



Online Commerce Suite™ Membership Guide



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Welcome to the Online Commerce Suite™

Thank you for choosing the MerchantPartners.com LLC Online Commerce Suite as your payment processing system. We hope it will be a superior and robust asset to your e-commerce enterprise.

The Online Commerce Suite is a payment transaction gateway that allows you to securely accept Online Charge™ and Online Check™ payments over the Internet. The Online Merchant Center interfaces your Web site with credit card authorization networks and the Federal Reserve Bank's Automated Clearinghouse (ACH) network.

In addition to secure payment features, the Online Merchant Center helps you to manage your e-business using the comprehensive set of online and downloadable transaction management and accounting reports.

About this document

This guide describes the Membership subscription application of the Online Commerce Suite. It assumes a basic familiarity with e-commerce concepts and an understanding of the Online Merchant Center. For an overview of the Online Merchant Center, please refer to the [Getting Started Guide](#).

For more information about the Online Commerce Suite, refer to the Help files within the Administrative user interface.

Other documentation on the site includes:

[Getting Started Guide](#)

[Online Merchant Center Integration Guide](#)

[Online Commerce Suite Distribution Package \(zipped\)](#)

[Mobile Merchant Center User Guide – Wireless WAP](#)

Contacting Customer Service

Customer Service representatives are available to help you.

Phone: (800) 675-6573

Email: support@wonderpay.com

Technical Support requiring more than four hours total time may require an additional fee.

Online Commerce Suite Web Sites

The Online Merchant Center web site is available at the following URL:

<https://secure.wonderpay.com>

Documentation for the Online Commerce Suite is available at the following URL:

<http://secure.wonderpay.com/docs/>

Membership

The Membership system manages password-protected Membership web sites.

The Online Commerce Suite Membership System has a full suite of administrative utilities, allowing the Merchant to manage all aspects of the Membership site. The administrative utilities are available on demand through the World Wide Web.

The Online Commerce Suite Membership System setup requires no additional third party software if your server runs on a UNIX-based platform such as Solaris, BSDi, FreeBSD, Linux, SCO, Irix, or AIX. If your Web site is hosted on a Windows NT/2000 server running IIS Web Server, you will need additional third party software to interface with the Online Commerce Suite Membership System. For details, contact Customer Service.

Online Commerce Suite Inc. Technical Support remotely installs and tests the software scripts on your Online Commerce Suite Server. During setup, Technical Support configures the user interface, checks directory paths, sets up templates, sets up your profile and sends you links to use for your sign-up pages.

Since most Membership System operating components reside on the Online Commerce Suite servers, the administrative setup is relatively simple. After the Technical Support staff installs the necessary scripts on your Web server, setup consists of configuring the online administrative utilities to recognize the new installation.

Your programmers have to provide a few links to appropriate Web pages on your Web site. See the section about "Setting Up the Signup Process".

Logging In

Using a browser that supports frames, tables and strong encryption such as Netscape 4.0 or later, or Microsoft Internet Explorer 4 or later, access the Online Merchant Center web site using the URL provided by Customer Service.



You can type the address the first time and press [**Enter**] to access the page. Then save it in your bookmark file for easier access in the future.

The Online Merchant Center login screen is displayed.

Enter your Merchant ACCT ID into the Account ID field. Enter your User ID and password. Click **Submit**.

The first time you log in, the Change Your Password screen is displayed (Figure 2).

You are now logged into Online Merchant Center. Before proceeding, you must change your password. Enter a new password. Re-enter it in the Confirm box. Then click the Update button.

Change Password	
User ID:	Admin
New Password (min 8 characters):	<input type="text"/>
Confirm Password:	<input type="text"/>
<input type="button" value="Update"/>	

Figure 2 – Change Your Password screen

Type a new password at least four characters long in the **New Password:** field. Type it again in the **Confirm Password:** field. Click **Submit**. A **Password Updated** message is displayed. From now on, when you log in and click **Submit**, you will go directly to the Welcome screen. If you want to change your password again, click [Change Your Password](#) at the bottom of the left-hand frame in the Welcome screen and follow this procedure again.



Write your password down and keep it in a secure location in case you forget it and need to look at it in the future.

When you log in and click **Submit**, the Welcome screen (Figure 3) is displayed. Menus and options display in the left-hand frame. User ID and ACCT ID are at the top of the right-hand frame.

