

## Installation Guide for Novalnet MemberPress Plugin

Version	Date	Remarks
1.0.1	23.08.2023	<b>[Fix]</b> Compatible for MemberPress version 1.11.15

🔑 For previous version changelog, go to

<https://github.com/Novalnet-AG/memberpress-payment-integration-novalnet/blob/main/changelog.txt>

## TABLE OF CONTENTS

<b>1 QUICK SETUP .....</b>	<b>3</b>
1.1 Plugin Installation .....	3
1.2 Global Configuration in the MemberPress shop system.....	4
1.2.1 Notification/Webhook configuration in the Novalnet Admin Portal .....	7
1.3 Payment Activation in the Novalnet Admin Portal .....	8
<b>2 NOVALNET PAYMENT RECEIPT .....</b>	<b>11</b>
<b>3 TESTING AND GOING LIVE .....</b>	<b>12</b>
<b>4 ADDITIONAL CONFIGURATION .....</b>	<b>12</b>
4.1 Additional configuration for all the payment methods.....	12
<b>5 MANAGING MEMBERPRESS ADMIN PANEL .....</b>	<b>14</b>
5.1 Transaction Management .....	14
5.2 Transaction Overview .....	14
5.3 Cycle details for Instalment payments .....	15
5.4 Refunding a transaction .....	15
<b>6 MANAGING SUBSCRIPTION .....</b>	<b>15</b>
6.1 Suspending / Reactivating subscriptions.....	15
6.2 Cancelling subscriptions .....	16
<b>7 UNINSTALLATION .....</b>	<b>17</b>
<b>8 TECHNICAL SUPPORT THROUGH NOVALNET .....</b>	<b>17</b>

## 1 QUICK SETUP

This guide describes the quick installation procedure of Novalnet payment plugin in your shop system and to start accepting payments worldwide. For this integration, a Novalnet merchant account is needed to accept Novalnet payments, so please make sure that you have received your merchant account details from our sales team. If not, drop a mail to [sales@novalnet.de](mailto:sales@novalnet.de)

This Novalnet payment plugin version (1.0.1) supports the following versions:

 WordPress	 memberpress
5.0 - 6.4.2	1.9.37 - 1.11.5

To get started:

1. Log in to the [Novalnet Admin Portal](#) with your merchant account details (user credentials)
2. Log in to your MemberPress shop system.
3. Make sure that you have extracted the payment plugin package from the zip file you have received. If you have received only the installation guide without the payment plugin package (zip file), please send us a mail to [technic@novalnet.de](mailto:technic@novalnet.de) with your merchant ID.

### 1.1 Plugin Installation

To install the Novalnet Payment Plugin, please go to your shop system and follow the steps below

**Step 1:** Navigate to **Plugins** → **Add New** in your shop admin panel as shown below,

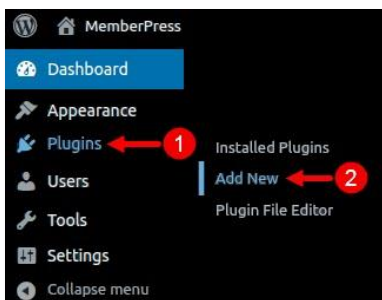


Figure 1

**Step 2:** Next to **Add Plugins**, click **Upload Plugin**.

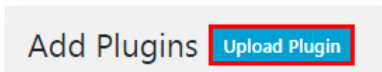


Figure 2

**Step 3:** In the next window that appears, click **Choose File** and choose the file **memberpress-novalnet.zip** included in the Novalnet MemberPress payment plugin package. Click **Install Now** to upload it into your shop system.

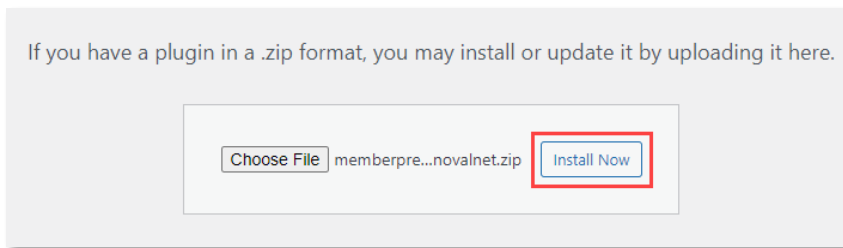


Figure 3

**Step 4:** After the installation, click **Activate Plugin** as shown below,

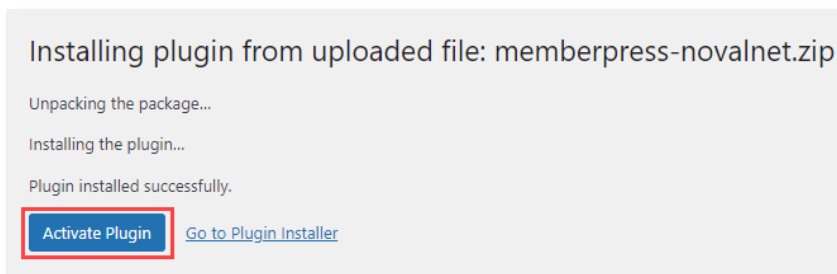


Figure 4

## 1.2 Global Configuration in the MemberPress shop system

The main configuration occurs in your **MemberPress** shop system as well as in the [Novalnet Admin Portal](#).

