

# Settings for Payments, Taxes & Fees

## Adding Payment Methods

To setup the payment methods that will be accepted on the website, access the payment methods section by clicking on **Store Management > Payment Methods**, and enter the types of payments you would like to process. The box to *Process payments via e-commerce gateway* will need to be checked for each credit card option that is created.

**\*\*Note:** For PCI compliance, all credit cards must be processed through the online gateway as the credit card information cannot be sent to Lab 50 for manual processing. When order information is viewed in Lab 50, the transaction number will be available for review, but the credit card details will not be provided.

Fields to complete include the following:

- **Name:** Name to use for the form of payment or a house account.
- **Process payments via e-commerce gateway:** Must be checked for online processing as of December 2009.
- **Credit Card Number of Digits:** Mastercard, Visa, and Discover use 16 digits for credit card numbers while American Express uses 15 digits. A house account can be set to match your store's implementation.
- **Require Expiration:** Will ask customers for Expiration date. Do not set this value for house accounts.
- **Require CCV:** Will require customers to enter 3 digit verification code for Mastercard, Visa, and Discover, and 4 digits for American Express. Do not set this value for house accounts.
- **Enabled:** Mark this payment method as active.
- **Deleted:** Mark this payment method as deleted.

Create a new payment method

General

Name:

☒ Process payments via e-commerce gateway

Credit card number digits:

☒ Require Expiration

☐ Require CCV

Credit card number digits:

☒ Enabled

☐ Deleted

**Note:**  
Due to payment industry security protocols, payment methods representing real credit cards (e.g. Visa, Mastercard, etc.) MUST be processed by an online payment processor by checking the "Process payments via e-commerce gateway" option.  
Failure to do so is a violation of the Payment Card Industry Data Security Standard (PCI DSS).  
If you do not have an online merchant account, use the "Sign up for online payment processing" link in the Resources section.

Creating a new Payment Method