VERSIRENT: ONLINE PAYMENTS

ONLINE PAYMENT SETUP STEPS

PLEASE READ AND FOLLOW THE STEPS BELOW. FAILURE TO DO SO CAN DELAY YOUR ONLINE PAYMENT PROCESSING SETUP.

Step 1

The first step in setting up your store for online payments is to contact the credit card processor, First Data. First Data's contact information is shown below:

Bill DeGironemo Jr.
National Sales
Ignite Payments/First Data
Office: (855) 330-7001
Direct: (847) 874-3443
Fax: (847) 739-7278
billd@ignitepaycorp.com

Step 2

Please fill out the VersiRent Online Payment Questionnaire contained in the fill in form document. Specific instructions are included which you must follow in order to allow our payment servers to access your store's data. Failure to follow the instructions will delay implementation.

Step 3

Contact your website provider to create an Online Payment Button on your website. Each location will need its own link or button. Ideal will provide you with the URL information to provide to your website provider. Do not set the button up until after you are instructed by Ideal to do so.

Step 4

Complete the *Online Payment – Additional Disclosure Items* form and email to VROLPSetup@idealss.com or fax to 601-693-1680. This form should be sent along with the VersiRent Online Payment Questionnaire form. Please request this form from your Ideal Sales Representative if you have not received it.

Step 5

In VersiRent store level, go to Maintenance > Settings > Edit Parameters > System Defaults – Email Settings tab and complete the email settings and make sure to get a successful test email to send. This information will be used to send the customer notifications of a new online payment setup, payment receipts and password resets.

Step 6

Please review the "Customer Instructions" PDF file which is a supplement document and should accompany this document. If you did not receive the Customer Instructions PDF document, please contact your Ideal Sales Representative to receive a copy. This will help you to better understand what your customers will experience when using the online payment system. You will also be processing test transactions prior to your site going live. Ideal will provide additional instructions on the test transactions near the end of the setup process. Setup costs and monthly hosting costs are detailed on the questionnaire.

VERSIRENT ONLINE PAYMENT CHECKLIST

☐	1.	**Email the completed VersiRent Online Payment Questionnaire fill in form to Ideal at** VROLPSetup@idealss.com
☐	2.	**Email company logo to** VROLPSetup@idealss.com
☐	3.	**Contact IT Network Administrator / Consultant to request static LAN (Local Area Network) IP Address be setup for local host/server for location(s)**
☐	4.	**Email completed VersiRent Online Payment - Additional Disclosure Items form to Ideal via email to** VROLPSetup@idealss.com **or via fax to 601.693.1680**
☐	5.	**Populate Email information in VersiRent Parameter settings mentioned in Step 5 on page 2 of this document.**
☐	6.	**After receiving the site links from Ideal Support, send links for each store to website administrator to deploy "live" on your website.**