**Step 1:** In your **MemberPress** shop system, navigate to **MemberPress → Settings**.

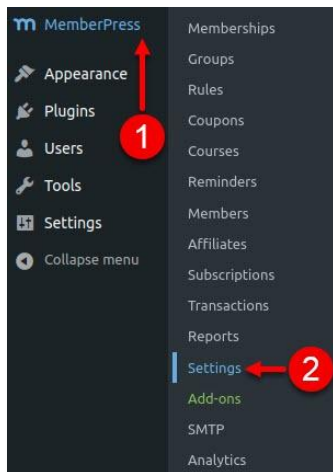


Figure 5

**Step 2:** Select **Payments** tab and click **Add Payment Method**.

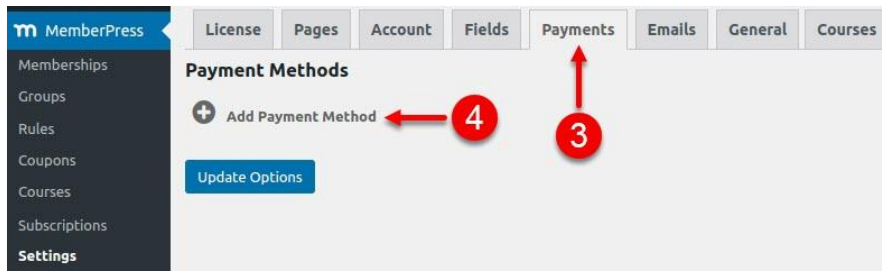


Figure 6

**Step 3:** Under **Gateway**, choose **Novalnet** from the dropdown list.

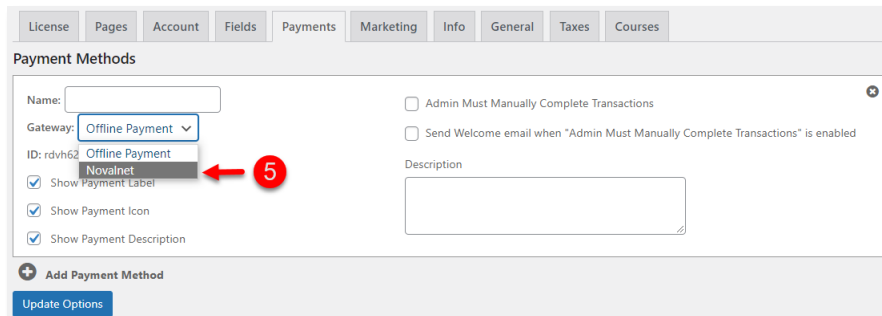


Figure 7

Enter the following keys as shown below:

- Product activation key** - a unique token for merchant authentication and payment processing.
- Payment access key** - a secret key assigned to each merchant which encrypts the data to avoid user manipulation and fraud.
- Tariff ID** - a unique identifier created based on the tariff type at Novalnet.

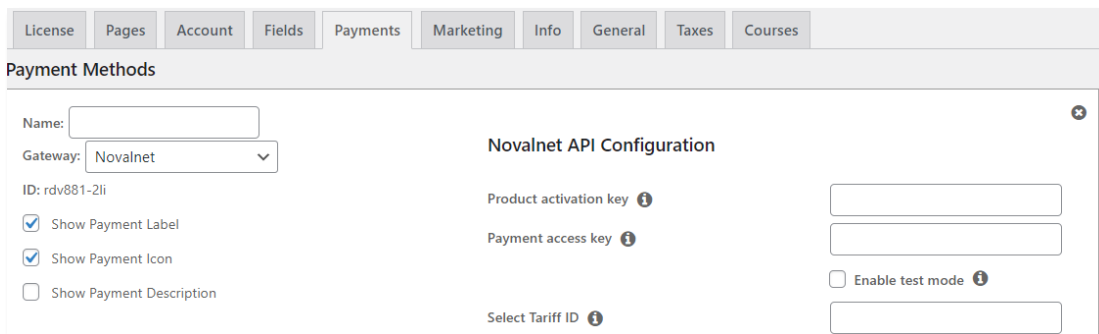


Figure 8

To get your **Product activation key** and **Payment access key**, go to the [Novalnet Admin Portal](#), navigate to **Projects** menu and click  icon on the right to view your project details as shown below,

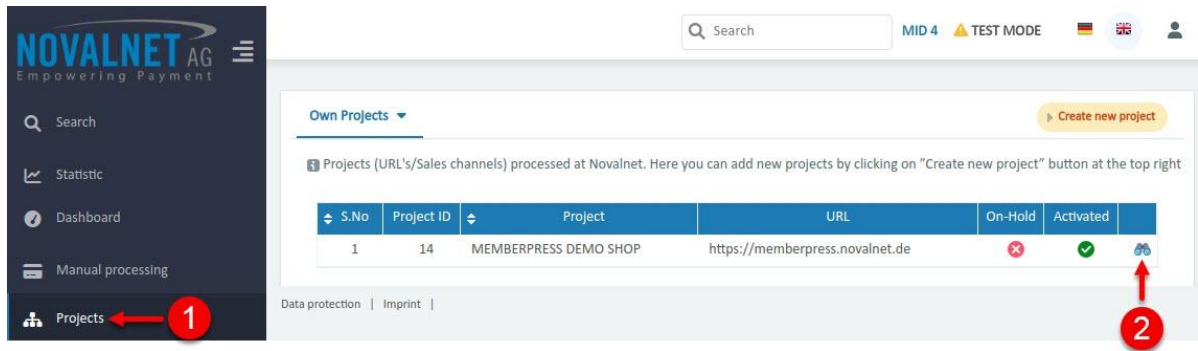


Figure 9

Click **API credentials** copy the **API Signature (Product activation key)** and **Payment access key** as shown below,

