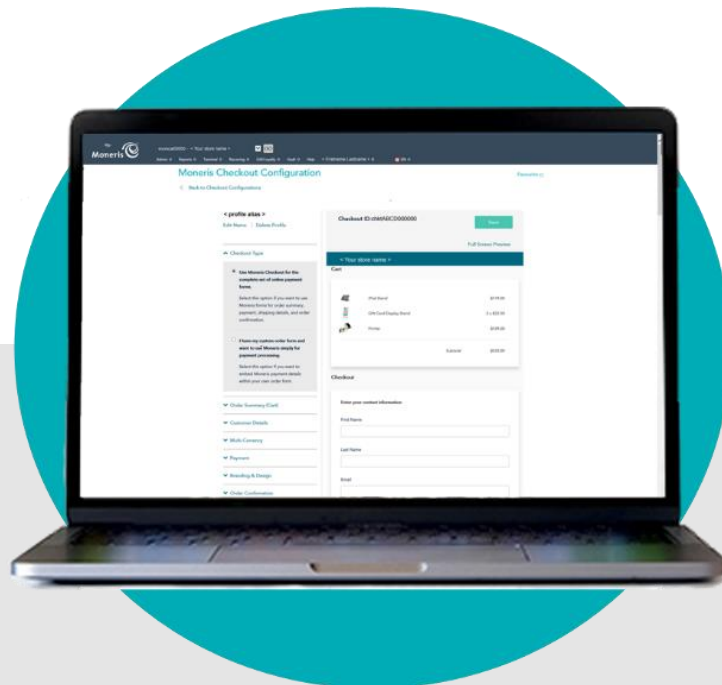




Moneris® Checkout

Using the MCO Configurator

Reference Guide





Need help?

Web: moneris.com/support-gateway

Email: onlinepayments@moneris.com

Toll-free: 1-866-319-7450

Record your Moneris merchant ID here:

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Getting Started

In this section, we give you an overview of Moneris Checkout and describe everything you need to know to get started on integrating your ecommerce solution with Moneris Checkout.

What is Moneris Checkout?

Moneris Checkout allows you to process transactions by integrating a Moneris-hosted checkout page into your ecommerce Website. Moneris Checkout uses server-to-server communications at the back end in conjunction with your own merchant server and identifies each transaction with a unique ticket number, without exposing the data in the Web browser.

Moneris Checkout supports a cohesive, modular pay page design with parameters that you can customize such as order summary, customer details, and payment details. Once you integrate Moneris Checkout into your solution, you can use the Merchant Resource Center's Moneris Checkout (MCO) configurator to configure your checkout parameters and manage anti-fraud tools such as Moneris Kount®, AVS, CVV, 3-D Secure. You can also set minimum/maximum purchase limits. Supported payment types include credit, debit, gift cards and digital wallets, including Apple Pay® and Google Pay™.

How to get started

The steps below describe what you need to do to integrate Moneris Checkout into your ecommerce solution.

1. Review the specifications in the ***Moneris Checkout Integration Guide***. This guide is available on the Moneris Developer Portal at <https://developer.moneris.com>.
2. Use the Moneris Checkout (MCO) configurator to create, and configure a Moneris Checkout profile per your integration requirements:

Note: A profile's unique checkout ID is used in the preload request to identify and regulate a specific Moneris Checkout integration in your ecommerce solution.

- a. Log into your Merchant Resource Center store.

Note: For login instructions, see [Logging into the Merchant Resource Center](#) (page 4).

- b. Create a Moneris Checkout profile (see [Creating a Moneris Checkout profile](#) on page 6).
- c. Define your Moneris Checkout profile's configuration parameters per your integration requirements:
 - For full list of configurable settings, see [List of Moneris Checkout configurator settings](#) (page 8).
 - If you need to delete a Moneris profile, see [Deleting a Moneris Checkout profile](#) (page 37).

Logging into the Merchant Resource Center

The steps below describe how to log into your Merchant Resource Center production store.

Note: *If your Merchant Resource Center store account is not yet activated, see [Activating a Merchant Resource Center store](#) below.*

1. Visit <https://www3.moneris.com/mpg>.
2. Enter your credentials in the login fields (**Username**, **Store ID**, and **Password**).
3. Click on the **Submit** button to start your login session.

Activating a Merchant Resource Center store

The steps below describe how to activate a Merchant Resource Center store in the production environment.

1. Visit moneris.com/activate.
2. In the **Moneris Merchant ID** and **Moneris Store ID** fields, enter your Merchant ID and Store ID.
Note: *Refer to the "Your Moneris Order is Ready" email that you received when you signed up for a Moneris Gateway account. This email contains your merchant ID and store ID.*
3. Click on the **Next** button, and continue following the prompts until the store is activated.
4. When the store is activated, you may log in (see [Logging into the Merchant Resource Center](#) above).



Using the Moneris Checkout Configurator

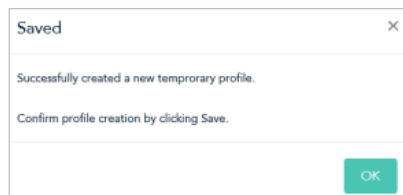
In this section, we describe everything you need to know to use the Moneris Checkout configurator to create a Moneris Checkout profile and configure the profile's parameter settings.

Creating a Moneris Checkout profile

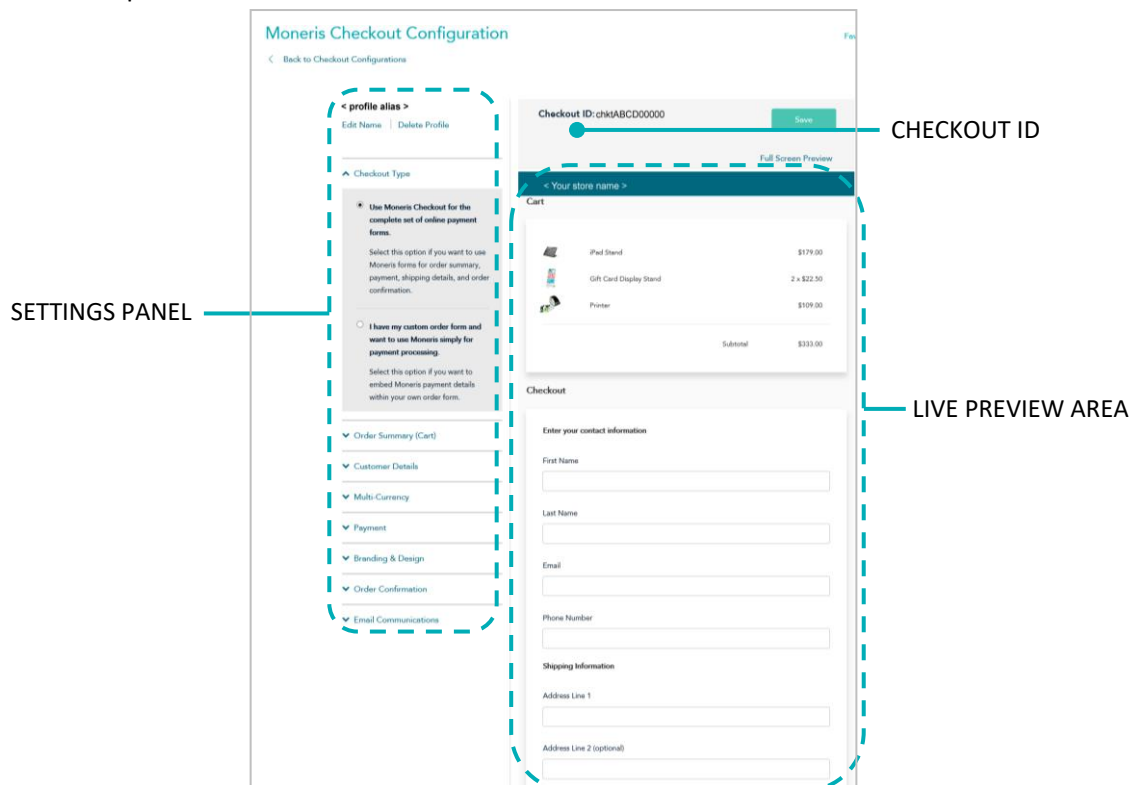
This procedure describes how to create a Moneris Checkout profile. A Moneris Checkout profile defines the parameters and behaviour of a Moneris Checkout integration.

Important! To integrate Moneris Checkout into your ecommerce solution, you need to create and configure your Moneris Checkout profile in conjunction with developing your ecommerce solution according to Moneris' integration specifications as outlined in [How to get started](#) (page 3).