Today's Transaction Summary		
Type	Qty	Total
Total Sales by Payment Method		
Online Charge Transactions	1	\$ 1.02
Total Sales by Transaction Type		
Sales	1	\$ 1.02
Total Online Charge Sales		
Online Charge Sales	1	\$ 1.02
Total Transactions		
Sale Approvals	1	\$ 1.02
Total Recurring Transactions		
Recurring Online Charge Sales	1	\$ 1.02

Figure 3 – Welcome screen

Configuring Your Account

This guide focuses on Membership System options for setup and maintenance. The options are:

Merchant Configuration Menu

Acct Edit/Delete

Membership Menu

Profile Editor

Template Editor

Member Manager

Password Manager

Recurring Export

Retention Report

Take great care with the configuration process. If you do not follow the correct steps in the correct sequence, expensive errors can occur. Online Commerce Suite Technical Support is not responsible for configuration errors.

Editing Your Account

1. In the left-hand frame, from the Merchant Configuration menu, click Acct Edit/Delete. The Account Edit/Delete Administrative Information screen displays in the right-hand frame. Make your changes for the fields shown in Figure 4.

Acct Edit/Delete

Edit the following account fields, then press the update button.

Administrative Information	
Merchant Parameters	
Status:	Active
Merchant:	<input type="text" value="Merchant Name"/>
Contact:	<input type="text" value="Tony Test"/>
Alternate Contact:	<input type="text"/>
Address Line 1:	<input type="text" value="Tony's test address"/>
Address Line 2:	<input type="text" value="testing..."/>
City:	<input type="text" value="n/a"/>
State:	<input type="text" value="CA"/>
Country:	<input type="text" value="USA"/>
Zip:	<input type="text" value="n/a"/>
Customer Service Phone:	<input type="text" value="n/a"/>
Internal Contact Phone:	<input type="text"/>

Figure 4 – Account Edit/Delete Administrative Information screen

2. Verify and fill in the fields as necessary.

- Confirm that the e-mail addresses as shown in Figure 5 are correct. If you do not want to receive an e-mail confirmation, type null@atsbank.com in the **Customer Service Email:** field and the **Receipts Email:** field.

Contact Email:	admin@acmecyberstore.com
Technical Email:	tech@acmecyberstore.com
Reporting Email:	reports@acmecyberstore.com
Customer Service Email:	custserv@acmecyberstore.com
Receipts Email:	custserv@acmecyberstore.com

Figure 5 – Email addresses section

- For **Display Membership/Recurring Menus**, select **Recurring & Membership**. This selection is important for the Membership system to function correctly.

Display Membership/Recurring Menus:	<input type="radio"/> Neither <input type="radio"/> Recurring Only <input checked="" type="radio"/> Recurring & Membership
--	--

Figure 6 – Display Membership / Recurring Menus

5. Scroll to the next section, Membership Options (Figure 7). Enter the appropriate information into the fields.

Membership Options ** Warning ** - Changing membership options can cause your membership to stop working	
Member Access URL:	<input type="text"/>
Username Size:	<input type="text" value="4"/> Min <input type="text" value="8"/> Max
Password Size:	<input type="text" value="4"/> Min <input type="text" value="16"/> Max
Copy merchant on consumer password reminder email:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Email consumer when username/password change is made:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Use Email for Username:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Generate Random Passwords:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Htaccess Script URL:	<input type="text" value="http://www.acmecyberstore.com/lcgi-bin/r_"/>
Required Fields:	<input type="checkbox"/> Address <input type="checkbox"/> Email <input type="checkbox"/> Phone

Figure 7 – Member Options

- Member Access URL:** Enter the URL for your server's password-protected Members Only directory. Point to the virtual path, not the physical path. Do **not** change this setting unless you are an experienced System Administrator. Technical Support supplies the correct information during installation.
- Username Size:** Enter the maximum and minimum length for Username.
- Password Size:** Enter the maximum and minimum length for Password.
- Use Email for Username:** Check **Yes** to have the system use the consumer's email address as their Username.
- Generate Random Passwords:** Check **Yes** to have the system create a random password for the consumer (rather than having them pick their own password). This password will be displayed and emailed to the consumer when the transaction is approved.
- Htaccess Script URL:** The URL for the server location of the r_manage password management script. Point to the virtual path, not the physical path. Do **not** change this setting unless you are an experienced System Administrator. Technical Support enters the correct information during installation.
- Required Fields:** If you check the **Address, E-mail, Phone** boxes, no subscription is accepted without information in the corresponding fields on Sign Up forms.

2. Scroll to Recurring Options as illustrated in Figure 7. Recurring Options set recurring billing for your subscribers. Enter any changes to these options on the screen.

Recurring Options	
Decline Retry Interval:	<input type="text" value="7"/> Days
Number Retries for Declines:	<input type="text" value="5"/>
Delete Users:	<input type="radio"/> On first decline <input checked="" type="radio"/> After last retry
Email Receipt when Debiting Consumers:	<input type="checkbox"/>

Figure 8 – Recurring Options

- Decline Retry Interval:** Enter number of days the system waits before attempting to charge a declined recurring transaction.
- Number Retries for Declines:** Enter number of retries after a declined transaction before the transaction is deleted from the system.
- Delete Users:** Select when to delete a subscriber.
- Email Receipt when Debiting Consumers:** Check this box to email a transaction receipt to the consumer each time a recurring billing transaction is processed.

3. Scroll to Payment Options (Figure 8) and select at least one.

Payment Options	
Accepted Payment Types:	<input checked="" type="checkbox"/> Visa Card
	<input checked="" type="checkbox"/> Master Card
	<input checked="" type="checkbox"/> American Express
	<input checked="" type="checkbox"/> Discover Card
	<input type="checkbox"/> Diner's Club
	<input type="checkbox"/> JCB
	<input checked="" type="checkbox"/> Electronic Check

Figure 9 – Payment Options

- Accepted Payment Types:** Select Visa Card, Master Card, American Express, Discover Card or Electronic Check. To use American Express or Discover Card, you must sign up with your Merchant bank.

4. Scroll to the bottom of the Acct Edit/Delete screen and click **Update**. An **Information Updated** message displays. Click [Acct Edit/Delete](#) to return to the Acct Edit/Delete screen.

Membership Menu

The Membership Menu consists of the following selections:

- [Member Manager](#)
- [Password Manager](#)

- [Profile Editor](#)
- [Recurring Export](#)
- [Retention Report](#)
- [Template Editor](#)

Before your Web site visitors can become members to your subscription services, you will create subscription profiles. Then you can use the other Membership menu selections.

Using the Profile Editor

With the Profile Editor, you create subscription profiles for the different price and duration combinations you offer. From the Membership menu, click [Profile Editor](#) and the **Add a Subscription Profile** screen (Figure 10) appears.

Add a Subscription Profile	
Payment Type:	<input type="checkbox"/> Online Charge Transaction <input type="checkbox"/> Online Check Transaction
Description:	<input type="text"/>
Initial Price:	<input type="text"/> (Pre-Auth amount if Free Sign-Up)
Billing Type:	<input checked="" type="radio"/> Recurring Billing
	Recurring Price: <input type="text"/>
	Days to First Recur: <input type="text"/>
	Billing Cycle: <input type="text" value="Weekly"/> ▾
	Max Billings: <input checked="" type="radio"/> No Limit <input type="radio"/> Enter Value: <input type="text"/>
	Free Sign Up: <input checked="" type="radio"/> No <input type="radio"/> Yes (N/A for Online Check)
	<input type="radio"/> One Time Billing
Days to Expiration: <input type="radio"/> Never Expires <input checked="" type="radio"/> Expires in <input type="text"/> days	
<input type="button" value="Add Profile"/>	

Figure 10 – Add a Subscription Profile screen

1. Enter information into the fields as described below.

- Payment Type:** Check either **Online Charge (Credit Card) transaction** or **Online Check (ACH) transaction**.
- Description:** Enter a short name for the profile.
- Initial Price:** Enter the initial sign-up fee without a dollar sign. For a Free Sign-Up, enter 1.00 (for Pre-Auth).
- Billing Type:** Check either **Recurring Billing** or **One Time Billing**.
- Recurring Price:** Enter the **Recurring Price** without a dollar sign. This amount can be different than Initial Price.
- Days to First Recur:** Enter the number of days before billing the customer the amount in Recurring Price.
- Billing Cycle:** Select one of the options: **Weekly, Monthly, Quarterly, Semi-Annual, Bi-Weekly, Bi-Annual, Quad Weekly**.
- Max Billings:** Check either **No Limit** or in the **Value Entered** box, type a specific number of months to bill the subscriber. Do **not** put a 0 in this field, 0 causes the profile to not recur.
- Free Sign Up:** Check **Yes** or **No**. Free sign up is not available for ACH.

2. When done, click **Add Profile**. The **Subscription Profile Added** message appears.

Using the Template Editor

The Template Editor allows you to use customizable templates that reside on the Online Commerce Suite Suite server. You can change the look and feel of the templates to match your Web site. To use your own images or logos on the Sign Up pages, attach to an e-mail message that includes your Merchant ID and send it to techsupport@innuity.com. The images are uploaded to a secured server and the location e-mailed to you.

From the Membership menu, click [Template Editor](#) and the Editing Template screen (Figure 11) appears.

Template Editor

Editing Template: test 2

WARNING: These templates are shared with multiple sites

Template Content			
Header HTML	<input type="button" value="Download"/>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	<input type="button" value="Reset"/>
Online Charge Signup Form	<input type="button" value="Download"/>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	<input type="button" value="Reset"/>
Online Check Signup Form	<input type="button" value="Download"/>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	<input type="button" value="Reset"/>
Accepted Page	<input type="button" value="Download"/>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	<input type="button" value="Reset"/>
Declined Page	<input type="button" value="Download"/>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	<input type="button" value="Reset"/>

Figure 11 – Template Editor screen

1. To download a template, click **Download** next to the template. Save the file to disk.
2. Rename the filename and make sure you use the extension .html. For example, if you download the Check Signup Form, type `achform.html` as the filename. If you do not choose a filename, the file is named `templatemgr.taf`
3. After saving the HTML template to your local computer, open it with an HTML editor and make your changes to the background, fonts or Header tag. You cannot change the name of any link and be careful **not** to change the order of the fields as they appear on the page.
4. When you finish making changes, upload your modified page to the secure server. Click **Browse** and select the modified file, and then click **Upload** to complete the process.
5. If you make a mistake editing a template and render it non-functional, you can restore the template to its original form. Click **Reset** next to the appropriate template.

Template Variables

Figure 12 illustrates the Template Variables portion of the screen

This screen is only used by Technical Support, except for the last two entries.

The User Response Required Flag and the User Response Error Text lets you set up a consent decision. For example, you want the subscriber to agree to a license agreement or to certify, "I am over the age of 21."

Template Variables	
Title	<input type="text" value="Welcome to our Site!"/>
Body Tag	<input #cccc"="" type="text" value="bgcolor="/>
Header Tag	<input type="text" value="Welcome"/>
Home Link	<input type="text" value="http://www.acmecerstore.com/"/>
Start Over Link	<input type="text" value="http://www.acmecerstore..com/"/>
Members Only Link	<input type="text" value="http://www.acmecerstore..com/b"/>
Join Button Text	<input type="text" value="Become a Member"/>
Reset Button Text	<input type="text" value="Clear"/>
User Response Required Flag	<input type="checkbox"/>
User Response Error Text	<input type="text"/>
<input type="button" value="Save Changes"/> <input type="button" value="Reset"/>	

Figure 12 – Template Variables portion of screen

User Response Required Flag

Check the box and hardcode the following tag into a Signup template:

```
<input type = "checkbox" name = "required">
```

User Response Error Text

Enter the text that displays when the User Response Required Flag is set. For example, " I agree to this license agreement."

Using the Member Manager

Click Member Manager to search for a Member of your Web site. Enter your search criteria in one or more fields and then click **Search**.

Search Options	
Order Number:	<input type="text"/>
Customer Name:	<input type="text"/>
Email:	<input type="text"/>
Account Number:	<input type="text"/>
Username:	<input type="text"/>
Date Added:	<input type="text"/> <input type="text"/> <input type="text"/> from <input type="text"/> <input type="text"/> <input type="text"/> to
Next Billing Date:	<input type="text"/> <input type="text"/> <input type="text"/> from <input type="text"/> <input type="text"/> <input type="text"/> to
Cancellation Date:	<input type="text"/> <input type="text"/> <input type="text"/> from <input type="text"/> <input type="text"/> <input type="text"/> to
Status:	<input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Inactive
Include Sub ID's:	<input checked="" type="checkbox"/>
<input type="button" value="Search"/>	

Figure 13 – Member Management Search screen

The Membership List screen (Figure 14) shows a list of found members.

