

# Kofax Equitrac

## Web Deposit Guide

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The logo for KOFAX, consisting of the word "KOFAX" in a bold, blue, sans-serif font.

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# Installation and Configuration

## Overview

Kofax Equitrac® Web Deposit enables organizations, such as colleges and universities, to accept deposits into an Equitrac system—from credit and debit cards to direct banking, direct debits, e-wallets, m-payment, commercial pre-paid cards, and vouchers through a web-based user interface.

Web Deposit communicates with the following payment gateway provider services to authorize and process payments through a secure connection:

- PayPal™ – A global e-commerce business which allows payments and money transfers to be made via the Internet.
- Ogone – Secure online payment service provider.

Web Deposit is part of a package of web applications in the Equitrac Web Client which provides a solution to securely add funds to an Equitrac user account via a web-based payment system.

## Requirements

Before installing Web Deposit on the server running Equitrac, ensure that the client and server machines you plan to use meet the minimum Web Deposit operating requirements outlined below. To maximize performance in high-volume print environments, you require additional disk space, memory, and a faster processor.

For information on the general system requirements, refer to the [ControlSuite System Requirements](#).

Web Deposit deals with confidential data stored in transaction logs available for administrators. If an issue occurs with the user's payment, technical support is provided based on the transaction logs stored in a database. For this, Web Deposit requires a database engine and a database connection.

## Installation

Web Deposit is installed as part of the ControlSuite Install Assistant. Web Deposit communicates with the Equitrac Core Accounting Server (CAS), and can be installed either on the same machine CAS is deployed to, or independently from the CAS server. When installing Web Deposit, the files are copied to the 'target' location and Internet Information Services (IIS) are configured. After installation, Web Deposit is not yet ready to use, and must to be configured using the Web Deposit Setup Tool. See [Set up the database](#).

Web Deposit is installed as part of the Web Portal feature within the ControlSuite Install Assistant. See [ControlSuite Installation and Configuration Help](#) for details.

## Prerequisites

Select the following role services to install for Web Server (IIS):

- Common HTTP Features (HTTP Errors, Static Content)
- Application Development
  - .NET Extensibility 4.5, ASP.NET 4.5, ISAPI Extensions, ISAPI Filters (Windows Server 2012 and 2012 R2)
  - .NET Extensibility 4.6, ASP.NET 4.6, ISAPI Extensions, ISAPI Filters (Windows Server 2016 and 2019)
- Security

## Configuration overview

Web Deposit deals with confidential data stored in transaction logs available for administrators. If an issue occurs with the user's payment, technical support is provided based on the transaction logs stored in a database. For this, Web Deposit requires a database engine and a database connection.

After Web Deposit is installed it is not yet configured, so it does not appear as an available application when logging in to the Equitrac Web Client. The administrator must use the Web Deposit Setup Tool to properly configure Web Deposit.

Once the Web Deposit database is setup and at least one payment method is configured properly, Web Deposit can be accessed through an Internet browser by logging in to the Equitrac Web Client.

The following configuration steps are required:

1. Set up Web Deposit database. See [Set up the database](#).
2. Set up Web Deposit global settings. See [Set up the global settings](#).
3. (optional) Set up PayPal payment system. See [Web Deposit solution for PayPal](#).
4. (optional) Set up Ogone payment system. See [Web Deposit solution for Ogone](#).

## Set up the database

Web Deposit stores and retrieves its configuration data and transaction logs in its own database. Web Deposit does not create its database automatically when it first starts, and it must be created and configured before it can be accessed by an Equitrac user. Equitrac provides the Web Deposit Setup Tool to create the database.

The tool creates and upgrades the Web Deposit database to the latest version, and sets the connection information of Web Deposit.

Elevated administration rights are required to start the setup tool.

To create and configure the Web Deposit database, do the following:

1. Open a command prompt as Administrator.
2. Enter the navigation path to the Web Deposit Setup tool, for example: `C:\Program Files\nuance\Equitrac\WebClient\bin>WebDepositSetup.exe -h`  
The `C:\Program Files\nuance\` folder is the default installation folder, but the Setup tool can be in a different location based on how it was set in the Install Assistant.
3. Create a database for SQL or Windows authentication.  
The `-h` command line parameter opens the command help to describe the available parameters. Use the parameters to set up Web Deposit.

