

Online Payments - Fees Module

Payment Provider - AsiaPay

Your step by step guide to get online payments set up for your SchoolsBuddy

1. Email Introduction

You will receive an email from us, to introduce you to your regional AsiaPay contact.

2. AsiaPay Initial Contact and Proposal

Your AsiaPay contact will then arrange a suitable time with you to discuss your requirements. Following this they will send you the applicable proposal for your organisation, for you complete, sign and return with the required documentation for your region.

3. AsiaPay Process

AsiaPay will work with you and us to ensure the relevant requirements and authorisation for setup with us and your bank are provided.

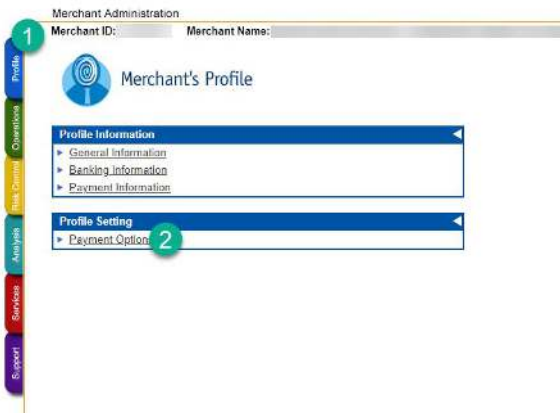
4. Test Payment

Once the bank setup is complete, AsiaPay will request from AsiaPay your AsiaPay Account Number/Merchant ID, Secret hash/key, API Username and API token so we can integrate the payment gateway with our system, as well as test credentials for processing a test payment. You will need to update the payment response URL - see next page for screen shots

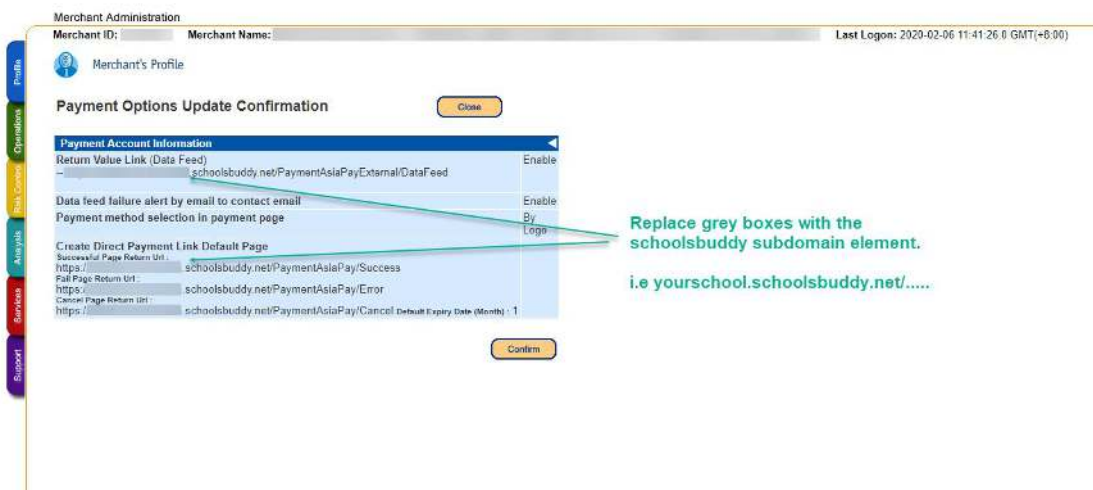
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Log into your AsiaPay Merchant Account and select “payment option” under “Profile Setting”:-



Update the URL with your SchoolsBuddy URL in the four grey boxes and ensure you ENABLE the Data Feed :-



5. Live Payments

Once a successful test payment has been achieved we will advise you and your SchoolsBuddy site will then be live to use online payments.