1. Log into the Merchant Resource Center (see [Logging into the Merchant Resource Center](#) on page 4).
2. On the menu bar, click on **Admin > Moneris Checkout Config**.
3. When the "Moneris Checkout Configuration" page displays, click on the **Create Profile** button.
4. When the "Saved" dialog box displays (shown below), click on its **OK** button to close the dialog box.



5. When the new profile is displayed in your MCO configurator (shown below), click on the **Save** button located above the live preview area.



6. Configure the other parameter settings for this Moneris Checkout profile per your ecommerce solution's integration requirements (see [List of Moneris Checkout configurator settings](#) on page 8).

Reopening an existing Moneris Checkout profile

The steps below describe how to reopen a Moneris Checkout profile and display it in your MCO configurator.

1. Log into the Merchant Resource Center (see [Logging into the Merchant Resource Center](#) on page 4).
2. On the menu bar, click on **Admin > Moneris Checkout Config**.
3. When the "Moneris Checkout Configuration" page displays a list of your existing profiles (see example below), locate the profile that you want to edit, and click on its **Edit** button.

CHECKOUT_ID	ALIAS	CREATE DATE	
< chksABCD00000 >	< profile alias >	< Month DD YYYY HH:MM:SS.000 AM/PM >	Edit
< chksEFGH00000 >	< profile alias 1 >	< Month DD YYYY HH:MM:SS.000 AM/PM >	Edit
< chksIJKL00000 >	< profile alias 2 >	< Month DD YYYY HH:MM:SS.000 AM/PM >	Edit
< chksMNOP00000 >	< profile alias 3 >	< Month DD YYYY HH:MM:SS.000 AM/PM >	Edit

4. When the desired profile opens in your MCO configurator (shown below), configure the settings per your ecommerce solution's integration requirements:

SETTINGS PANEL

CHECKOUT ID

LIVE PREVIEW AREA

- For a list of configurable profile settings, see [List of Moneris Checkout configurator settings](#) on page 8.
- To return to the list of your existing profiles, click on **Back to Checkout Configurations** above the configurator settings panel.

List of Moneris Checkout configurator settings

Use the Moneris Checkout configurator to change the parameter settings of the Moneris Checkout profile that regulates your Moneris Checkout integration.

Important! Please ensure that you configure these settings per your ecommerce solution's integration requirements. You must develop your ecommerce solution per Moneris' integration specifications as outlined in [How to get started](#) (page 3).

Setting	See procedure:
3-D Secure	Configuring a Moneris Checkout profile's payment settings (page 21).
Alias / name	Changing a Moneris Checkout profile's alias (page 11).
Apple Pay	Configuring Apple Pay for a Moneris Checkout profile (page 26).
AVS	Configuring a Moneris Checkout profile's payment settings (page 21).
Brand colours	Configuring a Moneris Checkout profile's branding and design settings (page 31).
Business logo	Configuring a Moneris Checkout profile's branding and design settings (page 31).
Button customization	Configuring a Moneris Checkout profile's branding and design settings (page 31).
Card logos	Configuring a Moneris Checkout profile's payment settings (page 21).
Checkout type	Configuring a Moneris Checkout profile's checkout type setting (page 10).
Confirmation page	Configuring a Moneris Checkout profile's order confirmation settings (page 33).
Customer email	Configuring a Moneris Checkout profile's confirmation email content (page 34).
Customer personal details*	Configuring a Moneris Checkout profile's customer details settings (page 14).
CVV	Configuring a Moneris Checkout profile's payment settings (page 21).
Email contents	Configuring a Moneris Checkout profile's confirmation email content (page 34).
Gift cards	Configuring a Moneris Checkout profile's payment settings (page 21).
Google Pay	Configuring a Moneris Checkout profile's payment settings (page 21).
Header/footer	Configuring a Moneris Checkout profile's branding and design settings (page 31).
Kount	Configuring a Moneris Checkout profile's payment settings (page 21).
Merchant email	Configuring a Moneris Checkout profile's confirmation email content (page 34).
Multi-currency pricing	Configuring a Moneris Checkout profile's multi-currency pricing settings (page 17).
Order confirmation processing	Configuring a Moneris Checkout profile's order confirmation settings (page 33).
Order summary details*	Configuring a Moneris Checkout profile's order summary cart detail settings (page 12).
Payment security	Configuring a Moneris Checkout profile's payment settings (page 21).
Shipping destinations	Configuring a Moneris Checkout profile's customer details settings (page 14).
Transaction limits	Configuring a Moneris Checkout profile's payment settings (page 21).

Setting	See procedure:
Transaction type	Configuring a Moneris Checkout profile's payment settings (page 21).

* These settings are configurable only if the Moneris Checkout profile is configured to use Moneris for the complete set of online payment forms (see [Configuring a Moneris Checkout profile's checkout type setting](#) on page 10).

Configuring a Moneris Checkout profile's checkout type setting

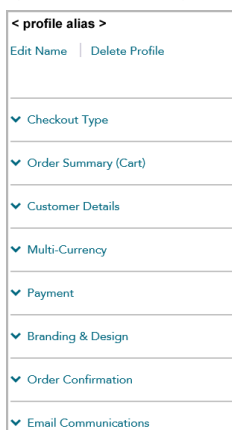
Specify the checkout type for the Moneris Checkout profile that regulates your Moneris Checkout integration. The checkout type setting configures the integration to use Moneris for the complete set of online payment forms or use Moneris only for payment processing. This procedure describes how to specify the checkout type.

Important! Please ensure that you configure this setting per your ecommerce solution's integration requirements. You must develop your ecommerce solution per Moneris' integration specifications as outlined in [How to get started](#) (page 3).

1. Ensure the Moneris Checkout profile that you want to configure is open in your MCO configurator.

Note: If you need to reopen the profile, see [Reopening an existing Moneris Checkout profile](#) (page 7) for instructions.

2. On your MCO configurator's settings panel (shown below), click on **Checkout Type**.



The screenshot shows a settings panel for a Moneris Checkout profile. At the top, there is a header '< profile alias >' with links for 'Edit Name' and 'Delete Profile'. Below this is a list of settings, each with a downward arrow icon. The 'Checkout Type' setting is currently expanded, showing its sub-options. Other settings listed include 'Order Summary (Cart)', 'Customer Details', 'Multi-Currency', 'Payment', 'Branding & Design', 'Order Confirmation', and 'Email Communications'.

3. On the expanded "Checkout Type" menu (shown below), select a checkout type per your integration requirements:

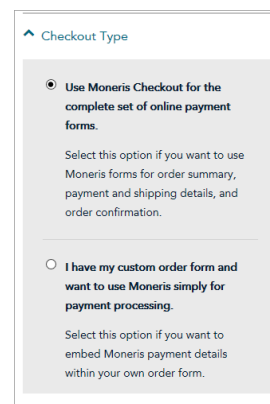
- To use Moneris for all order processes, select the **Use Moneris for the complete set of online payment forms** radio button.
- To use your own custom order form, select the **I have my custom order form and want to use Moneris simply for payment processing** radio button.

4. Save your new configuration settings:

- a. Go to the top of your live checkout preview, and click on the **Save** button.
- b. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.

Note: Your live preview area refreshes to reflect the updated configuration settings.

5. To continue configuring other settings for this Moneris Checkout profile, see the list of options in [List of Moneris Checkout configurator settings](#) (page 8).



The screenshot shows the 'Checkout Type' settings panel. It has a title 'Checkout Type' with an upward arrow icon. There are two radio button options. The first option, 'Use Moneris Checkout for the complete set of online payment forms', is selected. Below it is a description: 'Select this option if you want to use Moneris forms for order summary, payment and shipping details, and order confirmation.' The second option, 'I have my custom order form and want to use Moneris simply for payment processing', is not selected. Below it is a description: 'Select this option if you want to embed Moneris payment details within your own order form.'

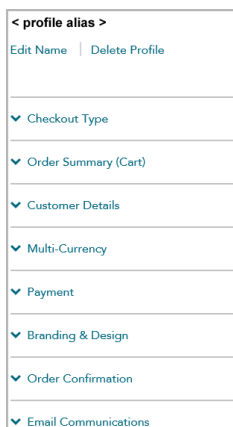
Changing a Moneris Checkout profile's alias

Specify the alias for the Moneris Checkout profile that regulates your Moneris Checkout integration. An alias that you specify yourself can make it easier for you to identify a specific profile if you have more than one. This procedure describes how to edit a profile's alias setting.