Web Deposit can be configured to connect to its database with SQL or Windows authentication. When using SQL authentication an SQL user should be created on the SQL server with read and write access for the Web Deposit database, and that user account should be provided to the Web Deposit Setup Tool using the `'dbuser'` parameters.

When using Windows authentication the user of the 'Equitrac' application pool in IIS should be set to a Windows user who can connect to the SQL server and has read and write access roles for the Web Deposit database.

SQL authentication example:

```
C:\Program Files\nuance\Equitrac\WebClient\bin>WebDepositSetup -servername:<servername>
\SQLEXPRESS -dbcreatorauth:WIN -dbuserauth:SQL -dbuserid:<userid> -
dbuserpassword:<password>
```

Windows authentication example:

```
C:\Program Files\nuance\Equitrac\WebClient\bin>WebDepositSetup -servername:<servername>
\SQLEXPRESS -dbcreatorauth:WIN -dbuserauth:WIN
```

## Set up the global settings

In order to use Web Deposit, define the following global settings that modify all payment systems for all users:

1. Connect to the database server used by Web Deposit with a database manipulating application (e.g. SQL Server Management Studio).
2. Search for the "EQWebDeposit" database.
3. Set the global setting by locating the "GlobalSettings" table and edit the following:
  - Specify the **minimum possible amount** of the transactions in the "MinAmount" column. Its precision is two digits that cannot be negative. Any transactions performed with Web Deposit transfers at least the minimum amount of money.
  - Specify the **maximum possible amount** of the transactions in the "MaxAmount" column. Its precision is two digits and its possible values are 0 (no upper limit) or at least the minimum possible amount. Any transactions performed with Web Deposit transfers this maximum amount of money.
  - Specify the **transaction fee** in the "TransactionFee" column. Its precision is two digits that cannot be negative. This amount is also transferred to the central merchant account but is not added to the Equitrac account.
4. Restart the "Equitrac" application pool in IIS.

## Use Web Deposit

To use the web application after configuring Web Deposit, do the following:

1. Open the Web Client in a web browser, and log in with an Equitrac account.

**Note** If a user logs in with Windows credentials (or Single Sign-On enabled) and has a corresponding Equitrac account, Web Deposit is accessible on the Home page. If only Windows credentials are available, Web Deposit is inaccessible.

2. Click **Deposit** on the Home page.
3. The Web Deposit “Payment selection” screen appears. Check the current balance of the logged-in Equitrac account and the enabled payment methods.
4. Select one of the payment methods: **PayPal** or **Credit/Debit Card**. The configuration and usage of these supported payment methods are described in the following chapters.

## Uninstall Web Deposit

Web Deposit is installed as part of ControlSuite, and is removed from the computer when ControlSuite is uninstalled.

When ControlSuite is uninstalled, the Web Deposit binaries (including the Web Deposit Setup Tool) are removed from the computer. The uninstallation leaves the Web Deposit database untouched as the database contains information (transaction logs) of the previous payment details. In this case, you are responsible for archiving or deleting this data.

# Web Deposit solution for Ogone

Web Deposit can use the Ogone e-Commerce solution. This Equitrac/Ogone interaction offers detailed transaction logging, account deposit statements and reports, and provides an audit trail for all transactions by reporting and tracking both web and cash deposits.

Web Deposit uses the currency that is configured for CAS in Web System Manager, and the transaction currency used with Ogone must match.

## Configuring Web Deposit for Ogone

### Requirements

- An Ogone registration/account with the e-Commerce module enabled
- A computer networking concept which allows a computer to be reached via the Internet from outside the company network

### Prerequisites

Create an Ogone account which represents the merchant account where the money is transferred during the Web Deposit payment. The e-Commerce module has to be activated for that Ogone account. See the Ogone website for more information.

It is recommended to configure and test Web Deposit at first with a test account. You can obtain this free test account via the Ogone website, which allows the integration of Ogone payment system in a test environment which is identical to the real production environment, but real money is not transferred.

See the Ogone [Test Account Creation and Configuration User Guide](#) for more information on the general testing environment and procedures on Ogone platform. Once the integration in the test environment is completed, you can transfer your test account to a production account.

