

## Preparing for Blackbaud Secure Payments™ for all gateways

The Blackbaud Secure Payments changes are here to enhance security for credit card transactions. To set up your Blackbaud Payment Service™ (BBPS) Credentials, follow the detailed instructions below.

### Step 1: Determine your gateway.

- If you're using PayPal, you must be running Payflow PRO ([click here](#) for more information). Once you have upgraded to Payflow PRO continue to Step 2.
- Any other gateway (such as [Blackbaud Merchant Services™](#), Authorize.net®, iATS®, Sage®), continue to Step 2.

### Step 2: Locate or create new login/password credentials for Blackbaud Payment Service. You will need to know your Site ID and primary email contact.

Visit <https://bbps.blackbaud.com> to create your new login/password credentials, or skip to Step 3 if you already have credentials.

- These credentials will be required to continue using your payment gateway with onMessage™ or onBoard™ going forward.
- The username you select is permanent and cannot be changed for your school. These same credentials will be used to enable payment processing in any other Blackbaud products you choose to use in the future.
- To determine whether the email address you're using is a primary contact for your school, you can log into <http://blackbaud.com> and manage your account.
- You will be asked to accept a Terms and Conditions agreement which should identify the interconnect fees described below. There will be a waiver for these until your next contract renewal.
- For additional support access visit <https://bbps.blackbaud.com> and select Chat on the left.

### Step 3: To enable BBPS in onMessage™/onBoard™ please follow the steps below:

- Platform Manager must add the user(s) responsible for managing the BBPS account to the new Payment Services Manager role under:
  - In the persona menu, go to Core.
  - Click on Profile under Users/Access.
  - Click on Manage Roles and then click on the Payment Services Manager role.
  - Click on the Members link.
  - Click the Add button to add a new member.
  - In the Search In field, enter the name of the individual and click the Search button.
- Under the Search Results section, click on the User's name to highlight and use the blue right facing arrows (>>) to move them to the Added Users section.
- Click Save & Exit.

- Next, a Payment Services Manager must enter the BBPS username and password that has been assigned to the school. To add this information, complete the following steps:
  - In the persona menu, go to Core.
  - Click on Payment Services under Settings.
  - Click Edit and enter the Username, Password, and Currency.
  - Click Save.

Click [here](#) to see how this will look.