choose your submit button :



Simple Form to send to the Gateway


Required fields :

- `$_POST['merchant_id']` : Your account number which is => 19675747
- `$_POST['amount']` : Transaction amount (ex: 10.20).
- `$_POST['currency']` : currency can be USD or EURO.
- `$_POST['order_ref']` : Your own reference number (numeric only).

Optionnals fields :

- `$_POST['order_description']` : Description of the customer order.
- `$_POST['lang']` : Language of the gateway in display can be "EN" "FR" "ES"

Gateway Settings



My Account

Information

Account information

Banking information

Documents

Statements

Virtual Terminal

Credit Card

eCheck

Paytoo

Transactions

Transactions History

Request a payment

Settings

Fees & Limits Paytoo


Fees & Limits CC

Integration >>>

Integration Gateway

The Gateway method allows a merchant to quickly and easily integrate their website with the Payment Gateway.

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Gateway page


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- Certain types of transactions, such as credits and voids, are not supported using the Gateway method.
- Currently, the Gateway is only suitable for web applications.
- Gateway only supports PayToo Wallet. There are currently no plans to support other payment types. For example.

Choose your Submit button

Click the image below to choose your submit button :



Simple Form to send to the Gateway

Gateway Return



Transactions notification

You will receive an automatic notification for each transaction. Please specify here where you want to receive these notifications.

Notification URL

Notification E-mail

Hash key

Check the hash in the incoming gateway requests ? (more secure, but for advanced users, see the gateway documentation)

API Settings

API password and IP address of your servers

 API

API Password

(between 6 and 10 characters)

Allowed IPs

(one IP per line)

Update

Support

YOU WILL FIND ALL INFORMATION NEEDED INTO YOUR DOCUMENTATION FOR THE GATEWAY OR API INTEGRATION,

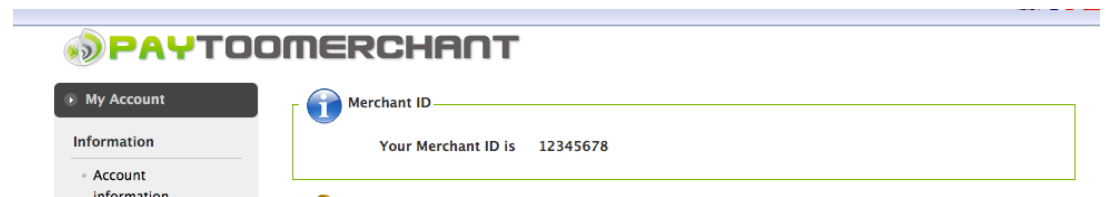
IF YOU NEED ANY ASSISTANCE PLEASE CONTACT OUR TECHNICAL SUPPORT AT techsupport@gopaytoo.com

Test integration completed

WHEN YOUR TEST INTEGRATION IS DONE, YOU CAN GO TO
SETUP YOUR ACCOUNT AT GOPAYTOO.COM

Signing page= gopaytoo.com

ATTENTION



PRODUCTION = gopaytoo.com, TEST ENVIRONNEMENT = merchant.paytoo.info

YOUR MERCHANT ID ARE DIFFERENT FOR THE PRODUCTION, YOU WILL FIND IT IN
YOUR PROFILE AT GOPAYTOO.COM

Report your settings

REPORT YOUR SETTING FROM YOUR DEV ACCOUNT TO THE PRODUCTION ACCOUNT FOR BOTH API OR GATEWAY

My Account

- Information
 - Account information
 - Banking information
 - Documents
 - Statements
- Virtual Terminal
 - Credit Card
 - eCheck
 - Paytoo
- Transactions
 - Transactions History
 - Request a payment
 - Settings**
 - Fees & Limits Paytoo
 - Fees & Limits CC
- Integration
 - Overview
 - Gateway
 - API

General Settings

You can set-up here your general settings.

Merchant/Site name

Site URL

URL of your logo (a secure url is recommended here)

Customer Support

In order to better guide your customer and to avoid chargeback, you can provide a customer support phone number, and some information on how it can be contacted.

Phone number

Email

Message to customer (can be provided to the customer by email and/or on the gateway)

Information for Paytoo CS (internal, only used by Paytoo to better guide the customer)

Gateway Settings

You can set-up here the default settings of your payment page.