6	John Smith	N/A : N/A	Inactive	11/25/1999	1412357	ACH Transaction
	Edit	John Smith email		Active	Inactive	Cancel: <input type="checkbox"/> Now <input type="checkbox"/> Next Billing

Figure 14 – Membership List

Click the email link to e-mail password information to the member. The system displays an e-mail confirmation screen with the e-mail address, username and password. Click the Edit link and member information appears as illustrated in Figure 16.

Figure 15 displays the selected member information including Order ID, Joined on date, Username, Member for number of days, Password, Joined from IP address, Membership Access Status and Subscription Profile.

Member Manager

Order ID:	1412357	Joined on	11/25/1999
Username		Active Period	35 Month(s)
Password		Joined from	207.164.49.110
Membership Access Status Refresh	Active	Subscription Profile	Monthly

Billing and Access	<input type="button" value="Cancel Now"/>
	<input type="button" value="Cancel & Scrub ACH"/>
	<input type="button" value="Cancel on Next Billing"/>
Credit	<input type="button" value="Credit Customer"/>
Chargeback	<input type="button" value="Chargeback"/>

Figure 15 – Member Edit screen with buttons

- Cancel Now** Immediately cancels a subscriber’s access to your site and the recurring billing record.
- Cancel & Scrub** Immediately cancels a subscriber’s access to your site and the recurring billing record. It also adds the subscriber’s checking account or credit card information to the negative database. Use this option with great care. A consumer in the negative database may not make purchases from any Online Commerce Suite merchant.
- Cancel on Next Billing** Flags a subscriber’s account for removal from the membership roster and the recurring billing database on the subscriber’s next recurring date. Subscribers will have access to the website up until the current billing cycle period ends. At the end of period, access is suspended and the recurring billing record is deleted.
- Credit Customer** Issues a refund to a subscriber. It does not affect the recurring billing records or the subscriber’s access to your Web site.
- Chargeback** Allows you to add an entry in the subscriber’s account history if he/she charges back against you. This entry displays in the transaction history for the subscriber. This option is linked to the Online Commerce Suite Order Manager. It prevents the issuing of accidental credits on a consumer with a charge back.

You can edit some of the fields in the middle portion of the Edit Membership screen (Figure 16).

Billing Status	Active	Billings Left	<input checked="" type="radio"/> No Limit <input type="radio"/> Value Entered <input type="text"/>
Billing Type	Monthly <input type="text"/>	Amount	49.95 <input type="text"/>
Next Billing Date	<input type="text" value="7"/> <input type="text" value="25"/> <input type="text" value="2001"/>		
Consumer Name			
<input type="text" value="John Smith"/>			
Address			
<input type="text" value="John Smith"/>			
<input type="text"/>			
City, State, Zip			
<input type="text"/> <input type="text"/> <input type="text" value="John Smith"/>			
Country:			
<input type="text"/>			
E-mail Address:			
<input type="text" value="John Smith"/>			
Phone			
<input type="text"/>			

Figure 16 –Edit Membership middle portion of screen

The bottom portion of the **Edit Membership Screen** (Figure 17) displays summary transaction information.

Transaction History					
Nbr.	Amount	OrderID	Consumer	Type	Card Nbr
	SubID	Merchant Nbr	Account	Date / Time	Result /
1	\$49.95	0001412357	John Smith	Check Pre-Auth	999999
			John Smith	Nov 25 1999 03:12PM	Approve
2	\$49.95	0001412357	John Smith	Check Pre-Auth	999999
			John Smith	Dec 25 1999 01:41AM	Approve

Figure 17 – Edit Membership bottom portion of screen

Click the Consumer number hyperlink to display additional consumer information (Figure 18).

Transaction Details Report

Consumer Information	
Consumer	test
IP Address	172.20.8.3
Account Name	test
Card Nbr./Expiration Date	XXXXXXXXXXXXXXXX5454 03/04

Transaction History					
Nbr.	Amount	OrderID	Consumer	Type	Card Nbr / Exp. Date or Routing Nbr.
	SubID	Merchant Nbr	Account	Date / Time	Result / Message
1	\$22.34	0025928556	25929329	MasterCard AVS Sale	XXXXXXXXXXXXXXXX5454 03/2004
			test	Oct 09 2002 11:43AM	Approved : Receipt : TEST

Figure 18 – Consumer Information

Using the Password Manager

Click [Password Manager](#) to manage username and password files on your servers. The following screen (Figure 19) appears.

Password Manager

Search for User	
Username:	<input type="text"/>
<input type="button" value="Search"/>	
List All Users	
5 Active Users	
<input type="button" value="Display Users"/>	
Add User to Member List	
Username:	<input type="text"/>
Password:	<input type="text"/>
Expiration Date:	-- -- --
<input type="button" value="Add User"/>	
Delete User from Member List	
Username:	<input type="text"/>
<input type="button" value="Delete"/>	
Change User's Password	
Username:	<input type="text"/>
New Password:	<input type="text"/>
<input type="button" value="Change Password"/>	
Refresh User List	
<input type="button" value="Refresh"/>	

Figure 19 – Password Manager Screen

Search for User

Click **Search** to look for a specific member. Type the name in the **Username:** field.

List All Users

Click **Display Users** for a list of all members.

Add User to Member List

Type the **Username** and **Password**. Select the **Expiration Date**. Click **Add User** to add an entry to the password file, which is useful to grant complimentary access to a Web site (not billed).

Delete User from Member List

Type the **Username** to delete. Click **Delete** to delete a member from the password file. Deleting a user from the password manager WILL NOT remove the user's billing.

Change User's Password

Type the **Username** and **New Password**. Click **Change Password**.

Refresh User List

Click **Refresh** to clear the input screen and to see new signups. To enhance performance, our secure server retrieves the password file from each Online Commerce Suite server once a day.

If you click **Display Users**, the following screen is displayed. You can delete a user from the merchant server in one of three ways:

- **Delete:** Deletes the user but does not cancel recurring billing
- **Cancel Now:** Immediately deletes the user and cancels the recurring billing (if there is recurring billing set up).
- **Cancel Next Billing:** Flags a subscriber's account for removal from the membership roster and the recurring billing database on the subscriber's next recurring date. Subscribers will have access to the

website up until the current billing cycle period ends. At the end of period, access is suspended and the recurring billing record is deleted.

5 members found.			
Username	Delete	Cancel Now	Cancel Next Billing
Adm	<input type="checkbox"/>		
Fred Dirst	<input type="checkbox"/>		
<u>itest</u>		<input type="checkbox"/>	<input type="checkbox"/>
<u>tony t2</u>		<input type="checkbox"/>	<input type="checkbox"/>
<u>tony t3</u>		<input type="checkbox"/>	<input type="checkbox"/>
Update User Status			

Figure 20 – Display Users Screen

Usually you would use Cancel Now or Cancel Next Billing to remove a user. Click the box next to the name to remove and then click **Update User Status**.

Using the Recurring Export Utility

The Recurring Export Utility generates ASCII text reports of your recurring members and allows you to download them to your PC. From the Membership menu, click [Recurring Export](#) and the Recurring Export screen (Figure 21) is displayed.

Recurring Export

Export Options	
Member Added Date:	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div>from</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div>to</div> </div>
Next Billing Date:	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div>from</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div>to</div> </div>
Cancellation Date:	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div>from</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div>to</div> </div>
Updated Since:	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> </div> </div>
Amount:	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <input type="text"/> </div> <div>from</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="text-align: center;"> <input type="text"/> </div> <div>to</div> </div>
Recurring Status:	<input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Inactive
Include Sub IDs:	<input checked="" type="checkbox"/>
File Options:	<input type="checkbox"/> Include Column Headers
<input type="button" value="Export"/>	

Figure 21 – Recurring Export screen

- Select an option to generate a report in ASCII text format.

Next Billing Date: Select a specific range of billing dates.

Cancellation Date: Select a specific range of cancellation dates.

Amount: Enter a **from** Amount and a **to** Amount to indicate the range to display in the report. For example, you could select subscribers with subscription price ranges between \$10.00 and \$20.00.

Recurring Status : Check **Active** or **Inactive**.

Include Sub IDs : Check to include Sub Ids in the report.

File Options : Check to include Column Headers, which makes the reports more readable.