1. Ensure the Moneris Checkout profile that you want to configure is open in your MCO configurator.

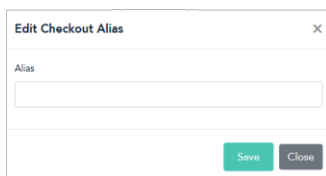
Note: If you need to reopen the profile, see [Reopening an existing Moneris Checkout profile \(page 7\)](#) for instructions.

2. On your MCO configurator's settings panel (shown below), click on **Edit Name**.



The screenshot shows a settings panel for a Moneris Checkout profile. At the top, there is a header "< profile alias >" with two links: "Edit Name" and "Delete Profile". Below this is a list of settings categories, each with a downward arrow icon: "Checkout Type", "Order Summary (Cart)", "Customer Details", "Multi-Currency", "Payment", "Branding & Design", "Order Confirmation", and "Email Communications".

3. When the "Edit Checkout Alias" dialog box displays (shown below), enter the new profile name in the **Alias** field.



The screenshot shows a dialog box titled "Edit Checkout Alias" with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled "Alias". At the bottom right of the dialog, there are two buttons: "Save" (green) and "Close" (grey).

4. Click on the **Save** button in the dialog box to close it.

Note: When the page refreshes, the new alias displays in place of the previous one.

5. To continue configuring other settings for this Moneris Checkout profile, see the list of options in [List of Moneris Checkout configurator settings \(page 8\)](#).

Configuring a Moneris Checkout profile's order summary cart detail settings

Specify the order summary cart detail content for the Moneris Checkout profile that regulates your Moneris Checkout integration. Cart content can include product images, product names, product price, quantity, and Subtotal. This procedure describes how to configure a profile's order summary (shopping cart) detail settings.

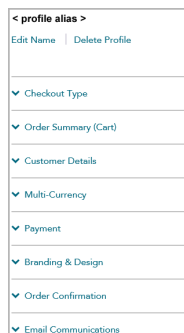
Note: Order summary details settings are visible only if the profile is configured to use Moneris for the complete set of online payment forms (see [Configuring a Moneris Checkout profile's checkout type setting on page 10](#)).

Important! Please ensure that you configure these settings per your ecommerce solution's integration requirements. You must develop your ecommerce solution per Moneris' integration specifications as outlined in [How to get started](#) (page 3).

1. Ensure the Moneris Checkout profile that you want to configure is open in your MCO configurator.

Note: If you need to reopen the profile, see [Reopening an existing Moneris Checkout profile](#) (page 7) for instructions.

2. On your MCO configurator's settings panel (shown below), click on **Order Summary (Cart)**.



3. On the expanded "Order Summary (Cart)" menu (shown below), enable/disable order summary cart details:

To enable support for order summary cart details:

- a. Checkmark the **Order Summary (Cart) details** box.
- b. Enable/disable specific order summary details (**Product Image**, **Product Name**, **Product Price**, **Quantity**, and **Subtotal**).

Note: To enable a detail, checkmark the box beside the desired detail to enable it.

To disable a detail, unmark the box beside the undesired detail.

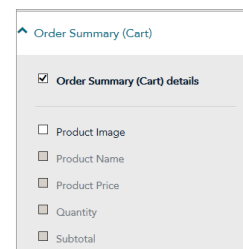
If a field/checkbox is greyed out/locked, it means you cannot enable/disable it from here.

To disable support for order summary cart details:

- a. Unmark the **Order Summary (Cart) details** box.

4. Save your new configuration settings:

- a. Go to the top of your live checkout preview, and click on the **Save** button.
- b. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.



Note: *Your live preview area refreshes to reflect your updated configuration settings.*

5. To continue configuring other settings for this Moneris Checkout profile, see the list of options in [List of Moneris Checkout configurator settings](#) (page 8).

Configuring a Moneris Checkout profile's customer details settings

Specify the customer details configuration for the Moneris Checkout profile that regulates your Moneris Checkout integration. Customer details fields are used to capture personal data such as first name, last name, phone, email, billing address, and shipping address. This procedure describes how to configure a profile's customer details settings.

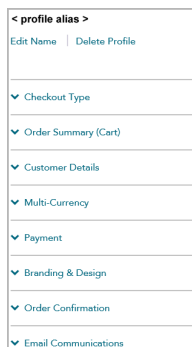
Note: Customer details settings are visible only if the Moneris Checkout profile is configured to use Moneris for the complete set of online payment forms (see [Configuring a Moneris Checkout profile's checkout type setting on page 10](#)).

Important! Please ensure that you configure these settings per your ecommerce solution's integration requirements. You must develop your ecommerce solution per Moneris' integration specifications as outlined in [How to get started](#) (page 3).

1. Ensure the Moneris Checkout profile that you want to configure is open in your MCO configurator.

Note: If you need to reopen the profile, see [Reopening an existing Moneris Checkout profile](#) (page 7) for instructions.

2. On your MCO configurator's settings panel (shown below), click on **Customer Details**.



3. On the expanded "Customer Details" menu (shown below), enable/disable support for capturing customer personal details in your checkout:

To enable support for capturing these data:

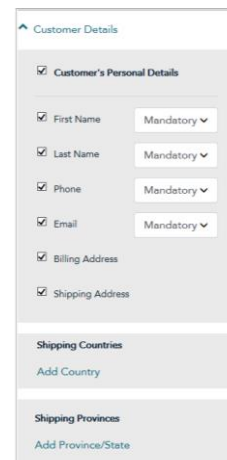
- a. Checkmark the **Customer's Personal Details** box.
- b. Enable/disable the specific personal fields **First Name**, **Last Name**, **Phone**, and **Email**.

Note: To enable a field, checkmark the box beside the desired field, and then set the field for mandatory or optional data entry by clicking on **Mandatory** or **Optional** respectively in the corresponding drop-down list. To disable a field, unmark the box beside the undesired field.

To disable support for capturing these data:

- a. Unmark the **Customer's Personal Details** box.
4. Enable/disable the **Billing Address** and **Shipping Address** fields in your checkout.

Note: To enable a field, checkmark the box beside the desired field. To disable a field, unmark the box beside the undesired field.

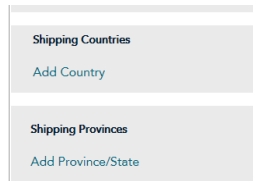


5. Add/remove shipping restrictions by country for your checkout:

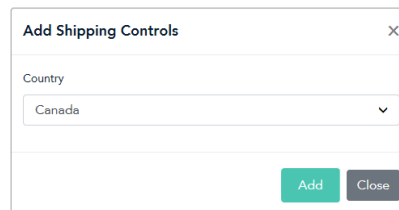
Note: If you do not restrict shipping to at least one country, customers using your checkout will be able to enter any country name as part of their shipping information.

To add a ship-to restriction by country:

- a. Go to the "Shipping Countries" area on the expanded menu (shown below), and click on **Add Country**.



- b. When the "Add Shipping Controls" dialog box displays (shown below), click on the "Country" drop-down list and select the country (e.g., **Canada**, the **United States**, etc.) to which you want to restrict the shipping of your products.



- c. After selecting the desired country, click on the **Add** button.
- d. When the "Successfully added Country restriction: <Name of Country >" response displays in the dialog box, do one of the following:
- To add another country restriction, go back to step 6b.
 - To proceed without adding another country restriction, go to step 6e.
- e. Click on the dialog box's **Close** button.

Note: When the page refreshes, any country that you added will be listed in the "Shipping Countries" area on the settings panel.

To remove a country from your ship-to-country restriction list:

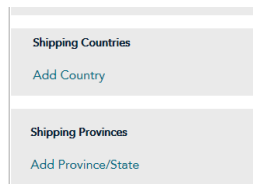
- a. Go to the "Shipping Countries" area on the settings panel, and unmark the box beside the country to which you do not want to ship products.
- b. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.

Note: When the page refreshes, the removed country will be de-listed from the "Shipping Countries" area on the settings panel.

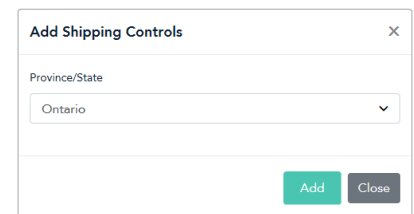
6. Add/remove shipping restrictions by province/state for your checkout:

To add a ship-to restriction by province/state:

- a. Go to the "Shipping Provinces" area on the expanded menu (shown below), and click on **Add Province/State**.



- b. When the "Add Shipping Controls" dialog box displays (shown below), click on the "Province/State" drop-down list and select the province/state (e.g., **Alberta, Ontario, Quebec**, etc.) to which you want to restrict the shipping of your products.
- c. After selecting the desired province/state, click on the **Add** button.
- d. When the "Successfully added Province/State restriction: < Name of Province/State >" response displays in the dialog box, do one of the following:
- To add another province/state restriction, go back to step 6b.
 - To proceed without adding another province/state restriction, go to step 6e.