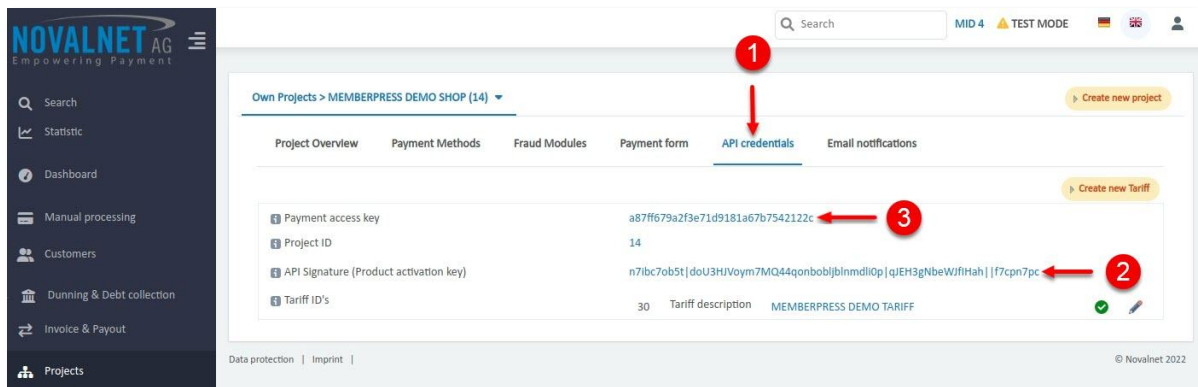


Figure 10

Paste the copied **Product activation key** and **Payment access key** in the respective fields in your shop system. Next, choose the Tariff ID that you have created in the [Novalnet Admin Portal](#) for this MemberPress shop system. Tariff ID is a unique identifier created based on the tariff type at Novalnet. Select your preferred **Tariff ID** from the drop-down menu and click **Update Options** to update the changes.

Name:   
Gateway: Novalnet  
  
ID: rdtbct-68s  
☒ Show Payment Label  
☒ Show Payment Icon

### Novalnet API Configuration

Product activation key ⓘ  
Payment access key ⓘ  
Select Tariff ID ⓘ

n7ibc7ob5t|doU3HJVoy7MQ44qonbobljblnmdliOp|

a87ff679a2f3e71d9181a67b7542122c

☐ Enable test mode ⓘ  
MEMBERPRESS DEMO TARIFF

Figure 11

### 1.2.1 Notification/Webhook configuration in the Novalnet Admin Portal

In the **Novalnet API Configuration** page on your shop system you will find your **Notification / Webhook URL** under **Notification / Webhook URL Setup** as shown below

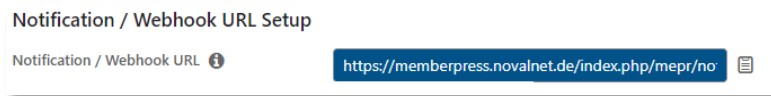


Figure 12

Click **Configure** to setup this **Notification / Webhook URL** in the **Novalnet Admin Portal**.

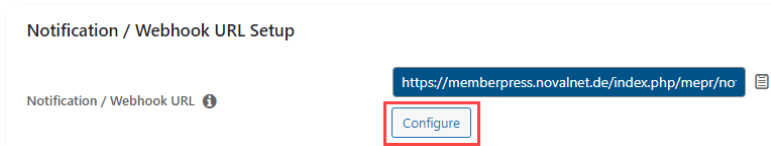


Figure 13

After successful configuration, your shop **Webhook URL** will be linked with your Novalnet Merchant account which can be seen under **Vendor script URL/ Notification & Webhook URL** field under **API credentials** of your project as shown below,

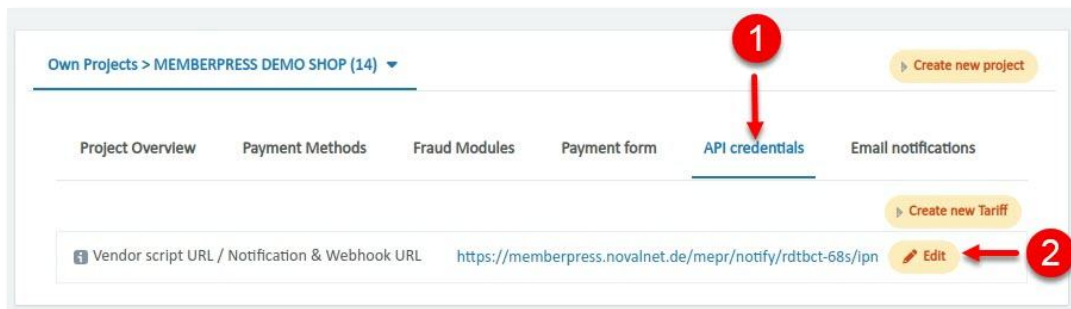


Figure 14

In your shop system, you can additionally test the **Webhook URL** manually and send notification emails to specific email addresses as shown below,