Success payment URL

Cancelled payment URL

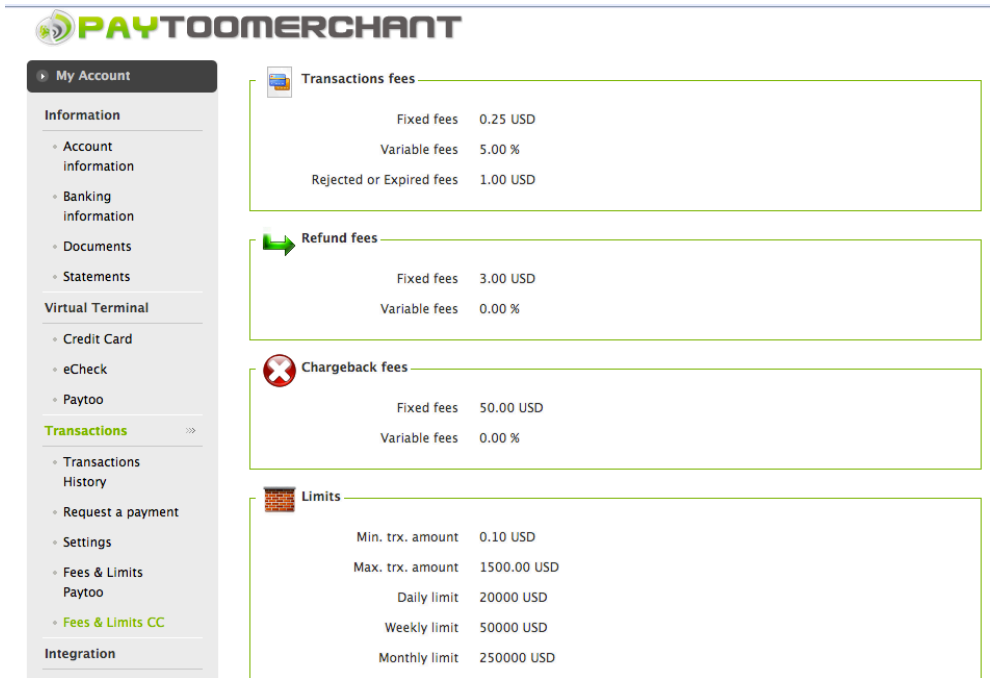
Rejected payment URL

ATTENTION

YOU NEED TO USE YOUR PRODUCTION MERCHANT ID

IN THE API YOU NEED TO REPLACE MERCHANT.PAYTOO.INFO BY GOPAYTOO.COM

Check your fees and Credit card fees



The screenshot displays the PAYTOOMERCHANT dashboard. On the left is a sidebar menu with categories: My Account, Information, Virtual Terminal, Transactions, and Integration. The 'Transactions' section is currently active. The main content area on the right is divided into four sections: Transactions fees, Refund fees, Chargeback fees, and Limits. Each section contains a table of fee types and their respective amounts in USD.

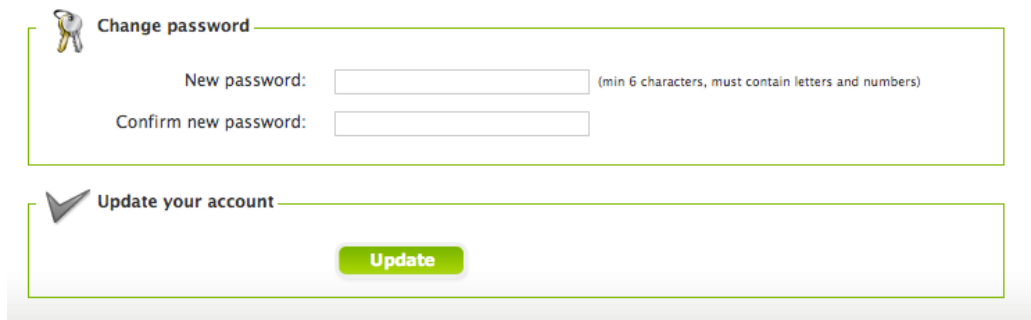
Transactions fees	
Fixed fees	0.25 USD
Variable fees	5.00 %
Rejected or Expired fees	1.00 USD

Refund fees	
Fixed fees	3.00 USD
Variable fees	0.00 %

Chargeback fees	
Fixed fees	50.00 USD
Variable fees	0.00 %

Limits	
Min. trx. amount	0.10 USD
Max. trx. amount	1500.00 USD
Daily limit	20000 USD
Weekly limit	50000 USD
Monthly limit	250000 USD

How to change your password ?



The screenshot shows a user interface with two main sections. The first section, titled 'Change password' with a key icon, contains two input fields: 'New password:' and 'Confirm new password:'. A small note next to the 'New password:' field states '(min 6 characters, must contain letters and numbers)'. The second section, titled 'Update your account' with a checkmark icon, contains a single green 'Update' button.

Change password

New password: (min 6 characters, must contain letters and numbers)

Confirm new password:

Update your account

Update

Go to Account information
→ Change password and
click on update

FAQ

1. My transaction balbalbalba - Make sure you did balbalba



Thank you
GoPayToo.com