- e. Click on the dialog box's **Close** button.

Note: When the page refreshes, any province/state restriction that you added will be listed in the "Shipping Provinces" area on the expanded menu.

To remove one or more provinces/states from your ship-to restriction list:

- a. Go to the "Shipping Provinces" area on the expanded menu, and unmark the box beside the province/state that you want to remove.
- b. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.

Note: When the page refreshes, the removed province/state will be de-listed from the "Shipping Provinces" area on the expanded menu.

7. Save your new configuration settings:

- a. Go to the top of your live checkout preview, and click on the **Save** button.
- b. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.

Note: Your live preview area refreshes to reflect your updated configuration settings.

8. To continue configuring other settings for this Moneris Checkout profile, see the list of options in [List of Moneris Checkout configurator settings](#) (page 8).

Configuring a Moneris Checkout profile's multi-currency pricing settings

Specify the multi-currency pricing (MCP) configuration for the Moneris Checkout profile that regulates your Moneris Checkout integration. With multi-currency pricing, customers can pay in the currency of their choice while you receive settlement and reporting in Canadian dollars. This procedure describes how to configure a profile's MCP settings, including geo-location, currency defaults, and currency markups.

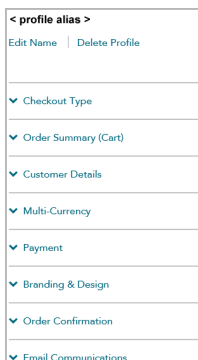
Note: The multi-currency settings described in this procedure are applicable only to the payment page through which you are integrating Moneris Checkout and are not applicable to your entire Website.

Important! Please ensure that you configure these settings per your ecommerce solution's integration requirements. You must develop your ecommerce solution per Moneris' integration specifications as outlined in [How to get started](#) (page 3).

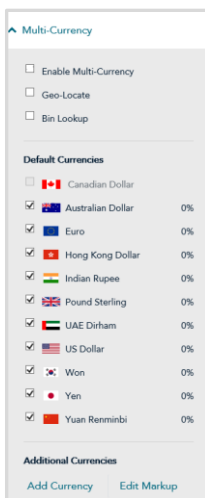
1. Ensure the Moneris Checkout profile that you want to configure is open in your MCO configurator.

Note: If you need to reopen the profile, see [Reopening an existing Moneris Checkout profile](#) (page 7) for instructions.

2. On your MCO configurator's settings panel (shown below), click on **Multi-Currency**.



3. On the expanded "Multi-Currency" menu (shown below), configure the settings for the checkout profile per your integration requirements (follow the setup steps of this procedure).



4. Enable/disable multi-currency pricing for the checkout profile:

- To enable multi-currency pricing, checkmark the **Enable Multi-Currency** box (go to step 5).
- To disable multi-currency pricing, unmark the **Enable Multi-Currency** box (go to step 10).

5. Enable/disable location-based multi-currency pricing (geo-location) for your checkout profile:

Note: *Geo-location detects the IP address of customers using your checkout and displays product prices and transaction amounts in the currency corresponding to the country/location in which customers are using the checkout subject to the following restrictions: If a customer's IP address does not correspond with a currency that your checkout is configured to support, the checkout will display prices and transaction amounts in United States dollars (USD). If a customer's IP address does not correspond with a supported currency and your checkout is not configured to support USD, the checkout will display prices and transaction amounts in Canadian dollars (CAD).*

- To enable geo-location, checkmark the **Geo-Locate** box.

Note: *To use this feature, you must enable multi-currency pricing for the profile (see step 4).*

- To disable geo-location, unmark the **Geo-Locate** box.

6. Enable/disable Bin Lookup for your checkout profile:

Note: *BIN Lookup is supported only for Visa and Mastercard. BIN lookup compares the customer billing currency (determined by card issuer) against the default currencies supported by your checkout (or, if geo-location is enabled, BIN lookup compares customer billing currency against the currency corresponding to the location in which the customer is using the checkout). If BIN lookup detects a discrepancy and the checkout supports more than one default currency, the checkout will prompt the customer to choose a preferred (supported) currency for the transaction. If the checkout supports only one default currency, the customer will not be prompted to choose a different currency.*

- To enable BIN Lookup, checkmark the **BIN Lookup** box.

Note: *To use this feature, you must enable multi-currency pricing for the profile (see step 4).*

- To disable BIN lookup, unmark the **BIN Lookup** box.

7. Enable/disable the default currencies that you want to support in your checkout profile:

Note: *If a default currency is enabled, customers may opt to pay for their purchases in that currency while using your checkout. Please ensure that multi-currency pricing is enabled for the profile (see step 4).*

To enable a default/additional currency:

- To enable a default currency, checkmark the box beside any currency listed under "Default Currencies" that you want to enable (**Australian Dollar, Euro, Hong Kong Dollar, Indian Rupee, Pound Sterling, UAE Dirham, US Dollar, Won, Yen, and/or Yuan Renminbi**).

Note: *Support for pricing in Canadian dollars is mandatory (i.e., the **Canadian Dollar** option is always enabled).*

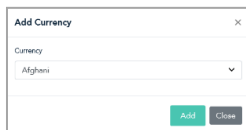
To disable a default currency:

- a. Unmark the box beside the default currency that you want to disable.

8. Add/remove other currencies from your list of supported currencies:

To add a currency to your list of supported currencies:

- a. Go to the "Additional Currencies" area on the expanded menu, and click on **Add Currency**.
- b. When the "Add Currency" dialog box displays (shown below), go to the "Currency" drop-down list and click on the currency that you want to add.



- c. Click on the **Add** button in the dialog box.
- d. Confirm the newly added currency is displayed under "Additional Currencies" on your expanded menu.

Note: Once listed on your expanded menu, the new currency will automatically be enabled (checkmarked).

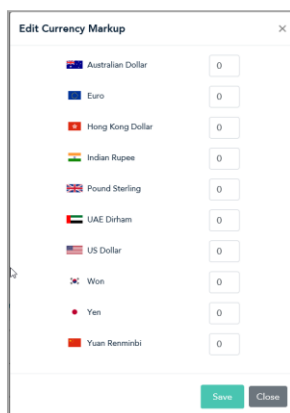
- e. Do one of the following:
 - To add another currency, repeat steps 8a to 8d of this procedure.
 - When you are finished, click on the **Close** button to close the dialog box (continue to the next step).

To remove/disable an added currency:

- a. If you want to disable an added currency, go to the list under "Additional Currencies", and unmark the additional currency that you want to disable.
9. If you want to change a percentage markup of a supported currency, follow steps 9a to 9d below. Otherwise, to bypass changing the markup of a supported currency, go directly to step 10.

Note: The markup is added to the checkout customer's total transaction amount in Canadian currency prior to currency conversion. The default percentage markup for each currency is "0".

- a. Go to the "Additional Currencies" area on the expanded menu, and click on **Edit Markup**.
- b. When the "Edit Currency Markup" dialog box displays (shown below), locate the currency for which you want to edit the markup and enter a whole number in the corresponding field.



- c. Click on the **Save** button to close the dialog box.

- d. Confirm that the newly configured markup is displayed beside the affected currency on your expanded menu.
10. Go to the top of your live checkout preview, and click on the **Save** button.
 11. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.
 12. To continue configuring other settings for this Moneris Checkout profile, see the list of options in [List of Moneris Checkout configurator settings](#) (page 8).

Configuring a Moneris Checkout profile's payment settings

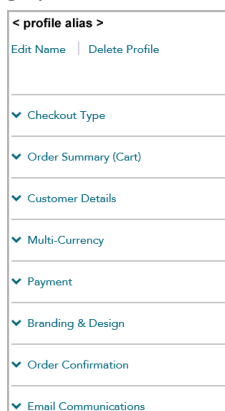
Specify the payment configuration for the Moneris Checkout profile that regulates your Moneris Checkout integration. This procedure describes how to configure a profile's payment settings, including digital wallets, card logos, card details, 3-D Secure, AVS, CVV, Moneris Kount, transaction type, gift cards, and transaction limits.

Important! Please ensure that you configure these settings per your ecommerce solution's integration requirements. You must develop your ecommerce solution per Moneris' integration specifications as outlined in [How to get started](#) (page 3).