**Note** It is recommended to use the “SKY” subscription for the test account.

If a payment is initiated through Ogone, the transaction is not performed immediately. The time of the completion depends on the communication between Ogone and the acquirer (e.g. a card holder bank). During this time, Ogone sends notification messages to Web Deposit about the status of the transaction. Therefore, Web Deposit must be installed onto a computer which can be reached from outside the company network with an IP address.

Additionally, the firewalls (open ports) and routers (port forwarding) must be also configured for Ogone notifications. See the [Firewall Configuration Guide](#) for more details.

**Note** Online service payment providers may update design of their websites at certain intervals.



## Use Ogone with Web Deposit

The Ogone payment method is now available on the Web Deposit “Payment selection” screen. To use Ogone with Web Deposit, click on the **Credit / Debit Card** option.

A payment workflow is as follows:

1. Set the amount. If the Ogone settings are not set, an error page appears describing the cause of the issue.
  - a. Specify the amount to add to your Equitrac balance. The following values are displayed:
    - **Current Equitrac Account balance:** Shows the balance of the logged-in Equitrac at the time when the page was loaded.
    - **Amount:** The amount should be specified here. It is allowed to be in the interval defined with the minimum and maximum amount (as the Web Deposit global settings).
    - **Transaction fee:** A fix fee per transaction which is added to the transferred money. This is debited from the buyer’s account but is not added to the Equitrac account. This is specified at the global settings of Web Deposit. If the transaction fee is 0, this field is hidden.
    - **Total amount:** The sum of the amount and the transaction fee that is calculated automatically in real time (if the transaction fee is 0, this field is hidden).
    - **Estimated new balance:** The new expected Equitrac balance after a successful payment, which is the sum of the amount and the current Equitrac balance.
  - b. (optional) Specify the following credit/debit card holder information used by Ogone for fraud protection:
    - **Name:** Automatically filled with the full name of the logged-in Equitrac user. Minimum four characters are required as card holder name.
    - **Email address:** Email address of the credit/debit card holder. Ogone optionally sends email messages about the status of the payment to this email address.
  - c. (optional) Review and accept the configured legal documents by selecting the check box next to **I have read and accepted**.
  - d. Cancel the payment workflow by clicking the **Cancel** button.
  - e. Or, Start the payment by clicking the **Submit** button. This button appears only if all the legal documents are already accepted. Otherwise, it is not available. After that, Web Deposit starts communicating with Ogone. If an error occurs, the “Status” screen of the Web Deposit page appears and the payment workflow is terminated without any money transfer.

2. Specify the credit/debit card information. This screen is owned and controlled by Ogone and Web Deposit does not have influence on it. All information provided here is not transferred to and/or stored by Web Deposit.
  - a. Verify the following information:
    - **Order reference:** A unique order reference ID that identifies the payment. This value is generated and provided by Web Deposit and is not editable.
    - **Total charge:** The total amount payable. This value is provided by Web Deposit based on the previous screen and is not editable.
    - **Beneficiary:** The name of the merchant for whom the payment is being made. It is set based on the Ogone account (PSPID) configured for Web Deposit and is not editable.
  - b. Enter the following information:
    - **Pay with (mandatory field):** Select the available credit/debit card.
    - **Card holder's name (mandatory field):** The name on the front of the credit/debit card. It is pre-populated by Web Deposit and is editable.
    - **Card number (mandatory field):** The credit/debit card number on the front of the credit/debit card which determines the bank account where the money is debited from.
    - **Expiry date (mm/yyyy) (mandatory field):** The credit/debit card's expiration date.
    - **Card verification code (mandatory field):** The 3-digit code on the back of most credit/debit cards (4 on the front of an American Express card). This number is used for fraud prevention.
    - If any of the mandatory fields are not filled, an error message displays:
  - c. Confirm/Cancel the order:
    - With the **Yes, I confirm my order** button you can initiate the payment. Ogone starts communicating with the banks to perform the money transfer and the Web Deposit "Status" screen appears.
    - At this point, it is also possible to cancel a payment. In this case, money is not transferred and the Web Deposit "Status" screen appears with the cancellation message.
3. Check status. The results of the pending payment workflow is displayed. It can be:
  - pending
  - completed
  - paid
  - canceled
  - declined
  - failed
  - uncertain
  - invalid

The money is transferred only if the payment status is completed or paid. Paid status means that the money was debited from the bank account, but the Equitrac account could not be increased. If the payment status is uncertain or invalid, you should call your bank for the money transfer state. Otherwise, the money is not transferred yet.