2. When you finish selecting the report options, click **Export**.

Using the Retention Report Utility

The Retention Report Utility generates reports with statistics about how many of your new Web site members choose to cancel their subscriptions within a specified time. From the Membership menu, click [Retention Report](#) and the Retention Report screen (Figure 22) is displayed.

The screenshot shows a web form titled "Retention Report". Below the title is the instruction "Select a time frame for your report." The form contains a section titled "Report Options" with two radio buttons: "Month" (selected) and "Date Range". The "Month" option has a dropdown menu showing "Jan". The "Date Range" option has two rows of date pickers: "Begin" (10, 17, 2002) and "End" (10, 17, 2002). A "Submit" button is located at the bottom right of the form.

Figure 22 – Retention Report Screen

Select a time frame for your report, and then click **Submit**. Figure 23 illustrates a sample retention report for a one-month period.

Credit Card Monthly: \$29.95 31 days to initial recur				
Status	Member Count	Cycles	Member Count Per Cycle	Percent
Active	102	Cycle 13	15	3%
		Cycle 14	87	
Cancelled	2817	Cycle 0	1661	97%
		Cycle 1	354	
		Cycle 2	232	
		Cycle 3	143	
		Cycle 4	99	
		Cycle 5	85	
		Cycle 6	47	
		Cycle 7	46	
		Cycle 8	32	
		Cycle 9	36	
		Cycle 10	27	
		Cycle 11	21	
		Cycle 12	24	
		Cycle 13	10	
Total New Signups			4343	100%

Figure 23 – Sample Retention Report

Setting Up the Sign Up Process

Now that you have completed configuring the Membership Password system, you are ready for consumers to sign up on your Web site. Embed the following hypertext links in the payment page of your Web site.

For Credit Cards

<https://www5.atsbank.com/cgi-bin/atsmem.exe?1000&xxxxx>

where xxxxx is your valid Account ID

For Electronic Checks

<https://www5.atsbank.com/cgi-bin/atsmem.exe?1001&xxxxx>

where xxxxx is your valid Account ID

For Credit Cards using a Sub ID

<https://www5.atsbank.com/cgi-bin/atsmem.exe?1000&xxxxx+yyyyy>

where xxxxx is your valid Account ID and yyyyy is your valid Sub ID

For Electronic Checks using Sub ID

<https://www5.atsbank.com/cgi-bin/atsmem.exe?1001xxxxx+yyyyy>

where xxxxx is your valid Account ID and yyyyy is your valid Sub ID

Membership Enrollment

Now you are ready to accept memberships on your Web site. Figure 24 illustrates the high level flow.

A consumer subscribes as a member of your Web site and gains access to the Members Only areas in your site. To maintain membership, you can automatically charge credit cards or bank accounts on a recurring basis. Membership Enrollment processing guarantees secure transactions even if your system is not a secure server.