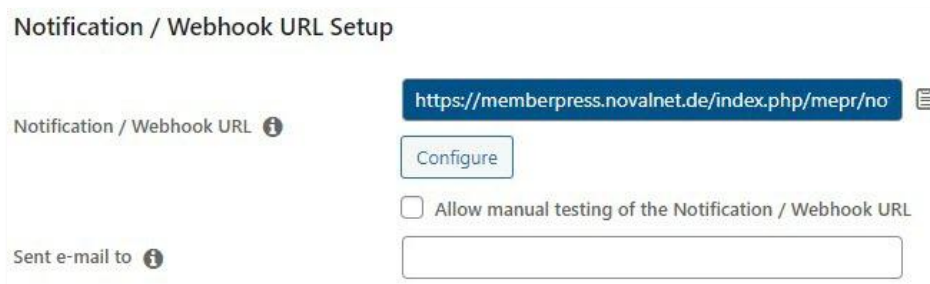


Figure 15

- ① **Notification / Webhook URL** - Required to keep the merchant's database/system up to date and synchronized with Novalnet (for example: up-to-date transaction status delivery).
- ① **Allow manual testing of the Notification / Webhook URL** - Enable this to test the Novalnet Notification / Webhook URL manually. Disable this before setting your shop system live, to block unauthorized calls from external parties.
- ① **Send e-mail to** - Every execution will be sent as a message to the e-mail address defined in this field.

### 1.3 Payment Activation in the Novalnet Admin Portal

All the Novalnet supported payment methods can be viewed here: [www.novalnet.com/payment](https://www.novalnet.com/payment). If you have questions on the payment methods or have additional payment method requests, please contact [sales@novалnet.de](mailto:sales@novалnet.de)

To activate the [preferred payment methods](#) for your website, navigate to [Novalnet Admin Portal](#) → **Projects** → Choose your project → **Payment Methods**, click **Edit Payment Methods** in the top right corner as shown below,

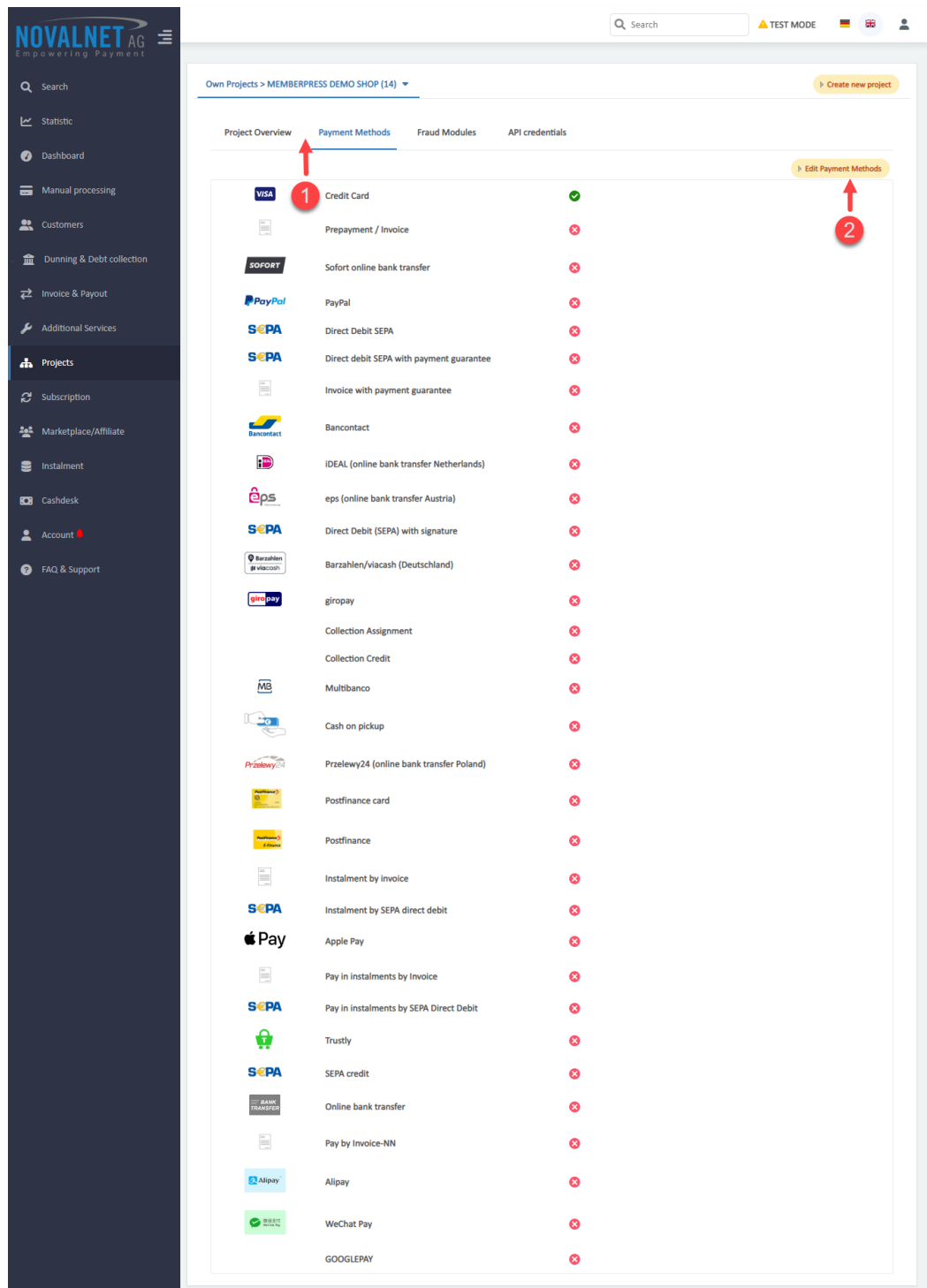


Figure 16



Now select the preferred payment methods and click **Update** to activate them.