When this screen appears, the payment may not be performed yet. The time of the completion depends on the communication between Ogone and the acquirer (e.g. a card holder bank). During this time, Ogone sends notification messages to Web Deposit about the status of the transaction. It can happen that the transaction is complete (and the balance of the Equitrac account increased)

almost immediately, or in a few minutes, hours or days after the initiation of the transaction. The “Status” screen displays the current state of the transaction because of this. If the payment is in progress, the “Status” screen can be reloaded with the “Refresh” button to show the latest known state of the payment.

Content of this page is as follows:

- a. The status of the payment:
  - **Status:** Displays the status of the payment.
  - **Message area:** Shows detailed information about the payment or the error message.
  - **Latest status notification at:** Shows the time when the latest notification about the status of this payment was received.
- b. Transaction details area:
  - **Equitrac transaction ID:** The unique ID of the payment initiated from Web Deposit.
  - **Gateway transaction ID:** The PayID of Ogone identifying a transaction. This field is hidden if the value is unknown.
  - **Authorization code:** The return code of the acquirer. This field is hidden if the value is unknown.
- c. Equitrac Account balance.
  - If the payment status is pending, it shows the estimated Equitrac balance (the sum of the current Equitrac balance and the transaction total amount).

**Note** It may happen that there is a communication problem between Web Deposit and the Equitrac server and that the balance of the Equitrac account could not be displayed. A Refresh button appears to reload the page with the latest status information.

- If the payment status is completed, it shows the newly increased Equitrac balance.

**Note** It may happen that there is a communication problem between Web Deposit and the Equitrac server and that the balance of the Equitrac account could not be increased. Click the **Refresh** button appears in order to try increasing the balance again. If it does not help, report it to the Web Deposit administrator to increase the Equitrac balance manually.

- If the payment status is not pending or completed, this field is not visible.
- d. Close the payment workflow with the **Done/Close** button. The Web Deposit “Payment selection” screen appears.

## Transaction log of Ogone payments

All payment transactions are stored in the Web Deposit database as a transaction history.

The “Payments” table stores general transaction data. The columns are as follows:

- “CASAccountID” and “CASUserID”: Data about the Equitrac account and the user who initiated the payment (database ID and User ID).
- “PaymentService”: Used payment methods; “2” is always used for Ogone.
- “Created” and “LastModified”: Timestamp of the creation and modification of the record.
- “CurrencyIsoCode”: The currency type in ISO format, which is used for the requested amount.

- “ItemAmount” and “FeeAmount”: Amount of money to participate in the transaction, meaning transaction amount and transaction fee.
- “Status”: State of the transaction. The following values are possible:
  - “1” (New): The transaction was initiated by Web Deposit and the user is on the Ogone screen. Money was not transferred yet.
  - “2” (Pending): The payment is in progress, waiting for update from Ogone. Money was not transferred yet.
  - “3” (Complete): Money was transferred successfully.
  - “4” (Canceled): The payment was canceled by the user and money was not transferred.
  - “5” (Declined): The payment was declined by Ogone or a bank and money was not transferred.
  - “6” (Failed): There was an error during the transaction and money was not transferred.
  - “7” (Uncertain): Ogone did not decide the status of the payment. You should call the bank for information.
  - “8” (Invalid): Web Deposit detected that somebody tried to hack the communication with Ogone. The payment workflow was terminated immediately; status of the payment is a question. You should call the bank for information.
- “CASBalanceUpdated”: “True” if balance of the Equitrac account was increased by the transaction amount; otherwise “False”.

**Note** If a transaction is in complete state but this column is “False”, the Equitrac balance is not updated because of network problems. In this case, the Equitrac balance should be increased manually by the Equitrac server administrator.

The “OgonePayments” table stores the Ogone related information of the payment.