1. Ensure the Moneris Checkout profile that you want to configure is open in your MCO configurator.

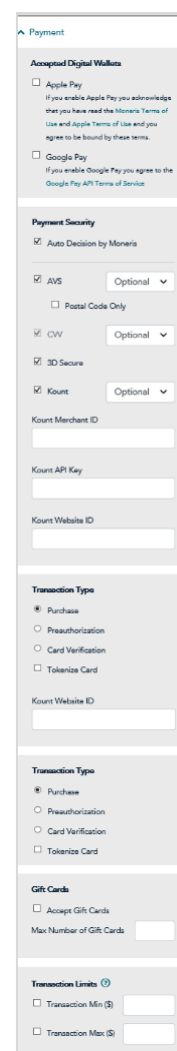
Note: If you need to reopen the profile, see [Reopening an existing Moneris Checkout profile](#) (page 7) for instructions.

2. On your MCO configurator's settings panel (shown below), click on **Payment**.



The screenshot shows a vertical list of settings categories in the MCO configurator. The categories are: Checkout Type, Order Summary (Cart), Customer Details, Multi-Currency, Payment, Branding & Design, Order Confirmation, and Email Communications. The 'Payment' category is currently selected and highlighted.

3. On expanded "Payment" menu (shown on the right), continue the next steps to configure the settings per your integration requirements.
4. Go to the "Accepted Digital Wallets" area, and enable/disable digital wallet support per your integration requirements:
 - To enable/disable Apple Pay, see [Configuring Apple Pay for a Moneris Checkout profile](#) (page 26).
 - To enable Google Pay, checkmark the **Google Pay** box, and then review the terms-of-use by clicking on **Google Pay API Terms of Service**. To disable Google Pay, unmark the **Google Pay** checkbox.
5. Go to the "Card Logos" area, and enable/disable the display of card logos for all card types enabled for your merchant account:
 - To display (enable) the display of card logos, checkmark the **Display Supported Cards** box.
 - To hide (disable) the display of card logos, unmark the **Display Supported Cards** box.



The screenshot shows the expanded 'Payment' settings panel. It includes sections for 'Accepted Digital Wallets' (with checkboxes for Apple Pay and Google Pay), 'Payment Security' (with checkboxes for AVS, CVV, 3D Secure, and Kount), 'Transaction Type' (with radio buttons for Purchase, Preauthorization, Card Verification, and Tokenize Card), 'Gift Cards' (with a checkbox for Accept Gift Cards), and 'Transaction Limits' (with checkboxes for Transaction Min and Transaction Max).

6. Go to the "Payment Security" area, and configure your checkout's fraud-prevention tools per your integration requirements:
 - a. Determine whether to allow Moneris to manage auto-decisioning concerning how transaction requests are handled and processed through your checkout:

Note: Decisions are based on fraud-prevention response codes from supported fraud-prevention tools such as AVS, CVV, 3-D Secure, and Moneris Kount. Auto-decisioning may/may not be configurable from your expanded menu and may be enabled/disabled by default depending on the fraud-prevention features for which your store is enabled.

 - To enable Moneris auto-decisioning, checkmark the **Auto Decision by Moneris** box.
 - To disable Moneris auto-decisioning, unmark the **Auto Decision by Moneris** box.
 - b. Enable/disable each fraud-prevention tool (**AVS**, **Postal Code Only**[‡], **CVV**, **3D Secure**, and **Kount**) if displayed on your expanded menu.

Note: To enable a fraud-prevention tool, checkmark the box beside the tool. To disable a tool, unmark the box beside the tool. The fraud-prevention tools displayed on your expanded menu are dependent on the fraud-prevention features for which your store is enabled. Some fraud-prevention tools may be enabled/disabled by default and may/may not be configurable from your expanded menu.
 - c. If "Auto Decision by Moneris" is enabled (step 6a) and you enabled one or more fraud-prevention tools in step 6b, configure each tool to make its "pass" response mandatory or optional in transaction requests (for each tool, select **Mandatory** or **Optional** from its corresponding drop-down).

Note: For supported Moneris auto-decisioning rule permutations, refer to the table in [Auto-decisioning rules and responses for Moneris Checkout](#) on page 24. This table can help inform your configuration choices.
 - d. If you checkmarked (enabled) the "Kount" fraud-prevention tool in step 6b (this tool is configurable if your store is enabled for Moneris Kount Enterprise), you must enter your Kount account details in the following Kount fields:
 - In the **Kount Merchant ID** field, enter your Kount merchant ID (if you need to obtain this ID, contact your authorized Kount representative).
 - In the **Kount API Key** field, enter your Kount API key (if you need to obtain this key, contact your authorized Kount representative).
 - In the **Kount Website ID** field, enter the ID of the Kount fraud-prevention program that you want to apply to your Moneris Checkout (if you need to obtain this ID, contact your authorized Kount representative).
7. Go to the "Transaction Type" area, and select the radio button beside a debit/credit transaction type (**Purchase**, **Pre-authorization**, or **Card Verification**) per your integration requirements.
 - To enable Moneris to tokenize transactions that are processed through your checkout and then store the token in the Moneris Vault upon successful completion of the transaction, checkmark the **Tokenize Card** box.

[‡] If "Postal Code Only" is enabled but "3D Secure" is disabled, checkout customers will be prompted to enter their postal code instead of a full billing address (billing address must be enabled for the profile). If "Postal Code Only" and "3D Secure" are both enabled, checkout customers will be prompted to enter their full billing address (if enabled) but only their postal code data will be sent for address verification. In all circumstances, if shipping address is enabled for the profile, checkout customers will be prompted to enter their full shipping address. (To enable/disable customer shipping and billing address fields, see [Configuring a Moneris Checkout profile's customer details settings](#) on page 14).

8. Go to the "Gift Cards" area, and enable/disable gift card processing per your integration requirements:

Note: To enable gift card processing, checkmark the **Accept Gift Cards** box (Moneris will always process a gift transaction as a "Purchase" even if your checkout is configured to support Pre-authorizations). To disable gift card processing, unmark the **Accept Gift Cards** box.

- If gift transactions are enabled, and you want to configure gift card limits, enter a numeric value from 1 to 5 in the **Max Number of Gift Cards** field. Otherwise, to disable limits, leave the field unfilled.

Note: The numeric value represents the number of gift cards that can be used to pay for any one transaction.

9. Go to the "Transaction Limits" area, and enable/disable a minimum and maximum transaction dollar limit type.

Note: Transaction limits control the maximum and minimum dollar amounts that can be charged for any one order submitted by a customer in the checkout. To enable a limit, checkmark the box beside the desired limit type (**Transaction Min (\$)** and **Transaction Max (\$)**), and then enter a dollar amount (#.##) in the corresponding field. To disable a limit, unmark the box beside the undesired limit type.

10. Save your new configuration settings:

- a. Go to the top of your live checkout preview, and click on the **Save** button.
- b. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.

Note: Your live preview area refreshes to reflect your updated configuration settings.

- To continue configuring other settings for this Moneris Checkout profile, see the list of options in [List of Moneris Checkout configurator settings](#) (page 8).

Auto-decisioning rules and responses for Moneris Checkout

If you enabled the "Auto Decision by Moneris" feature for your checkout as described in step 6.a (page 22) of [Configuring a Moneris Checkout profile's payment settings](#), please refer to the table below to inform your fraud-prevention tool configuration choices.

AVS = address verification service | CVV = card verification value¹ | CAVV = cardholder authentication verification value

Fraud-Prevention Tool	Enabled?	Pass Response Mandatory?	Deny Response Codes	Description of Deny Response Codes
AVS	Yes	Yes	C	Full address, including postal code, submitted but not verified due to incompatible formats.
		Yes	I	Address information not verified.
		Yes	N	No match, or no billing information supplied.
		Yes	R	Retry, system unable to process.
		No	N/A	AVS will be performed on address and postal code but no decision will be made by Moneris. Note: Client ² may opt to decision manually.
	No	N/A	N/A	AVS not performed.
Postal Code Only	Yes	Yes	C	Postal code submitted but not verified due to incompatible formats.
		Yes	I	Postal code submitted but not verified.
		Yes	N	Postal code submitted. No match, or no billing information supplied.
		Yes	R	Retry, system unable to process.
		No	N/A	Postal code verification will be performed, but no decision will be made by Moneris. Note: Client ² may opt to decision manually.
	No	N/A	N/A	AVS not performed.
CVV ¹	Always	Yes	N	No match.
			P	Not processed.
			S	CVV ¹ should be on card but no CVV ¹ was presented.
			D	Invalid security code. Note: American Express & JCB only.
			Other	Invalid response code.
		No	N/A	CVV ¹ will be performed but no decision will be made by Moneris. Note: Client may opt to decision manually.
3D Secure	Yes	Always	0	CAVV could not be verified or CAVV data was not provided when expected.
			B	CAVV passed verification—attempted authentication, no liability shift.
	No	N/A	N/A	3-D Secure not performed.

