

## A Step-By-Step Guide

**Overview:** Accept customers' credit card payments in your Odoo website's shopping cart by connecting it via Authorize.net, to your new SoarPay high-risk merchant account.

**1**

### Welcome Email

Once approved for a merchant account, you'll receive a welcome email with your **Authorize.net Login**, **API Login ID Key**, and **Transaction Key**. Save this information.

**2**

### Activate Authorize.net in Odoo

- In your Odoo dashboard, go to the **Website**, **Accounting** or **Invoicing** tab (depending on your version).
- Select **"Configuration" > "Payment Providers."**
- Search for **"Authorize.Net"** in the list of payment providers.
- Click on **"Authorize.Net"** and set the **"State"** to **"Enabled"** to activate it.

**3**

### Complete Setup Process

Enter the following in the Credentials tab:

- Display Name: "Credit/Debit Card".
- Enter API Login ID, Transaction Key, and Signature Key from your Welcome Email.
- Click "Generate Client Key" to create the API Client Key.

**4**

### Start Processing!

Run a test transaction, and You're now ready to start accepting credit cards in your shopping cart via Authorize.Net and your new merchant account!

### Need Help?

Contact Your Customer Success Manager  
**888-225-9405** • [support@soarpay.com](mailto:support@soarpay.com)