- “Id”: Identifies the related transaction in the “Payments” table.
- “OrderID”, “OgoneStatus”, “NcError”, “PayId”: Ogone technical information about the transaction. These may be required by the Ogone support in case of any issue.
- “Acceptance”: The acceptance code of the acquirer reported by Ogone.
- “CardholderName”, “CardholderEmail”: Information about the card holder.
- “TrxDate”: The date when the transaction was latest updated at Ogone.
- “StatusUpdated”: The date when the latest status notification was received from Ogone. Additionally, all communication between Web Deposit and Ogone is also logged into the “OgoneTransactions” table.

**Note** This information is important for the Ogone support in case of troubleshooting.

- “PaymentID”: Identifies the related transaction in the “Payments” table.
- “TimeStamp”: Shows when this communication happened.
- “Method”: Shows which method of the Ogone API was used.
- “Request”: “True” if a message was sent to Ogone. “False” if a response or notification was received from Ogone.
- “Message”: Content of the communication with Ogone.

**Note** You are responsible for archiving of transaction history and logs.

# Web Deposit solution for PayPal

Web Deposit can use PayPal as a payment processing solution. This Equitrac/PayPal interaction offers detailed transaction logging, account deposit statements and reports, and provides an audit trail for all transactions by reporting and tracking both web and cash deposits.

Web Deposit uses the currency that is configured for CAS in Web System Manager, and the transaction currency used with PayPal must match.

## Configuring Web Deposit for PayPal

### Requirements

- An active PayPal business account
- API credentials associated with the business account for using the PayPal API

### Prerequisites

Read the instructions as described at the [PayPal "Go Live with Your App"](#) web page prior to using PayPal with Web Deposit.

**Note** Web Deposit uses the Express Checkout API of PayPal (not the Adaptive API operations).

The [PayPal Sandbox](#) provides an environment for testing without performing real payment transactions. It is recommended to use the Web Deposit integration at first with PayPal sandbox accounts before "going live".

### Configure PayPal

To configure PayPal payment system on Web Deposit, do the following:

1. Create PayPal account(s):
  - a. Create a PayPal business account on the PayPal website, which is the target (merchant) account of the payment.

In the example of a university, this is the PayPal account of the university where the students can transfer their money from their own PayPal accounts using Web Deposit. During the



6. Test Web Deposit with a PayPal payment.

**Note** To find out why your payment is refused by PayPal or in the case when your payment was successful but the balance of the PayPal Business account is not increased, check your account's "Payment Receiving Preferences" settings (for example, the currency type used by Web Deposit and the PayPal Business account may be different and a manually entered acceptance is required for the PayPal account). If you experience similar issues, check your PayPal Business account settings.

7. Post Web Deposit for a reviewing process to PayPal as described at [PayPal "Registering Your Application with PayPal"](#). Before you start the review process, you must fill out a form for the Web Deposit application. As this form contains technical questions, the following guide is provided for you:

- a. **"Title"** field: It is recommended to use "Equitrac Web Deposit".
- b. **"On what platform does your app run?"** field: It is recommended to use "Web".
- c. **"Please describe what your application does in detail and how each of the API features will be used by your application"** field: A detailed description about the application itself and its PayPal API usage is required. The following content is recommended and can be modified if needed:

Equitrac Web Deposit is a web application component of the Equitrac product. Equitrac is a server-based print management and cost recovery solution for colleges, universities and K-12 schools. It is used to store user accounts and charge the cost of using the multifunctional (print, scan, copy and fax) devices against the user accounts.

Web Deposit is a web application that can be used to increase the balance of the Equitrac accounts by transferring money from the users' personal PayPal accounts to the university's business account. Web Deposit should be configured after its installation to use the PayPal API credentials of the university's business account. Then an Equitrac user logs into the Web Deposit, set the amount of the money, then the Web Deposit performs the PayPal payment

using the PayPal API. The Web Deposit does not ask for any sensitive information about the PayPal account of the payer, only the amount of the money is asked.