The screenshot displays the 'Payment Methods' configuration interface within the NOVALNET AG system. The left sidebar contains navigation options like 'Statistic', 'Dashboard', 'Manual processing', 'Customers', 'Dunning & Debt collection', 'Invoice & Payout', 'Additional Services', 'Projects', 'Subscription', 'Marketplace/Affiliate', 'Instalment', 'Cashdesk', 'Account', and 'FAQ & Support'. The main content area shows a list of payment methods under the 'Payment Methods' tab. Each method has a checkbox for selection. A red box highlights the 'Update' button at the bottom left. A yellow tooltip 'Activation request' points to the 'Barzahlen/viacash (Deutschland)' method.

Payment Method	Selected
VISA Credit Card	<input checked="" type="checkbox"/>
Prepayment / Invoice	<input checked="" type="checkbox"/>
SOFORT Sofort online bank transfer	<input checked="" type="checkbox"/>
PayPal	<input checked="" type="checkbox"/>
SEPA Direct Debit SEPA	<input checked="" type="checkbox"/>
SEPA Direct debit SEPA with payment guarantee	<input checked="" type="checkbox"/>
Invoice with payment guarantee	<input checked="" type="checkbox"/>
Bancontact	<input checked="" type="checkbox"/>
IDEAL (online bank transfer Netherlands)	<input checked="" type="checkbox"/>
eps (online bank transfer Austria)	<input checked="" type="checkbox"/>
SEPA Direct Debit (SEPA) with signature	<input checked="" type="checkbox"/>
Barzahlen/viacash (Deutschland)	<input checked="" type="checkbox"/>
giropay	<input checked="" type="checkbox"/>
Collection Assignment	<input checked="" type="checkbox"/>
Collection Credit	<input checked="" type="checkbox"/>
MSB Multibanco	<input checked="" type="checkbox"/>
Cash on pickup	<input checked="" type="checkbox"/>
Przelewy24 (online bank transfer Poland)	<input checked="" type="checkbox"/>
Postfinance card	<input checked="" type="checkbox"/>
Postfinance	<input checked="" type="checkbox"/>
Instalment by invoice	<input checked="" type="checkbox"/>
Instalment by SEPA direct debit	<input checked="" type="checkbox"/>
Apple Pay	<input checked="" type="checkbox"/>
Pay in instalments by Invoice	<input checked="" type="checkbox"/>
Pay in instalments by SEPA Direct Debit	<input checked="" type="checkbox"/>
Trustly	<input checked="" type="checkbox"/>
SEPA credit	<input checked="" type="checkbox"/>
Online bank transfer	<input checked="" type="checkbox"/>
Pay by Invoice-NN	<input checked="" type="checkbox"/>
Alipay	<input checked="" type="checkbox"/>
WeChat Pay	<input checked="" type="checkbox"/>
GOOGLEPAY	<input checked="" type="checkbox"/>

Figure 17

To use the **PayPal** payment method, configure the **PayPal API** details in [Novalnet Admin Portal](#) as shown below,

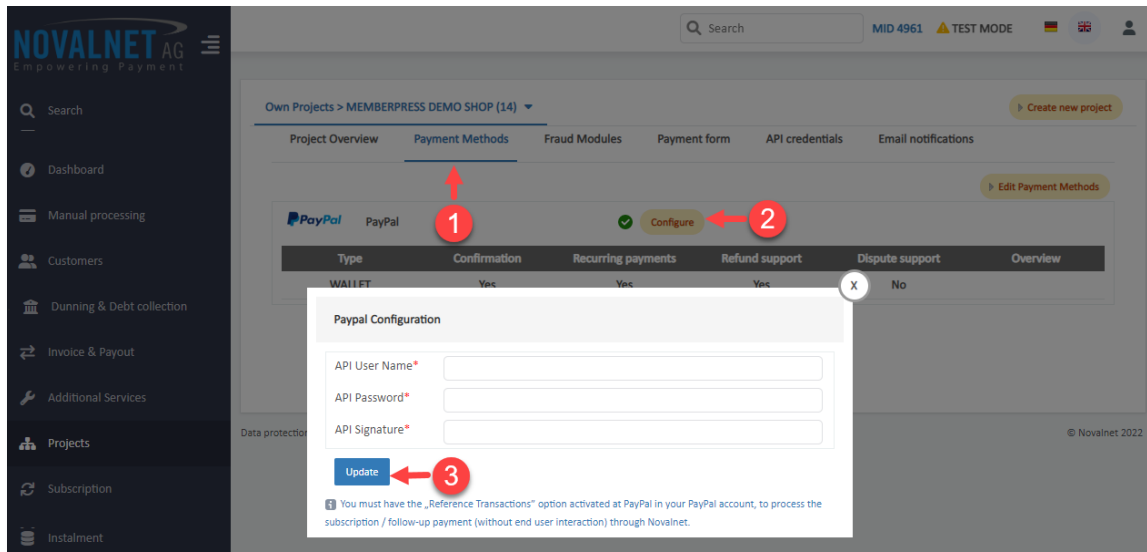


Figure 18

To use the **PostFinance** payment method, configure **Ep2-Merchant ID** details in [Novalnet Admin Portal](#) as shown below,

