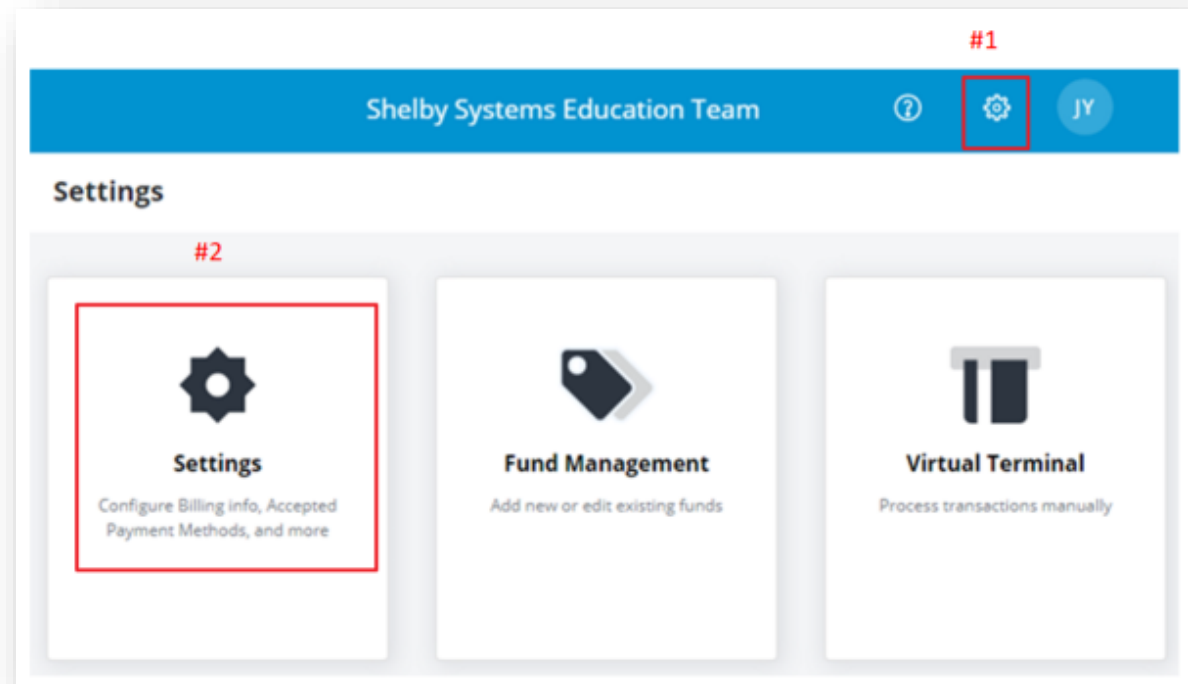
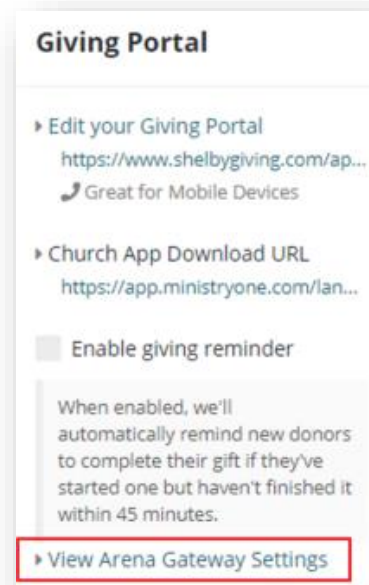


## Enabling ShelbyNext Giving as a Payment Provider in ShelbyNext Financials for AR:

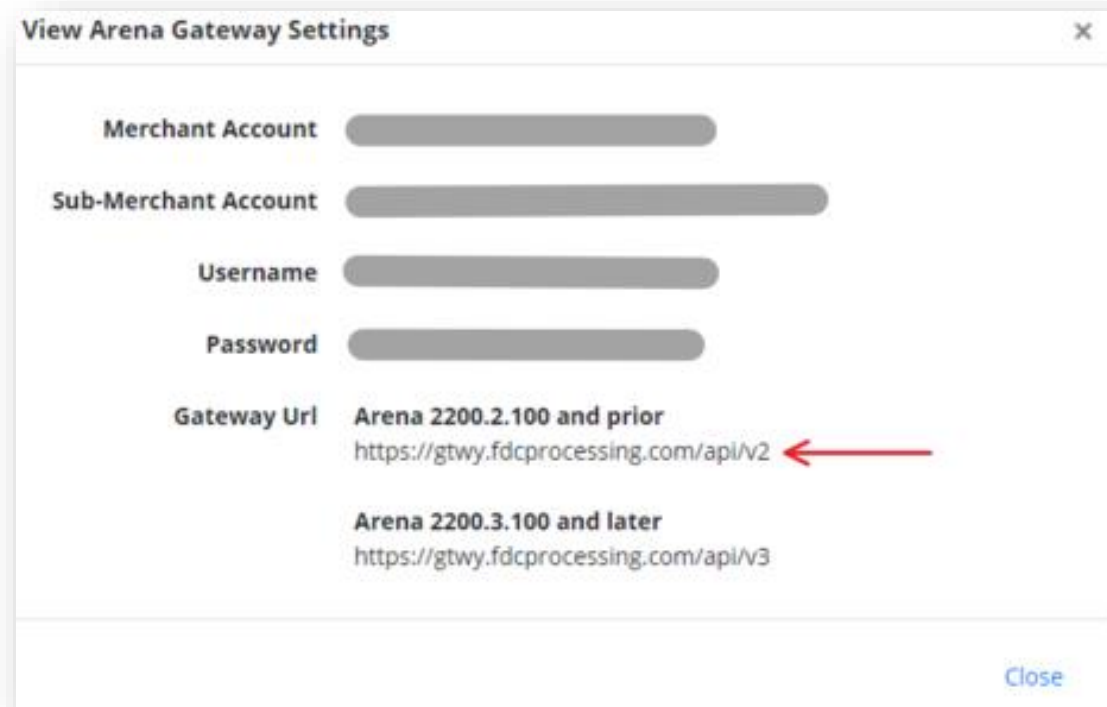
1. Log into the Giving admin portal: <https://www.shelbygiving.com/cp/>
2. Go the gear icon> Settings



3. On the Settings screen go to View Arena Gateway Settings:

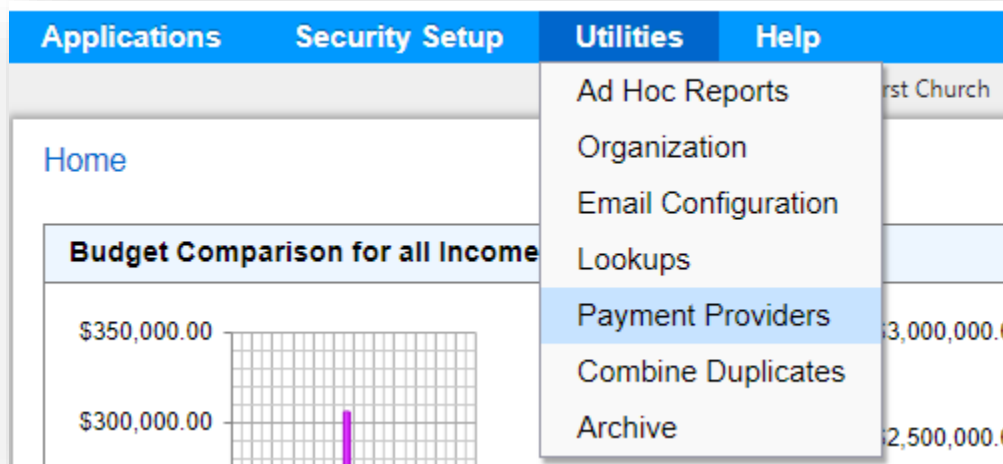


- Note the information in the Arena Gateway Settings pop up screen since this information will be added shortly to ShelbyNext Financials:

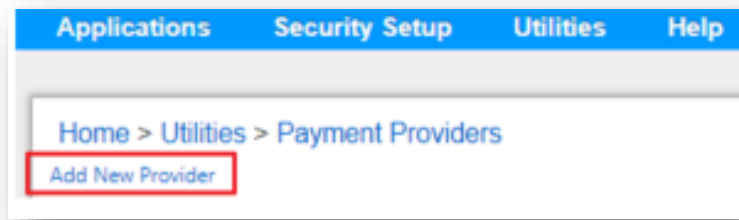


The Gateway URL that is used for ShelbyNext Financials payment portals is the TOP link.

- Log into ShelbyNext Financials
- Go to Utilities > Payment Providers:



7. Click Add New Provider



8. On the Payment Providers screen, give a Title that will help you easily differentiate your Payment Providers – like “AR – Credit Card” . :

A screenshot of a web form titled 'Home > Utilities > Payment Providers > Update'. The form contains several fields: a required 'Title' field with the value 'School AR - Credit Card'; a 'Payment Processor' dropdown menu set to 'Shelby Giving'; a 'Process' dropdown menu set to 'Credit Card'; a required 'Merchant Account' field; a 'Sub-Merchant Account' field; a required 'User Name' field; a 'Password' field with an information icon; and a 'Gateway URL' field. At the bottom of the form, there is a blue 'Update' button and a link for 'Reset or Cancel'.




The Payment Processor will be ShelbyGiving. For the Process field select Credit Card. Enter the Merchant Account, Sub-Merchant Account, User Name, Password, and Gateway URL from the Arena Gateway Settings data from the Giving admin portal that was noted above. Click Update.

9. If you also allow ACH payments, click Add New Provider and repeat the step above, selecting ACH in the Process field. You’ll use the same information as before from the Arena Gateway Settings to fill in the Merchant Account, sub-merchant account, user name, password, and gateway URL. Click Update to save the payment provider.

Once added, your Payment Providers should be listed like this:

Home > Utilities > Payment Providers

Add New Provider



	Title	Processor	Process
 	School AR - Credit Card	Shelby Giving	Credit Card
 	School AR - ACH	Shelby Giving	ACH

Page size: 100

10. To set your payment provider for your AR portal, go to Applications > Accounts Receivable > Modify > Revenue Center Information:

Home > Accounts Receivable > Revenue Center Information

Add New Revenue Center

	Description	Active	Account Structure
	Registrations	✓	1
	School AR	✓	2

Page size: 100

11. Click the pencil to edit a Revenue Center.
12. In the Online Payment Option section, you'll be able to select your Online Bank Account, then your Credit Card Gateway and ACH Gateway information:

**Online Payment Options**

Online Title/Portal Grouping Tool	<input type="text"/>
Online Description	<input type="text"/>
Online Bank Account	ACB operating checking ▼
Credit Card Gateway	School AR - Credit Card ▼
ACH Gateway	School AR - ACH ▼

[Reset or Cancel](#)

Click Update to save your changes.

Repeat for any Revenue Centers that need to accept online payments.

Here is our help link on how to setup users for access to the Accounts Receivable portal:

<http://help.shelbyinc.com/Financials/index.htm?context=790#AccountsReceivable>

Once set up, they'll be able to log into the portal to view and pay their outstanding invoices.