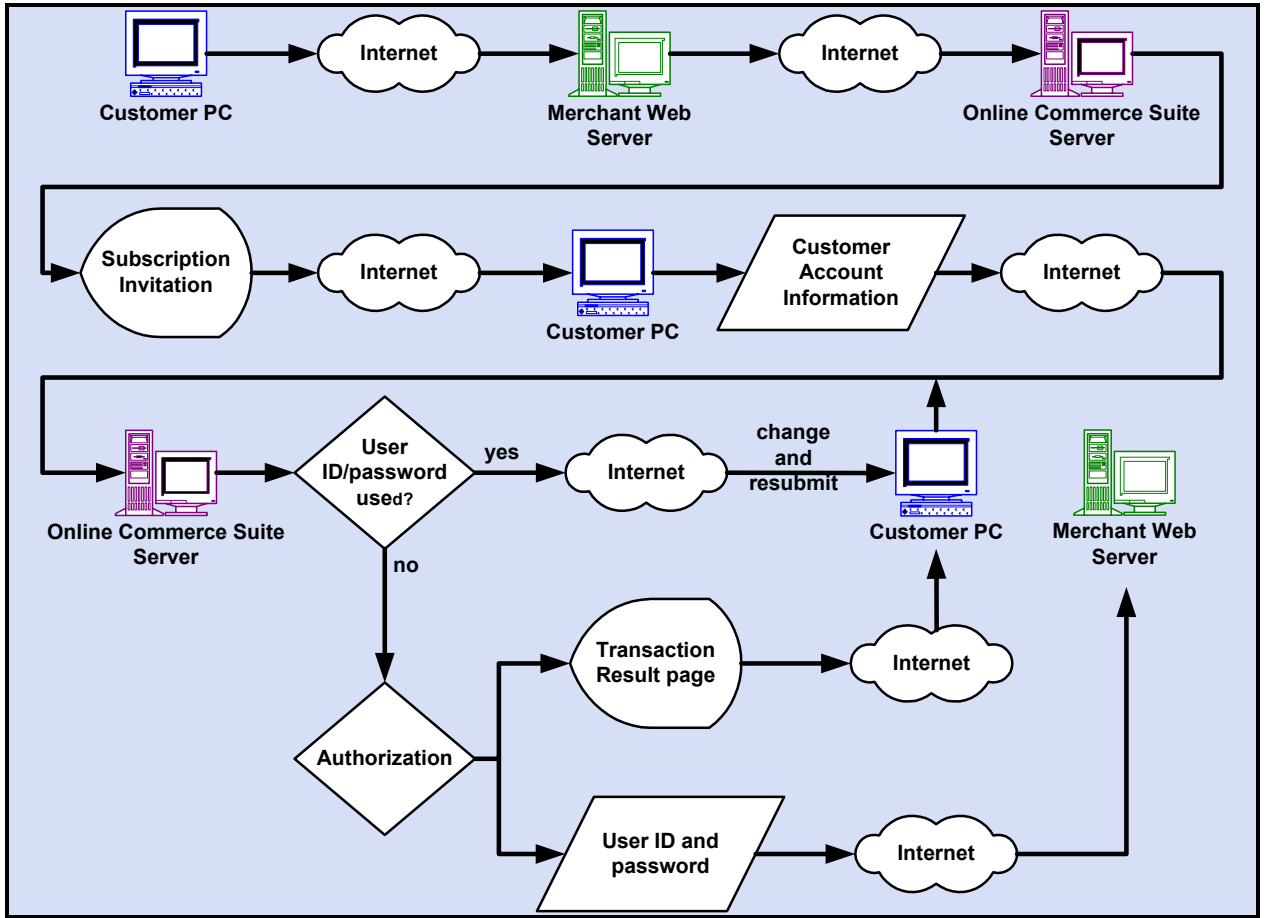


Figure 14 – Membership Enrollment

How It Works

1. Your customer accesses a Web page from your site containing a link to Online Commerce Suite labeled **Join Now** or **Subscribe Now**.
2. Clicking on the link triggers Online Commerce Suite to transfer a Subscription Invitation Page to the customer's browser, which collects information such as user ID, password, name, address, other personal information, and a credit card or bank account number. It also provides options for the length of the subscription, the recurring time period of the subscription, and if recurring billing is automatic.
3. The customer submits the Customer Account Information and transaction data is securely transferred to Online Commerce Suite, which processes the transaction request.
4. If the user ID already exists in your member database, the customer is required to modify the user ID and re-submit.
5. If the transaction is accepted, Online Commerce Suite passes the new user ID and password to your e-commerce system, updating your local password file that controls access to your Member Only area. Online Commerce Suite also maintains a copy of your password file and checks daily that both copies are synchronized.
6. After the transaction is accepted by an authorization network or ACH network, Online Commerce Suite generates a receipt, which is e-mailed to both you and to your customer. You can configure the system to skip the e-mail notification.
7. Online Commerce Suite transfers a Transaction Result page to your customer's browser. This page contains a link into the Member Only directory on your system, which your customer can use to immediately access your Member Only area.

Conclusion

After you have integrated Online Commerce Suite into your e-commerce application, you can test your interface by using **TEST0** as the Acct ID. Every merchant is authorized to use the **TEST0** ID. With **TEST0**, your programmers can enter valid credit card and bank account numbers and simulate transactions in the system, but no money will actually flow. After satisfactorily testing the interface, make sure you change your Acct ID from **TEST0** to the correct Acct ID for your account. Then contact Technical Support for final verification that you have indeed set your application to process live transactions. This step is **vital**. If you do not do so, your customers will process transactions under test mode, but no money will flow. Technical Support is not responsible for lost sales due to your system being set in the test mode.

For additional information or clarification in installing the necessary scripts on your server, contact Customer Service

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