



## Payment Form Guide

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Congratulations on the selection of the PayLeap Payment Gateway, the most advanced solution in the industry for IP-based transactions.

This guide prepares you with the detailed information that you will need to create and integrate the PayLeap Payment Form.

Your opinion is important to us. If you have any suggestions feel free to [email us](#).

**Thank you for choosing PayLeap, LLC!**

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### **Support**

PayLeap is committed to providing the highest quality tools and customer support. If you have any questions, comments or suggestions please contact PayLeap by:

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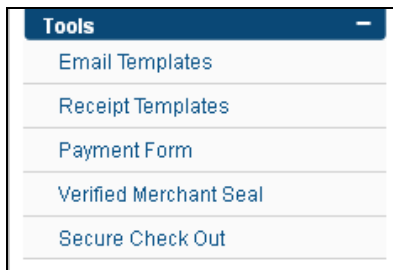
# Overview

The PayLeap Payment Form is the easiest way to integrate credit card or ACH payments into your web site. With a few simple steps, you configure your payment form and minimal HTML skills, you can integrate a custom payment form into your web site. The following sections describe how to configure the PayLeap Payment Form in the PayLeap web interface and how to integrate the form into your web site.

## Configuring the Payment Form

To configure a payment form, follow these steps:

1. Log in to the PayLeap web interface using your user name and password.
2. From the **Merchant User** menu, select **Tools** then click **Payment Form**.



The Payment Form List displays:

| Payment Form List |                                                                                         |                                    |                        |                         |                        |                      |
|-------------------|-----------------------------------------------------------------------------------------|------------------------------------|------------------------|-------------------------|------------------------|----------------------|
| FORM NAME         | FORM LINK                                                                               | BUTTON PREVIEW                     | BUTTON EXPORT          | PREVIEW                 | BUTTON EXPORT          | EDIT                 |
| Payment           | https://uat.payleap.com/Merchant/Tools/MakePayment.aspx?Id=tHtDb6fNB2GEAkutS17Fpg%3d%3d | <input type="button" value="Pay"/> | <a href="#">Export</a> | <a href="#">Preview</a> | <a href="#">SaveAs</a> | <a href="#">Edit</a> |
| Payment Two       | https://uat.payleap.com/Merchant/Tools/MakePayment.aspx?Id=D0p40GF290aW7dC9aAkwEg%3d%3d |                                    |                        | <a href="#">Preview</a> |                        | <a href="#">Edit</a> |

3. Click **Add New Form**.

The Add Payment Form screen displays.

4. Complete the fields on the form to configure the form. The following sections describe the fields on the Add Payment Form screen. Click **Save** to create the new form.

## Basic Info

The Basic Info section contains the following fields:

| Basic Info   |                                                                |
|--------------|----------------------------------------------------------------|
| Form Name:   | <input type="text" value="Payment"/>                           |
| User Name:   | <input type="text" value="shoap123"/> ▼                        |
| Description: | <input type="text" value="This is the primary payment form."/> |

Use the following table for instructions on completing these fields:

| Field       | Required | Description                                                                            |
|-------------|----------|----------------------------------------------------------------------------------------|
| Form Name   | Required | The name displayed on the Payment Form List.                                           |
| User Name   | Optional | Select the user name to create the form fo.                                            |
| Description | Optional | A description of the payment form you are creating. This does not display on the form. |

## Payment Options

The Payment Options section contains the following fields:

**Payment Options**

---

Default Amount:   Fixed?

Payment Method:  Check  Credit Card

- American Express
- Visa
- MasterCard
- Diner
- Discover
- JCB

Display Swipe Card Option

Invoice #:  Display  Hidden Field

Terms And Conditions:

Use the following table for instructions on completing these fields:

| Field                     | Required | Description                                                                                                                                                                  |
|---------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Default Amount            | Optional | Enter the default amount of transaction or leave blank to display a blank amount field on the form. Select <b>Fixed?</b> To prevent this amount from edited by the customer. |
| Payment Method            | Optional | Select the accepted payment methods. Select <b>Check</b> and/or <b>Credit Card</b> . If you select <b>Credit Card</b> , select the card types allowed.                       |
| Display Swipe Card Option | Optional | Select this field to display the option for swiping credit cards. Use this option when using the form in an environment with an attached card reader.                        |
| Invoice #                 | Optional | Select <b>Display</b> to display the Invoice number field on the form. Select <b>Hidden Field</b> to hide the invoice number field.                                          |
| Terms and Conditions      | Required | Enter the <b>Terms and Conditions</b> text that will display on the form.                                                                                                    |

