

## Getting Card Services/Linkpoint API & Connecting

You have applied and been approved for your gateway account. Now you need to enter some information into your auction site to get it to "talk" to the gateway. You should receive a document in an email like the one below. (It will be one of 3 e-mails with the subject lines: "Welcome to First Data Global Gateway Connect"

"Welcome to the First Data Global Gateway Virtual Terminal"

"Welcome to the First Data Global Gateway API."

These emails contain instructions on how to get the information you need to enter into the "Application Settings" portion of your site.

1. Get your password as indicated in the section "Your Temporary Password". Then sign on to your account - Virtual Terminal. There will be a link to First Data in the email. Login to "Virtual Terminal" using your password. At this point, you should change your password to a secret one that you can remember. You are now logged into the Virtual Terminal.

2. Find the e-mail with the Subject, "Welcome to the First Data Global Gateway API." You will need instructions from this email to use while you're logged into the Virtual Terminal to get information you need to enter into Tofino.

3. Follow the instruction found under "**Your Digital Certificate**" to download your certificates (a copy of the instructions in the e-mail are below in **bold**.) When downloading you will need to have your organization's **federal taxid**. Enter it without a dash or spaces.

4. When you get your certificate (**PEM File**) you can set up your account.

### Setting Up Your Account

5. On your site, go to **Admin > Application Setting** and then fill in the blanks (both for use at your regular auction and online sales):

In **credit\_gateway** and **online\_credit\_gateway**

Enter : Linkpoint

Click on **Save** button.

6. In **credit\_gateway\_api\_login** & **online\_credit\_gateway\_api\_login**

Enter : (your 7-digit store number)

Click on **Save** button.

7. In **credit\_gateway\_api\_password** and **online\_credit\_gateway\_api\_password**

enter **EVERYTHING** (entire PEM File including the dashes and text you see below) - Key and Certificate right after each as you see below

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BEGIN RSA PRIVATE KEY

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(Long string of characters)

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END RSA PRIVATE KEY

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BEGIN CERTIFICATE

---

(Long string of characters)

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END CERTIFICATE

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Click on **Save** button.

8. Then [Test](#) (Testing Your Account at the bottom of the page) your card or signal that we should test the account by e-mailing us at [support@tofinoauctions.com](mailto:support@tofinoauctions.com).

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### Reference Material

E-mail example you should have received from Card Services with **Download instructions bolded**.

Subject: Welcome to the First Data Global Gateway API

Welcome to the First Data Global Gateway API

First Data welcomes you to Internet payment processing and the First Data Global Gateway. We are pleased that you have chosen our First Data Global Gateway API for your e-commerce Web site, and we offer the following information to ensure effective setup of this application.

Please read this e-mail carefully. This e-mail contains confidential information about your Global Gateway account. Please protect this information to prevent unauthorized access to your account.

Your DBA store name is: "Some Organization"

Your store number (store name) is between the quotation marks (""): "12312312"

Your user ID is between the quotation marks ("): "12312312"

Your secure host name is: "secure.linkpt.net" (port 1129)

#### Your Temporary Password

Please call our 24-hour Global Gateway Support Department at (888) 477-3611, to obtain your activation password. To expedite this process, please have your store number ready and available. You will need your password to access reports and administrative tools.

#### Forget your password?

If you should forget your private password at anytime, call our 24-hour Global Gateway Support Department at (888) 477-3611, to obtain a new temporary password. After you receive a new password, it will take approximately 30 minutes for the system to update. We suggest that you change your new temporary password the next time you log on to the Global Gateway Virtual Terminal.

#### Technical Questions?

Please contact Global Gateway API support at (888) 477-3611 Monday through Friday 9am to 6pm Eastern Standard Time.

#### General Questions?

Please contact your Cardservice International sales agent at HEATHER@FDISWESTBAY.COM.

#### Getting Started

See the Global Gateway API Integration Guide for full instructions on using the Global Gateway API.

To access Global Gateway reports and administrative tools, please use the Global Gateway Virtual Terminal. Log on using the URL below.

Visit <http://www.firstdata.com/ecommerce> and click on the 'Virtual Terminal' login link

After you log on to the Global Gateway Virtual Terminal secure Web site, you should change your temporary password to a new secret or private password. To change your password, click on Administration in the Main Menu Bar, then on Change Password. Choose a password that is familiar to you, and commit it to memory. Once you establish your new

password, First Data will have no record of your private password.  
Note: For your own security, please do not share this password with anyone.

### **Your Digital Certificate**

**in order for you to begin accepting credit card payments, your ISP may require a digital certificate to complete the setup of your store. This certificate should be saved as a file on your Web server with a .pem extension.**

**To download your digital certificate, please use the Global Gateway Virtual Terminal.**

**Access the Global Gateway download center in the Virtual Terminal Support section:**

- Visit <https://www.firstdata.com/ecommerce>
- Log in to the Virtual Terminal
- Click on "Support" in the Main Menu Bar.
- Click on the word "Download Center" under Downloads in the Side Menu Box.
- Click on the word "download" Store PEM File section on main page.
- Key in necessary information to start download.

### Merchant Services

If you have questions about your merchant account, statement, etc., contact Card Service International Merchant Services Department at (877) 274-7915.

Thank you for processing with the First Data Global Gateway. We appreciate your business!