The following steps describe how to configure the Web Deposit:

1. Start the Web Deposit by typing its URL onto a web browser (JavaScript and cookie are mandatory).
2. Login screen: Log in with an Equitrac account.
3. (optional) A Web Apps page appears. Select Deposit.
4. A Payment selection screen appears. Click on the PayPal logo to select the PayPal payment method.
4. Set amount screen: Set the amount of money to pay, accept all legal agreements and click on the Check out with PayPal button. Note: At this time the "SetExpressCheckout" PayPal API method is called.
5. PayPal screens: The following pages are owned by PayPal. A PayPal account should be provided and the payment details should be reviewed.
6. Review screen: Details of the PayPal account and the amount of money can be reviewed. Then click the "Pay Now" button.

**Note** When this page loads, the "GetExpressCheckoutDetails" PayPal API method is called and when the "Pay Now" button is clicked, the "DoExpressCheckoutPayment" PayPal API method is called.

7. Completion screen: The payment is ready and a summary about it is displayed. The Web Deposit uses three PayPal API calls:

1. "SetExpressCheckout": This is first call to give the control to PayPal to acquire the PayPal account credentials and returns a token for the Web Deposit.

1.1. Constant request parameters:

- 1.1.1. "METHOD": "SetExpressCheckout"
- 1.1.2. "RETURNURL": URL of the Web Deposit page
- 1.1.3. "CANCELURL": URL of the Web Deposit page
- 1.1.4. "PAYMENTREQUEST\_0\_PAYMENTACTION": "Sale"
- 1.1.5. "REQCONFIRMSHIPPING": "0"
- 1.1.6. "NOSHIPPING": "1"
- 1.1.7. "ALLOWNOTE": "0"
- 1.1.8. "SOLUTIONTYPE": "Sole"
- 1.1.9. "LANDINGPAGE": "Login"

1.2. Dynamically changing request parameters: 1.2.1. "BRANDNAME": Name of the payment

1.2.2. "LOCALECODE": It depends on the selected language of the Web Deposit

1.2.3. "PAYMENTREQUEST\_0\_AMT": The total amount of the money

1.2.4. "PAYMENTREQUEST\_0\_ITEMAMT": The total amount of the money

1.2.5. "PAYMENTREQUEST\_0\_CURRENCYCODE": The currency type of the Web Deposit

1.2.6. "PAYFLOWCOLOR": Color scheme for the PayPal screens

1.2.7. There are maximum two physical payment items:

1.2.7.1. "Web Deposit Service Credit" is the amount of money added to the Equitrac account (see above)



- 1.2.7.2. "Web Deposit Transaction Fee" is the transaction fee of the university. This may be missing.
2. "GetExpressCheckoutDetails": With the acquired PayPal token get the details of the payment for a review.
  - 2.1. Request parameters:
    - 2.1.1. "METHOD": "GetExpressCheckoutDetails"
    - 2.1.2. "TOKEN": Token returned by "SetExpressCheckout"
  - 2.2. Used response parameters:
    - 2.2.1. "PAYERID": It is stored in the transaction log of the Web Deposit
    - 2.2.2. "PAYMENTREQUEST\_0\_AMT": Showed on the review screen of the Web Deposit
    - 2.2.3. "PAYMENTREQUEST\_0\_CURRENCYCODE": Showed on the review screen of the Web Deposit
    - 2.2.4. "FIRSTNAME": Showed on the review screen of the Web Deposit
    - 2.2.5. "LASTNAME": Showed on the review screen of the Web Deposit
    - 2.2.6. "EMAIL": Showed on the review screen of the Web Deposit
  3. "DoExpressCheckoutPayment": Performs the payment itself.
    - 3.1. Constant request parameters:
      - 3.1.1. "METHOD": "DoExpressCheckoutPayment"
      - 3.1.2. "PAYMENTREQUEST\_0\_PAYMENTACTION": "Sale"
    - 3.2. Dynamically changing request parameters:
      - 3.2.1. "TOKEN": Token returned by "SetExpressCheckout"
      - 3.2.2. "PAYERID": ID returned by "GetExpressCheckoutDetails"
      - 3.2.3. "PAYMENTREQUEST\_0\_AMT": The total amount of the money; the same as for "SetExpressCheckout"
      - 3.2.4. "PAYMENTREQUEST\_0\_CURRENCYCODE": The currency type to be used; the same as for "SetExpressCheckout"
    - 3.3. Used response parameters:
      - 3.3.1. "PAYMENTINFO\_0\_TRANSACTIONID": It is stored in the transaction log of the Web Deposit and showed on the completion screen
- d. **"Select from the Use Case list below"** field: "Digital Goods".
- e. **"Who is responsible for chargebacks or refunds?"** field: "Not this application, the administrator of the application manually."
- f. **"3rd Party Permissions – Which APIs will your end-users need to grant permissions for?"** field: "Use Express Checkout to process payments".
- g. **"Step-by-step Payment Flows Instructions"**: A step-by-step instructions about the application are required. The following content is recommended and can be modified if needed:
  - Start the Web Deposit by typing its URL ("https://...") onto a web browser (JavaScript and cookie are mandatory).
  - Login screen: Log in with the Equitrac account, see below.
  - Payment selection screen: Click on the PayPal logo to select the PayPal payment method.
  - Set amount screen: Set the amount of money to pay, accept all legal agreements and click on the "Check out with PayPal" button.