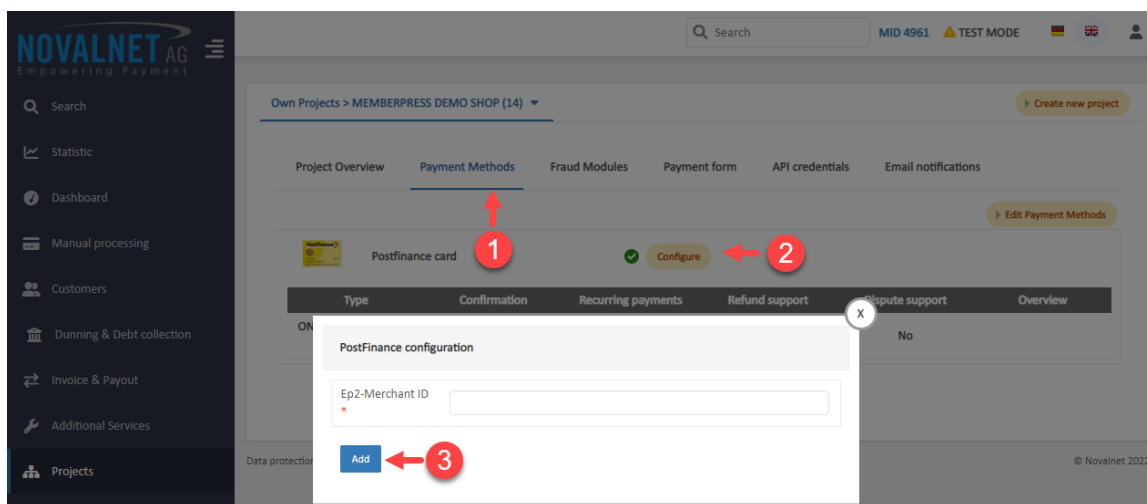


Figure 19

## 2 NOVALNET PAYMENT RECEIPT

The **Novalnet Payment Receipt** notice is sent to the end-customer to pay for the transactions where banks details are displayed based on the payment type chosen.

☛ *This option is available only for **Invoice, Instalment by Invoice, Prepayment, Barzahlen/viacash and Multibanco.***

To send Novalnet Payment Receipt, please ensure if the Send **Novalnet Payment Receipt** notice action is enabled under navigate to **MemberPress → Settings → Emails.**

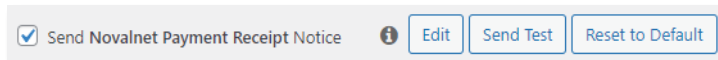


Figure 20

The payment receipt will be sent to the customer as shown below,

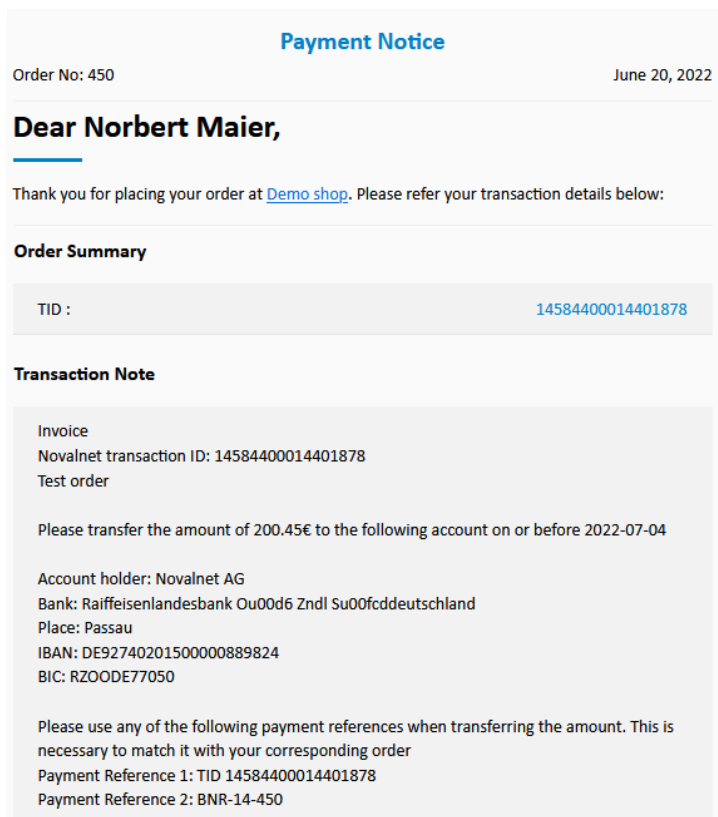
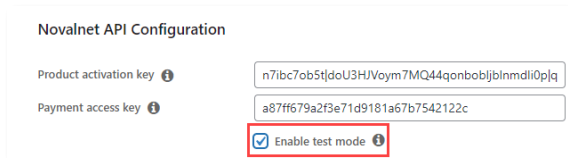



Figure 21


### 3 TESTING AND GOING LIVE

Execute test transactions by navigating to **Payments** → check **Enable test mode**. In the test mode the transaction amount will not be charged by Novalnet.



**Novalnet API Configuration**

Product activation key 

Payment access key 


☒ **Enable test mode** 

Figure 22

- ① Before going **Live**, change the payment configurations to update the payment settings in the shop admin panel.
- ① Refer below URL for the Novalnet test payment data for testing  
<https://developer.novalnet.de/testing/>

### Execute orders in LIVE MODE

To proceed with **LIVE** orders, don't forget to uncheck/disable the **Enable test mode** option in the payment configuration page.

- ① If you have any recommendations or suggestions for improvement, kindly share your thoughts with us on [technic@novalnet.de](mailto:technic@novalnet.de) or call us at +49 89 9230683-19.
- ① Are you happy with our service and support? Please spend a few minutes to share your success [here](#).

## 4 ADDITIONAL CONFIGURATION

### 4.1 Additional configuration for all the payment methods

For additional payment configuration settings, navigate to **MemberPress** → **Settings** → **Payments** and configure the required additional payment settings.