Fraud-Prevention Tool	Enabled?	Pass Response Mandatory?	Deny Response Codes	Description of Deny Response Codes
Kount (Essential)	Always	Always	N/A	Moneris denies transaction requests based on the risk categories assigned to the client upon enrolment in the Moneris Kount Essential solution. Note: <i>This setting cannot be changed as it is required for participation in the Moneris Kount Essential solution.</i>
Kount (Enterprise)	Yes	Yes	As per client's ² rules	Client ² determines rules and responses based on their risk portfolio. Moneris Checkout makes decisions based on an "Accept" or "Deny" notification from the client's rule configuration with Kount.
		No	As per client's ² rules	Client ² determines rules and responses based on their risk portfolio. Moneris Checkout will not make a decision based on these responses, but will return the response from Kount to the client to inform post-transaction risk management.
	No	N/A	N/A	Kount risk inquiry not performed.

¹ May be referenced as "CVD" (card verification digits) on Merchant Resource Center reports and transaction pages.

² Refers to you, the merchant.

Configuring Apple Pay for a Moneris Checkout profile

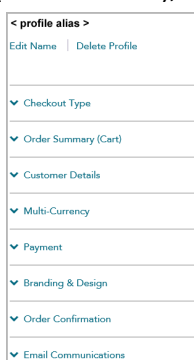
Define Apple Pay acceptance in the Moneris Checkout profile that regulates your Moneris Checkout integration. This procedure describes how to enable/disable a profile's Apple Pay acceptance.

Important! Please ensure that you configure this setting per your ecommerce solution's integration requirements. You must develop your ecommerce solution per Moneris' integration specifications as outlined in [How to get started](#) (page 3).

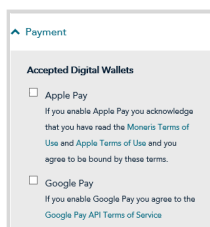
1. Ensure the Moneris Checkout profile that you want to configure is open in your MCO configurator.

Note: If you need to reopen the profile, see [Reopening an existing Moneris Checkout profile](#) (page 7) for instructions.

2. On your MCO configurator's settings panel (shown below), click on **Payment**.



3. On the expanded "Payment" menu (shown partially below), continue the next steps to configure Apple Pay per your integration requirements:



Do you want to enable Apple Pay acceptance in your Moneris Checkout integration?

To enable Apple Pay acceptance in your Moneris Checkout integration, you need to complete an Apple Pay configuration by registering one or more domains to allow Moneris to decrypt the Apple Pay payment token:

- If you have already registered the necessary domains/certificates, go to [Enabling Apple Pay in Moneris Checkout: using currently registered domain\(s\)](#) on page 27.
- If you need to register one or more domain(s), go to [Enabling Apple Pay in Moneris Checkout: registering a new domain](#) on page 28.

Do you want to disable Apple Pay acceptance in your Moneris Checkout integration?

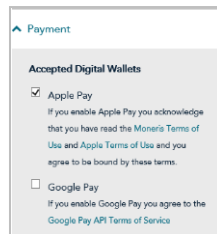
- Go to [Disabling Apple Pay in a Moneris Checkout profile](#) on page 30.

Enabling Apple Pay in Moneris Checkout: using currently registered domain(s)

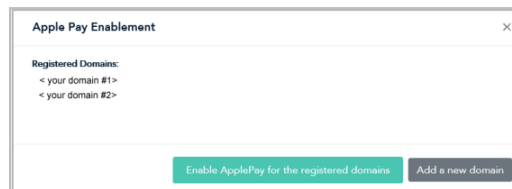
The steps below describe how to enable Apple Pay in your Moneris Checkout integration using one or more of the domains that you have already registered through your Merchant Resource Center store.

Note: This procedure continues from [Configuring Apple Pay for a Moneris Checkout profile](#) (page 26).

- a. On your profile's expanded "Payment" menu (shown partially below), locate the "Apple Pay" area under "Accepted Digital Wallets".



- b. Click on **Moneris Terms of Use**, and read the Moneris terms that display.
- c. Click on **Apple Terms of Use**, and read the Apple terms that display.
- d. Checkmark the **Apple Pay** box.
- e. When the "Apple Pay Enablement" dialog box displays (shown below), review its listing of your registered domain(s).



- f. Click on the dialog box's **Enable Apple Pay for the registered domains** button.
- g. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.
- Note:** Your live preview area refreshes to reflect your updated configuration settings.
- h. Go to the top of your live checkout preview, and click on the **Save** button.
- i. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.
- j. You have successfully followed the steps to enable Moneris to decrypt the Apple Pay payment token for your Moneris Checkout integration.

Note:

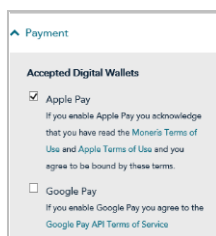
- If your customers want to use Apple Pay to pay for goods/services on your ecommerce solution, they must use the Safari browser.
 - If you ever need to register a new domain or deregister a domain for this profile, use the Merchant Resource Center's Apple Pay Configuration feature (refer to the "Apple Pay configuration" section in the **Merchant Resource Center User Manual** for details).
- k. To continue configuring other settings for this Moneris Checkout profile, see the list of options in [List of Moneris Checkout configurator settings](#) (page 8).

Enabling Apple Pay in Moneris Checkout: registering a new domain

The steps below describe how to enable Apple Pay acceptance in your Moneris Checkout integration using a new domain that you want to register now.

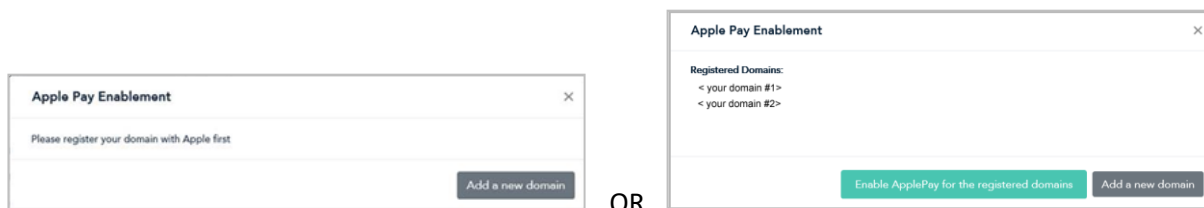
Note: This procedure continues from [Configuring Apple Pay for a Moneris Checkout profile](#) (page 26).

- a. On your profile's expanded "Payment" menu (shown partially below), locate the "Apple Pay" area under "Accepted Digital Wallets".



- b. Click on **Moneris Terms of Use**, and read the Moneris terms that display.
- c. Click on **Apple Terms of Use**, and read the Apple terms that display.
- d. Checkmark the **Apple Pay** box.
- e. When an "Apple Pay Enablement" dialog box displays (shown below), click on its **Add a new domain** button.

Note: If the dialog reads "Please register your domain with Apple first" (see image below on the left), it means this profile is not associated with a registered domain.



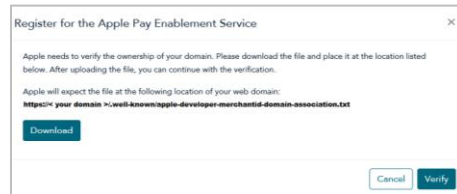
- f. When the "Register for the Apple Pay Enablement Service" dialog box displays (shown below), read its terms of service.



- g. In the **http//** field, enter the domain address that you want to register (include "www" in the address), and click on the **Next** button.

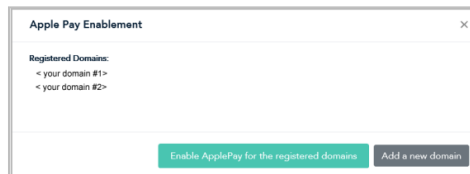
- h. When the dialog box refreshes, click on its **Download** button.

Important! This action will initiate the download of a file to your computer.



- i. Ensure that you place the file in the location for your Website as specified in the dialog box (this will allow Apple to validate your domain), then click on the **Verify** button.
- j. When the "Apple Pay Enablement" dialog box displays (shown below), review its listing of your registered domain(s).

Note: The domain that you just registered will be listed in this dialog box along with any of your other registered domain(s) if any.