- PayPal screens: The following pages are owned by PayPal. A PayPal account should be provided and the payment details should be reviewed.
- Review screen: Details of the PayPal account and the amount of money can be reviewed. Then click the “Pay Now” button.
- Completion screen: The payment is ready and a summary about it is displayed.  
Used accounts:  
Equitrac account: ...  
PayPal account: ...

## Use PayPal with Web Deposit

The PayPal payment method is now available on the Web Deposit “Payment selection” screen. To use PayPal with Web Deposit, click on the PayPal logo. A payment workflow is as follows:

1. Set the amount. If the PayPal settings are not set, an error page appears describing the cause of the issue.
  - a. Specify the amount to add to your Equitrac balance. The following values appear:
    - **Your current Equitrac Account balance:** Shows the balance of the logged-in Equitrac user at the time when the page was loaded.
    - **Amount:** You must specify the amount here. It is allowed to be in the interval defined with the minimum and maximum amount (as the Web Deposit global settings).
    - **Transaction fee:** A fix fee per transaction which is added to the transferred money. This is debited from the buyer’s PayPal account and deposited into the merchant’s PayPal account, but is not added to the Equitrac account. This is specified at the Web Deposit global settings. If the transaction fee is 0, this field is hidden.
    - **Total amount:** The sum of the amount and the transaction fee that is calculated automatically in real time. If the transaction fee is 0, this field is hidden.
    - **Estimated new Equitrac balance:** This is the new expected Equitrac balance after a successful payment, which is the sum of the amount and the current Equitrac balance.
  - b. Review and accept the configured legal documents by selecting the check box next to **I have read and accepted**.
  - c. Cancel the payment workflow by clicking the **Cancel** button, or start the payment by clicking the **Check out with PayPal** button. This button appears only if all the legal documents are already accepted. Otherwise, it is not available.

**Note** The payment either succeeds or fails. The Status screen appears with the result of the payment.

2. Log in with PayPal.
  - a. Log in with the PayPal account which you use to pay.

These pages are owned and controlled by PayPal and Web Deposit does not have influence on them. All information provided here is not transferred to and stored by Web Deposit.

Your profile summary for your PayPal account contains your registered personal and financial information, including your bank and debit or credit details, registered phone numbers, email addresses, and street addresses. In your profile, you can add additional cards, bank accounts,

email addresses or street addresses, phone numbers and change your password or security questions.

To view your registered information, log in to your PayPal account and click **Profile** near the top of the page. To change any of your personal information, click **My personal info**, **My money**, **My settings**, or **My selling tools**, and follow the steps provided.

- b. Depending on your PayPal account you can pay by:
- Linking your bank account, debit and credit cards to your PayPal account (up to 8 bank accounts for each PayPal account)
  - Using your PayPal account (with money already stored there)

The currency type used by the Web Deposit and the PayPal account may be different. PayPal handles conversion between them.

It may happen that you navigate away from the payment pages inside the PayPal web site. In this case, with the **Back** button of the browser you can navigate back to the payment page or to the Web Deposit "set amount" screen.

You can still cancel the payment at this point. In this case, money is not transferred and the Web Deposit "Status" screen appears describing the cause of the cancellation.