#### Name

Enter the gateway name that will be displayed on the checkout page.



Name:

Gateway: Novalnet


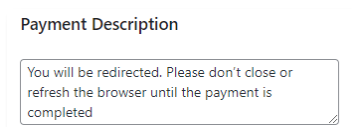


Figure 23

#### Payment Description


Provide the payment description that will be displayed on the checkout page based on the payment method chosen.



**Payment Description**

Figure 24

### Payment Action (Debit immediately / Reserve funds for later)

 This option is available only for **Credit/Debit Cards, Direct Debit SEPA, Instalment by Direct Debit SEPA, Invoice, Instalment by Invoice, Prepayment and PayPal**.

You can choose between two options – **Capture** and **Authorize** which are both explained below,

- ① **Capture** - This is the default setting where transactions are directly confirmed, and funds are automatically transferred from buyer's account to the merchant account. This can be changed as per your business requirement.



Payment action: ⓘ Capture ▾

Figure 25

- ① **Authorize** - Payment details are verified while the funds are reserved, which will be captured later. Please note for card payments, if you fail to execute a capture within 14 days the reservation on the card will automatically expire!



Payment action: ⓘ Authorize ▾

Figure 26

## Payment due date (in days)

☛ This option is available only for **Invoice**, **Prepayment** and **Direct Debit SEPA**.

**Payment due date (in days)** refers to the duration (number of days) given for the buyer to complete the payment. The payment process and duration may differ for each payment method.



Payment due date (in days) ⓘ

Figure 27

- ① For **Invoice** and **Prepayment**, enter the number of days given to the buyer to transfer the amount to Novalnet (must be greater than 7 days). If this field is left blank, 14 days will be set by default.
- ① For **Direct Debit SEPA**, enter the number of days after which the payment is debited (must be in between 2 -14 days).

## Slip expiry date (in days)

☛ This option is available only for **Barzahlen/viacash**.

**Slip expiry date (in days)** refers to the duration (number of days) given for the buyer to complete the payment. The payment process and duration may differ for each payment method.



**Barzahlen/viacash**  
Slip expiry date (in days) ⓘ

Figure 28

- ① For **Barzahlen/viacash**, enter the number of days given to the buyer to pay at a store nearby. If this field is left blank, 14 days will be set by default for slip expiry.

## Instalment cycles

Instalment cycle refers to the pre-defined period for partial payments that allow the buyers to pay their full transaction amount in parts. The intervals or cycles vary based on shop admin configuration.

☛ This option is available only for **Instalment by Direct Debit SEPA** and **Instalment by Invoice**.

Define which instalment cycles you wish to offer in your shop (e.g., 2, 3, 4, 5...24) and click **Update Options**. The buyer can then choose among these instalment cycles, if they wish to pay in instalments.

Instalment cycles (separated by comma) ⓘ

Figure 29

## 5 MANAGING MEMBERPRESS ADMIN PANEL

### 5.1 Transaction Management

Manage your transactions and view their details under **MemberPress** → **Transactions** in your MemberPress admin panel as shown below,

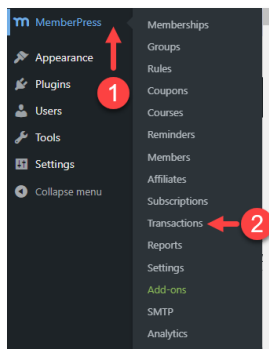


Figure 30

### 5.2 Transaction Overview

Click the **Transaction ID** to view the overview of the Novalnet transaction details for that transactions.

Id	Transaction	Subscription	Status	Membership	Net	Tax	Total	Name	User	Gateway	Created On	Expires On
96	<a href="#">14584600015409270</a>	None	<a href="#">Complete</a>	Normal_Product	€200.00	€0.00	€200.00	Mustermann, Max	test	(Novalnet)	June 22, 2022	Never
95	<a href="#">14584600015426580</a>	None	<a href="#">Complete</a>	Normal_Product	€200.00	€0.00	€200.00	Mustermann, Max	test	(Novalnet)	June 22, 2022	Never
94	<a href="#">14584600015424444</a>	None	<a href="#">Complete</a>	Normal_Product	€200.00	€0.00	€200.00	Mustermann, Max	test	(Novalnet)	June 22, 2022	Never

Figure 31

The **Novalnet Transaction Note** displays the detailed overview of the Novalnet transaction as shown below,

Novalnet Transaction Note :	Credit/Debit Cards Novalnet transaction ID: 14583900003506020 Test order
-----------------------------	--

Figure 32

### 5.3 Cycle details for Instalment payments

To review the completed and pending payments for a particular instalment transaction, click the **Transaction ID** and scroll down to the **Novalnet Instalment Cycles** section as shown below,

Novalnet Instalment Cycles :	
<b>Cycle 1</b>	
Date : 2022-06-22 13:57:56	
Amount : €83.50	
TID : 14584600015801665	
Status : Completed	
<b>Cycle 2</b>	
Date : 2022-07-22 13:57:57	
Amount : €83.50	
Status : Pending	

Figure 33

### 5.4 Refunding a transaction

You can refund only the full transaction amount to the buyer. Refund can be initiated by navigating to **MemberPress** → **Transaction**, selecting the particular **Transaction ID** and by clicking **Refund** as shown below,

126	1458390003809901	mp-sub-62a9704b96656	Complete
	Edit   Send Receipt   Send Welcome		
	<b>Refund</b>   Delete		
125	145834	mp-sub-62a33b5564f9f	Complete
	Refund Transaction		

Figure 34

Once the amount has been successfully refunded, the transaction status gets changed. At this point, a new transaction (TID) will be generated. You will see the new transaction status under transaction notes section of the transaction.

## 6 MANAGING SUBSCRIPTION

You can create subscription automatically through Novalnet, either based on the predefined settings in the [Novalnet Admin Portal](#) or through the dynamic subscription creation parameters passed during the initial API request and execute automated follow-up debits via supported payment methods.

👉 This option is only available for **Credit/Debit Cards, Direct Debit SEPA, Invoice, Prepayment and PayPal**.

### Subscription Tariff ID

Choose the preferred **Tariff ID** (unique identifier for the tariff plan) that you created earlier in the [Novalnet Admin Portal](#) for your project's subscriptions.

Select Subscription Tariff ID ⓘ

Dynamic subscription ▼

Figure 35

Please visit: <https://developer.novalnet.de/corecompetencies/dynamic> to know more about the dynamic subscription creation in the [Novalnet Admin Portal](#).

### 6.1 Suspending / Reactivating subscriptions

You can suspend or reactivate an existing subscription for a certain period, maybe due to products unavailability.

Navigate to **MemberPress** → **Subscription** and choose the subscription from the list.

Click **Pause** under the **Subscription ID** to suspend a subscription by changing **Auto Rebill** to **Pause**.

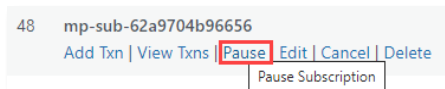


Figure 36

Once the subscription has been paused you can see the updated subscription details by navigating to **MemberPress** → **Subscriptions** → **View Txns** → **Transaction ID**, and under Novalnet Transaction History section as shown below,

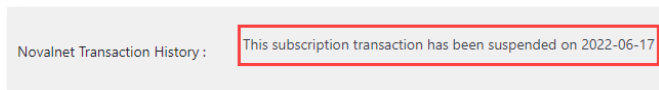


Figure 37

Click **Resume** under the **Subscription ID** to enable the subscription again.

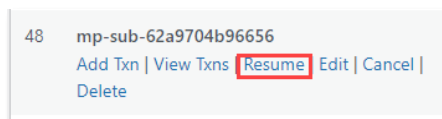


Figure 38

Once the subscription is enabled you can see the updated subscription details by navigating to **MemberPress** → **Subscriptions** → **View Txns** → **Transaction ID**, and under Novalnet Transaction History section as shown below,



Figure 39

## 6.2 Cancelling subscriptions

Navigate to **MemberPress** → **Subscriptions** in your shop admin panel. Click **Cancel** under the subscription ID to cancel the subscription.

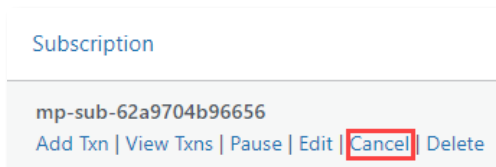


Figure 40

Click **OK** to confirm subscription cancellation.

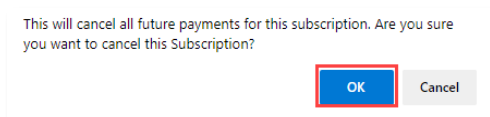


Figure 41

After cancellation, automatic rebilling for the subscription gets stopped.

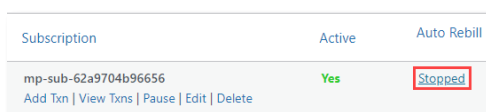


Figure 42



## 7 UNINSTALLATION

To uninstall the Novalnet Payment Plugin, please follow the steps below

**Step 1:** Navigate to **Plugins** → **Installed Plugins** as shown below

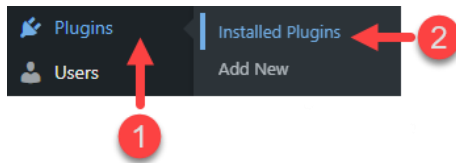


Figure 43

**Step 2:** Under the plugin **Novalnet payment addon - Memberpress**, click **Deactivate** as shown below,

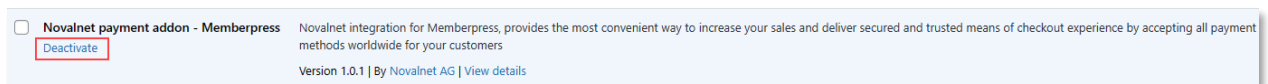


Figure 44

**Step 3:** After deactivating, click **Delete**.



Figure 45

**Step 4:** Click **OK** to confirm that you wish to delete the Novalnet payment plugin permanently from your shop system.

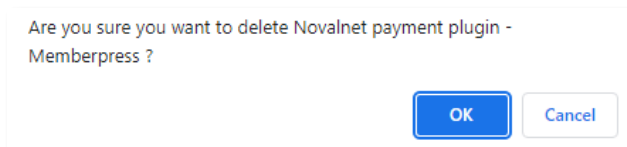


Figure 46

## 8 TECHNICAL SUPPORT THROUGH NOVALNET

For any questions or further enquiries please contact one of the following departments as per your requirement. Our in-house experts are ready to assist you in case of queries or issues.

For **installation assistance** contact [technic@novalnet.de](mailto:technic@novalnet.de) or call +49 89 9230683-19.

For a **merchant account, new payment addons or additional payment methods**, please contact [sales@novalnet.de](mailto:sales@novalnet.de) or call +49 89 9230683-20.

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