- k. Do one of the following:
- If you want to register another domain, repeat steps e to j of this procedure.
 - If you do not want to add another domain, go to step l.
- l. Click on the dialog box's **Enable Apple Pay for the registered domains** button.
- m. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.
- n. Go to the top of your live checkout preview, and click on the **Save** button.
- o. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.
- p. You have successfully followed the steps to enable Moneris to decrypt the Apple Pay payment token for your Moneris Checkout integration.

Note:

- If your customers want to use Apple Pay to pay for goods/services on your ecommerce solution, they must use the Safari browser.
 - If you ever need to register a new domain or deregister a domain for this profile, use the Merchant Resource Center's Apple Pay Configuration feature (refer to the "Apple Pay configuration" section in the **Merchant Resource Center User Manual** for details).
- q. To continue configuring other payment-related settings for this Moneris Checkout profile, see Configuring a Moneris Checkout profile's payment settings (page 21).
- To configure other settings for this Moneris Checkout profile, see the options listed in List of Moneris Checkout configurator settings (page 8).

Disabling Apple Pay in a Moneris Checkout profile

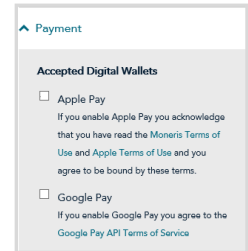
The steps below describe how to disable Apple Pay acceptance in your Moneris Checkout integration.

Note: This procedure continues from [Configuring Apple Pay for a Moneris Checkout profile](#) (page 26).

- a. On your profile's expanded "Payment" menu (shown partially below), locate the "Apple Pay" area under "Accepted Digital Wallets".
- b. Unmark the **Apple Pay** checkbox.
- c. Go to the top of your live checkout preview, and click on the **Save** button.
- d. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.

Note: Your live preview area refreshes to reflect your updated configuration settings.

- e. To continue configuring other payment-related settings for this Moneris Checkout profile, see [Configuring a Moneris Checkout profile's payment settings](#) (page 21).
 - To configure other settings for this Moneris Checkout profile, see the list of options in [List of Moneris Checkout configurator settings](#) (page 8).



Configuring a Moneris Checkout profile's branding and design settings

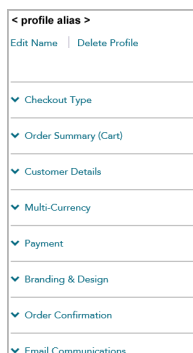
Specify the branding and design configuration for the Moneris Checkout profile that regulates your Moneris Checkout integration. This procedure describes how to configure a profile's branding and design settings, including logo, colours, and customizations like payment window type, merchant name, headers, footers, and navigation button names.

Important! Please ensure that you configure these settings per your ecommerce solution's integration requirements. You must develop your ecommerce solution per Moneris' integration specifications as outlined in [How to get started](#) (page 3).

1. Ensure the Moneris Checkout profile that you want to configure is open in your MCO configurator.

Note: If you need to reopen the profile, see [Reopening an existing Moneris Checkout profile](#) (page 7) for instructions.

2. On your MCO configurator's settings panel (shown below), click on **Branding & Design**.



< profile alias >
Edit Name | Delete Profile

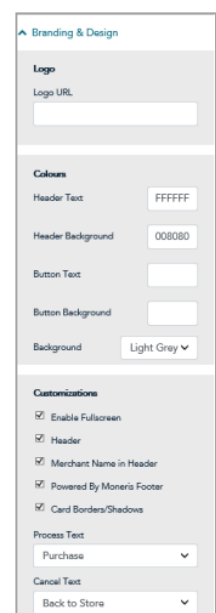
- ▼ Checkout Type
- ▼ Order Summary (Cart)
- ▼ Customer Details
- ▼ Multi-Currency
- ▼ Payment
- ▼ Branding & Design
- ▼ Order Confirmation
- ▼ Email Communications

3. On the expanded "Branding & Design" menu (shown below), continue the next steps to configure the settings per your integration requirements.

4. Go to the "Logo" area, and enable/disable a logo.

Note: To enable a logo, enter the logo image file address in the **URL** field. Otherwise, to disable a logo, leave the **URL** field unfilled.

5. Go to the "Colours" area, and do the following:
 - a. In the **Header Text** and **Header Background** fields, enter HEX values to format the respective colour aspects of your checkout header.
 - b. In the **Button Text** and **Button Background** fields, enter HEX values to format the respective colour aspects of the button on which your customer will click on to submit their order for processing.
 - c. In the "Background" drop-down list, click on a supported background colour (e.g., **Light Grey** or **White**).



▲ Branding & Design

Logo
Logo URL

Colours
Header Text:
Header Background:
Button Text:
Button Background:
Background:

Customizations
☒ Enable Fullscreen
☒ Header
☒ Merchant Name in Header
☒ Powered By Moneris Footer
☒ Card Borders/Shadows
Process Text:
Cancel Text:

6. Go to the "Customizations" area, and do the following:
 - a. Determine which agent controls the size of your checkout's payment form window:
 - To enable Moneris to control the size of the payment form window, checkmark the **Enable Fullscreen** box.
***Note:** If this option is enabled, you may customize your checkout's payment form further by configuring additional options on your expanded menu as instructed in step 6b of this procedure.*
 - To control the size of the payment form window yourself, unmark the **Enable Fullscreen** box.
 - b. Enable/disable the payment form customization options **Header**, **Merchant Name in Header**, **Powered By Moneris Footer**, and **Card Borders/Shadows** per your requirements.
***Note:** If the "Enable Fullscreen" customization option is disabled (unmarked), all other payment form customization options on your expanded menu will be disabled (greyed out/locked) except for the "Card Borders/Shadows" setting.*
 - To enable a customization, checkmark the box beside the desired customization.
 - To disable a customization, unmark the box beside the undesired customization.
 - c. From the "Process Text" drop-down list, select a label to display on the button on which your checkout customers will click to submit their order (e.g., **Checkout**, **Buy**, **Purchase**, **Book**, **Subscribe**, **Donate**, or **Process**).
 - d. From the "Cancel Text" drop-down list, select the text of the hyperlink on which your checkout customers will click to interrupt the submission of their order so that they can return to your ecommerce site (e.g., **Cancel**, **Back**, **Back to Store**, or **Continue Shopping**).
7. Save your new configuration settings:
 - a. Go to the top of your live checkout preview, and click on the **Save** button.
 - b. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.
***Note:** Your live preview area refreshes to reflect your updated configuration settings.*
8. To continue configuring other settings for this Moneris Checkout profile, see the list of options in [List of Moneris Checkout configurator settings](#) (page 8).

Configuring a Moneris Checkout profile's order confirmation settings

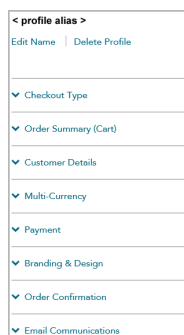
Specify the order confirmation configuration for the Moneris Checkout profile that regulates your Moneris Checkout integration. This procedure describes how to configure a profile's order confirmation processing settings, including all available order details and a customizable message.

Important! Please ensure that you configure these settings per your ecommerce solution's integration requirements. You must develop your ecommerce solution per Moneris' integration specifications as outlined in [How to get started](#) (page 3).

1. Ensure the Moneris Checkout profile that you want to configure is open in your MCO configurator.

Note: If you need to reopen the profile, see [Reopening an existing Moneris Checkout profile](#) (page 7) for instructions.

2. On your MCO configurator's settings panel (shown below), click on **Order Confirmation**.

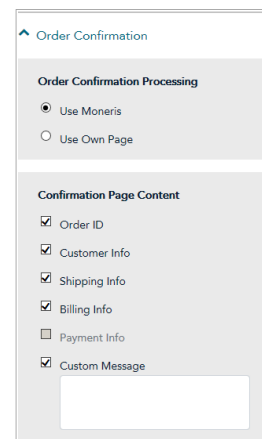


3. On the expanded "Order Confirmation" menu (shown below), go to the "Order Confirmation Processing" area, and set which agent is to perform the order confirmation processing for your checkout:

- To enable Moneris to perform the order confirmation processing, select the **Use Moneris** radio button.
- To enable your own system to perform the order confirmation processing, select the **Use Own Page** radio button.

4. Go to the "Confirmation Page Content" area, and enable/disable specific information fields (**Order ID**, **Customer Info**, **Shipping Info**, **Billing Info**, **Payment Info**, and **Custom Message**) to include in your checkout's confirmation page.

Note: To enable a field, checkmark the box beside the desired field (if you enabled the **Custom Message** field, enter your message in the field). To disable a field, unmark the box beside the undesired field. If a field/checkbox is greyed out/locked, it means you cannot enable/disable it from the settings panel.



5. Save your new configuration settings:

- a. Go to the top of your live checkout preview, and click on the **Save** button.
- b. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.

Note: Your live preview area refreshes to reflect your updated configuration settings.

6. To continue configuring other settings for this Moneris Checkout profile, see the list of options in [List of Moneris Checkout configurator settings](#) (page 8).

Configuring a Moneris Checkout profile's confirmation email content

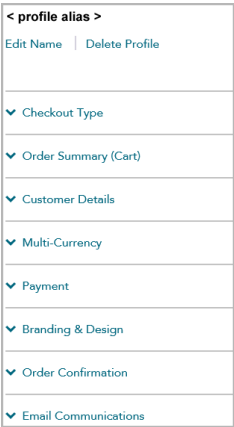
Specify the email content configuration for the Moneris Checkout profile that regulates your Moneris Checkout integration. This procedure describes how to configure a profile's confirmation email content settings, including order, payment, customer, and shipping details; and host responses that trigger auto-responses.

Important! Please ensure that you configure these settings per your ecommerce solution's integration requirements. You must develop your ecommerce solution per Moneris' integration specifications as outlined in [How to get started](#) (page 3).

1. Ensure the Moneris Checkout profile that you want to configure is open in your MCO configurator.

Note: If you need to reopen the profile, see [Reopening an existing Moneris Checkout profile](#) (page 7) for instructions.

2. On your MCO configurator's settings panel (shown below), click on **Email Communications**.



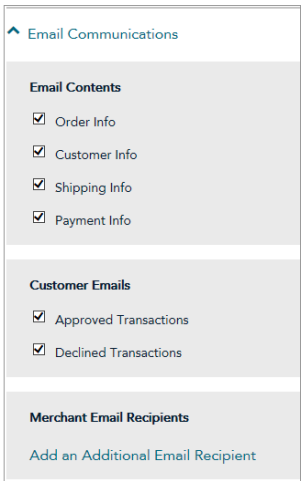
3. On the expanded "Email Communications" menu (shown below), continue the next steps to configure the settings per your integration requirements.

4. Go to the "Email Contents" area, and enable/disable fields (**Order Info**, **Customer Info**, **Shipping Info**, and **Payment Info**) for your confirmation emails.

Note: To enable a field, checkmark the box beside the desired field. To disable a field, checkmark the box beside the undesired field.

5. Go to the "Customer Emails" area, and specify which host response (**Approved Transactions** and/or **Declined Transactions**) can trigger the sending of a confirmation email to your checkout customer.

Note: To enable a response trigger, checkmark the box beside the desired response trigger. To disable a response trigger, unmark the box beside the undesired response trigger.



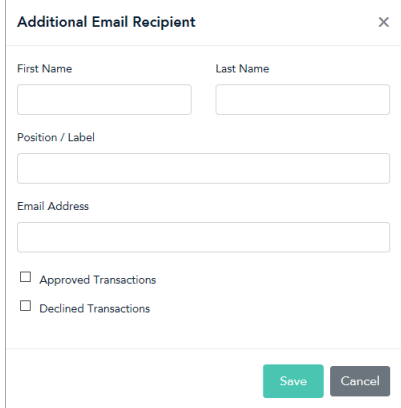
6. Add/remove a merchant recipient email address to receive confirmation emails:

Note: Whenever a confirmation email is sent to a customer, an email will be sent concurrently to the recipient email address(es) that you designate.

To add a new merchant email recipient address:

- a. Go to the "Merchant Email Recipients" area, and click on **Add an Additional Email Recipient**.
- b. When the "Additional Email Recipient" dialog box displays (shown below), do the following:

- In the **First Name** field, enter the additional recipient's first name.
- In the **Last Name** field, enter the additional recipient's last name.
- In the **Position/Label**, enter the additional recipient's position title.
- In the **Email Address** field, enter the additional recipient's email address to which you want customer confirmation emails to be sent.
- To enable the additional recipient to receive customer confirmation emails for transactions that are approved, checkmark the **Approved Transactions** box.
- To enable the additional recipient to receive customer confirmation emails for transactions that are declined, checkmark the **Declined Transactions** box.



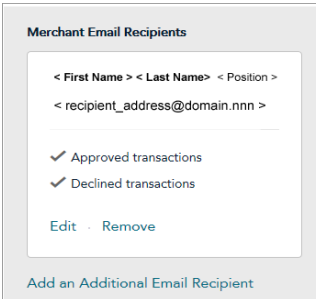
- c. Click on the **Save** button in the dialog box.
- d. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.

Note: When the page refreshes, the added merchant address will be listed in the "Merchant Email Recipients" area on the expanded menu (shown in the procedure below at step a).

- e. Repeat these steps to add multiple recipient addresses as necessary.

Editing a merchant email recipient address that is set to receive customer confirmation emails:

- a. Go to the "Merchant Email Recipients" area on the expanded menu (shown below), and locate the recipient address that you want to edit.



- b. Click on **Edit**.
- c. When the "Edit Email Recipient" dialog box displays (shown below), edit any of the fields/settings as desired.

Note: For description of fields/settings, refer to the procedure describing how to add a merchant address.

- f. Click on the **Save** button.
- g. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.

Removing a merchant email recipient address that is set to receive customer confirmation emails:

- a. Go to the "Merchant Email Recipients" area on the expanded menu (shown below), and locate the recipient address that you want to remove.

- b. Click on **Remove**.
- c. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.

Note: When the page refreshes, the removed recipient address will be de-listed from the "Merchant Email Recipients" area on the expanded menu.

7. Save your new configuration settings:

- a. Go to the top of your live checkout preview, and click on the **Save** button.
- b. When the "Success" dialog box displays, click on its **OK** button to close the dialog box.

Note: Your live preview area refreshes to reflect your updated configuration settings.

8. To continue configuring other settings for this Moneris Checkout profile, see the list of options in [List of Moneris Checkout configurator settings](#) (page 8).

Deleting a Moneris Checkout profile

The steps below describe how to delete an existing Moneris Checkout profile.

Important! Please ensure that you perform this operation per your ecommerce solution's integration requirements. A profile's unique checkout ID is used in the preload request to identify your ecommerce solution's Moneris Checkout integration. You must develop your ecommerce solution per Moneris' integration specifications as outlined in [How to get started](#) (page 3).

1. On the menu bar, click on **Admin > Moneris Checkout Config.**
2. When the "Moneris Checkout Configuration" page displays a list of your existing profiles (see example below), locate the profile that you want to delete, and click on its **Edit** button.

CHECKOUT_ID	ALIAS	CREATE DATE	
< chsABCD00000 >	< profile alias >	< Month DD YYYY HH:MM:SS.000 AM/PM >	Edit
< chsEFGH00000 >	< profile alias 1 >	< Month DD YYYY HH:MM:SS.000 AM/PM >	Edit
< chsIJKL00000 >	< profile alias 2 >	< Month DD YYYY HH:MM:SS.000 AM/PM >	Edit
< chsMNOP00000 >	< profile alias 3 >	< Month DD YYYY HH:MM:SS.000 AM/PM >	Edit

3. When the desired profile opens, go to the top of your MCO configurator's settings panel (shown below), and click on **Delete Profile**.

< profile alias >

[Edit Name](#) | [Delete Profile](#)

▼ Checkout Type

▼ Order Summary (Cart)

▼ Customer Details

▼ Multi-Currency

▼ Payment

▼ Branding & Design

▼ Order Confirmation

▼ Email Communications

4. When the "Moneris Checkout Configuration" page displays, confirm that the deleted profile is no longer listed.
5. For other Moneris Checkout options (e.g., to create a new profile or edit an existing one), see [How to get started](#) (page 3).



Merchant Support

At Moneris, help is always here for you.

If you need assistance with your payment processing solution, we're here to help, 24/7.

We're only one click away.

- Visit moneris.com/support-gateway to:
 - download additional copies of this guide and other resources
 - download the ***Merchant Resource Center User Manual***
- Visit the Moneris Developer Portal (<https://developer.moneris.com/>) to download/view:
 - integration guides
 - APIs
- Visit shop.moneris.com to purchase point-of-sale supplies and receipt paper
- Visit moneris.com/insights for business and payment news, trends, customer success stories, and quarterly reports & insights

Need us on-site? We'll be there.

One call and a knowledgeable technician can be on the way. Count on minimal disruptions to your business as our Field Services provide assistance with your payment terminals.

Can't find what you are looking for?

Call Moneris Customer Care (available 24/7) toll-free at **1-866-319-7450**, or email onlinepayments@moneris.com. We'll be happy to help.

You can also send us a secure message 24/7 by logging in to Merchant Direct® at moneris.com/mymerchantdirect.



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