- c. Click **Done**. You are transferred to the Web Deposit "Review" screen. Payment does not happen and money is not transferred yet at this point.
3. Review payment. Review your payment before the transaction:
- **First Name** of the PayPal account.
  - **Last Name** of the PayPal account.
  - **Email address** of the PayPal account.
  - **Amount**: The amount which is paid for the Equitrac account.
  - **Transaction fee**: A fee amount per transaction which is added to the transferred money.
  - **Total Amount**: The total amount which is debited from the listed PayPal account.
  - **Current Equitrac Account balance**: The balance of the logged-in Equitrac user at the time the page was loaded.
  - **Estimated new Equitrac Account balance**: The balance of the logged-in Equitrac user increased with the amount (transaction fee is not included) if the payment is successful.

If payment data is correct, click the **Pay Now** button to finalize the payment at PayPal. Click the **Cancel** button to cancel the transaction without any money transfer.

4. Check Status.

The result of the payment workflow is displayed. It can be completed, paid, cancelled or failed. Money is transferred only if the payment is completed or paid. In this case, the transaction ID of PayPal is displayed.

**Note** PayPal automatically sends email after a transaction if the PayPal account is configured to do this.

- If the payment is "completed", the Equitrac account is increased and the new balance is displayed.
- If the payment is "paid", the money was debited from your PayPal account, but the Equitrac account could not be increased (because of a communication problem between Web Deposit and the Equitrac server). Click the **Refresh** button that appears in order to try increasing the balance again. If it does not help, report it to the Web Deposit administrator to increase the Equitrac balance manually.

5. Close the payment workflow with the **Done / Close** button. The Web Deposit “Payment selection” screen appears.

## Transaction log of PayPal payments

All payment transactions are stored in the Web Deposit database as a transaction history.

The “Payments” table stores general transaction data. The columns are as follows:

- “CASAccountID” and “CASUserID”: Data about the Equitrac account and the user who initiated the payment (database ID and User ID).
- “PaymentService”: Used payment methods; “1” is always used for PayPal.
- “Created” and “LastModified”: Timestamp of the creation and modification of the record.
- “CurrencyIsoCode”: The currency type in ISO format, which is used for the requested amount.
- “ItemAmount” and “FeeAmount”: Amount of money to participate in the transaction, meaning transaction amount and transaction fee.
- “Status”: State of the transaction. The following values are possible:
  - “1” (New): The transaction was initiated but Web Deposit did not communicate with PayPal yet. Normally, this value is never shown because if there is an error in the communication with PayPal (e.g. the wrong URL is used), it is updated to “6” (Failed), or if PayPal answers - it is updated to “2” (Pending).
  - “2” (Pending): When the PayPal screens appear the transaction is in pending state.
  - “3” (Complete): The money was transferred between the two PayPal accounts.
  - “4” (Cancelled): The transaction was cancelled by the user.
  - “6” (Failed): There was an error during the transaction.
- “CASBalanceUpdated”: “True” if balance of the Equitrac account was increased by the transaction amount; otherwise “False”.

**Note** If a transaction is in a complete state but this column is “False”, the Equitrac balance is not updated because of network issues. In this case, the Equitrac balance should be increased manually by the Equitrac server administrator.

The “PayPalPayments” table stores the PayPal related information of the payment:

- “Id”: Identifies the related transaction in the “Payments” table.
- “CorrelationID”, “Token”, “PayerID”: PayPal technical information about the transaction. These may be required by the PayPal support in case of any issue.
- “FirstName”, “LastName”, “Email”: Information of the buyer’s PayPal account.
- “TransactionId”: This ID appears in the transaction history of the buyer’s PayPal account.

Additionally, all communication between Web Deposit and PayPal is also logged into the “PayPalTransactions” table.

This information is important for the PayPal support in case of troubleshooting.

- “PaymentID”: Identifies the related transaction in the “Payments” table.
- “TimeStamp”: Shows when this communication happened.
- “Method”: Shows which method of the PayPal API was used.

- “Request”: “True” if a message was sent to PayPal. “False” if a response or notification was received from PayPal.
- “Message”: Content of the communication with PayPal.

**Note** You are responsible for archiving the transaction history and logs.