## Template Fields

The Template Fields section contains the following fields:

| Template Fields                                                                                               |
|---------------------------------------------------------------------------------------------------------------|
| Standard Fields Sub Section                                                                                   |
| Standard customer name and billing address fields are always included on the Payment form as required fields. |
| <input checked="" type="checkbox"/> Include Shipping Address Fields                                           |
| <input checked="" type="checkbox"/> Include Custom Fields                                                     |
| <input checked="" type="checkbox"/> Include Verification Seal                                                 |
| <input checked="" type="checkbox"/> Hide Company Name in Order Information                                    |

Use the following table for instructions on completing these fields:

| Field                                  | Required | Description                                                       |
|----------------------------------------|----------|-------------------------------------------------------------------|
| Include Shipping Address Fields        | Optional | Select to display shipping address fields on the form.            |
| Include Custom Fields                  | Optional | Select to display custom fields on the form.                      |
| Include Verification Seal              | Optional | Select to display the PayLeap verified merchant seal on the form. |
| Hide Company Name in Order Information | Optional | Select to not display the company name in your order response.    |

## Form Customization Information

The Form Customization Information section contains the following fields:

**Form Customization Information**

---

Form Title:

Form Logo:   **LOGO  
NOT  
DEFINED**

(Image size 240X110 px)

Return Page Text:

Return Page URL:

Payment Button Text:

Font:

Form Colors:

|                                      |                                      |                                      |                                      |                                      |
|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Text                                 | Title                                | Sub Title                            | Highlight                            | Button                               |
| <input type="text" value="#000000"/> | <input type="text" value="#009900"/> | <input type="text" value="#009900"/> | <input type="text" value="#CCCCCC"/> | <input type="text" value="#666666"/> |
| <a href="#">Choose</a>               | <a href="#">Choose</a>               | <a href="#">Choose</a>               | <a href="#">Choose</a>               | <a href="#">Choose</a>               |

Use the following table for instructions on completing these fields:

| Field               | Required | Description                                                                                                                                    |
|---------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Form Title          | Optional | Enter the title to display at the top of the form.                                                                                             |
| Form Logo           | Optional | Select an image file to display as the logo at the top of the form. The image should be 240x110 pixels. Larger images will be cropped.         |
| Return Page Text    | Optional | Enter text to display on the return page.                                                                                                      |
| Return Page URL     | Optional | Enter the URL to return to on payment completion.                                                                                              |
| Payment Button Text | Required | Enter the text to display on the payment button.                                                                                               |
| Font                | Optional | Select the font to use on the payment form.                                                                                                    |
| Form Colors         | Optional | For each text type, enter the hex code for the color to display the text in or click <b>Choose</b> and select the color from the color picker. |

## Payment Form Button

The Payment Form Button section contains the following fields:

**Payment Form Button**

---

Define Button for Payment Form:

Button Type:       Graphic Button       Text Link

Button Label:     

Button BackGround:            [Choose](#)

Font:                        [Choose](#)

Font Style:       Bold       Italic

Use the following table for instructions on completing these fields:

| Field                          | Required | Description                                                                                                                                                                      |
|--------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Define Button for Payment Form | Optional | Select to define a button. If you do not create a button, you can use the payment form URL on its own.                                                                           |
| Button Type                    | Optional | Select Graphic Button to create link to the form that looks like a button. Select Text Link to create a simple text link.                                                        |
| Button Label                   | Optional | Enter the text to appear on the button.                                                                                                                                          |
| Button Background              | Optional | Enter the hex code for the background of the button or click <b>Choose</b> and select the color from the color picker.                                                           |
| Font                           | Optional | Select the font style and size to use for the button. Enter the hex code for the color to display the text in or click <b>Choose</b> and select the color from the color picker. |
| Font Style                     | Optional | Select <b>Bold</b> and/or <b>Italic</b> to display the text in that font style.                                                                                                  |

## Contact Information

The Contact Information section contains the following fields:

**Contact Information**

---

Company:            Email:     

Phone:            URL:

Use the following table for instructions on completing these fields:

| Field   | Required | Description                                             |
|---------|----------|---------------------------------------------------------|
| Company | Required | Enter the company name to display on the form.          |
| Email   | Required | Enter the contact email address to display on the form. |

| Field | Required | Description                                            |
|-------|----------|--------------------------------------------------------|
| Phone | Required | Enter the contact phone number to display on the form. |
| URL   | Optional | Enter the contact URL to display on the form.          |

## Address Details

The Address Details section contains the following fields:

**Address Details**

---

Address1:

Address2:

City:

Country:  State:

Postal (Zip) Code:  Time Zone:

Use the following table for instructions on completing these fields:

| Field             | Required | Description                                          |
|-------------------|----------|------------------------------------------------------|
| Address 1         | Required | Enter the first line of the company street address.  |
| Address 2         | Optional | Enter the second line of the company street address. |
| City              | Required | Enter the company city.                              |
| Country           | Optional | Select the company country.                          |
| State/Province    | Optional | Select the company state or province.                |
| Postal (Zip) Code | Required | Enter the company postal or ZIP code.                |
| Time Zone         | Optional | Select the company time zone.                        |

## Custom Fields

The Custom Fields section contains the following fields:

**Custom Fields**

---

Custom Field Title:

Use the following table for instructions on completing these fields:

| Field              | Required | Description                                                  |
|--------------------|----------|--------------------------------------------------------------|
| Custom Field Title | Optional | Enter the title for the custom field to display on the form. |

# Integrating the Payment Form

To integrate a payment form, follow these steps:

1. From the Merchant User menu, select **Tools** then click **Payment Form**.

The Payment Form List displays:

| Payment Form List |                                                                                                                                                                                               |                                                                                   |                        |                         |                        |                      |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------|-------------------------|------------------------|----------------------|
| FORM NAME<br>▲ ▼  | FORM LINK                                                                                                                                                                                     | BUTTON PREVIEW                                                                    | BUTTON EXPORT          | PREVIEW                 | BUTTON EXPORT          | EDIT                 |
| Payment           | <a href="https://uat.payleap.com/Merchant/Tools/MakePayment.aspx?Id=tHtDb6fNB2GEAkutS17Fpg%3d%3d">https://uat.payleap.com/Merchant/Tools/MakePayment.aspx?Id=tHtDb6fNB2GEAkutS17Fpg%3d%3d</a> |  | <a href="#">Export</a> | <a href="#">Preview</a> | <a href="#">SaveAs</a> | <a href="#">Edit</a> |
| Payment Two       | <a href="https://uat.payleap.com/Merchant/Tools/MakePayment.aspx?Id=D0p40GF290aW7dC9aAkwEg%3d%3d">https://uat.payleap.com/Merchant/Tools/MakePayment.aspx?Id=D0p40GF290aW7dC9aAkwEg%3d%3d</a> |                                                                                   |                        | <a href="#">Preview</a> |                        | <a href="#">Edit</a> |



[Add New Form](#)

2. If you created a graphic button, the **Button Preview** field shows a preview of what the button looks like using the exported code. Click **Preview** to preview the form that displays when you click the button. Click **Edit** to change the options for the form. Click **Delete** to delete the form.
3. You have several options for integrating the payment for with your site.
  - Click **Export** to copy the code for the image button to the clipboard (Internet Explorer only).
  - Click **SaveAs** to download a file containing the HTML code to include a button linking to the payment form on your website.
  - Copy and paste the URL under **Form Link** and use this link in an <A> tag or button on your web site.

## Example HTML

The following shows an example of HTML including the payment form code saved using the Export function. The exported code is in **bold**:

```
<html>
  <head>
    <title>Purchase Page</title>
  </head>
  <body>
    <h1>Purchase Page</h1>
    <p>Click the following button to pay now:</p>
    <input type='submit' name='btnPayNow' value='Pay'
id='ctl00_ContentPlaceholder1_gvPaymentForm_ctl02_GraphicButton'
style='Color:#333333;font-size:10px;font-family:Arial,Helvetica, sans-
serif;font-weight:bold;font-style: ;background:#CCCCFF'
onclick="javascript:window.open('https://uat.payleap.com/Merchant/Tools/M
akePayment.aspx?Id=tHtDb6fNB2GEAkutS17Fpg%3d%3d');return false;"/>
  </body>
</html>
```

This code produces the following web page:

