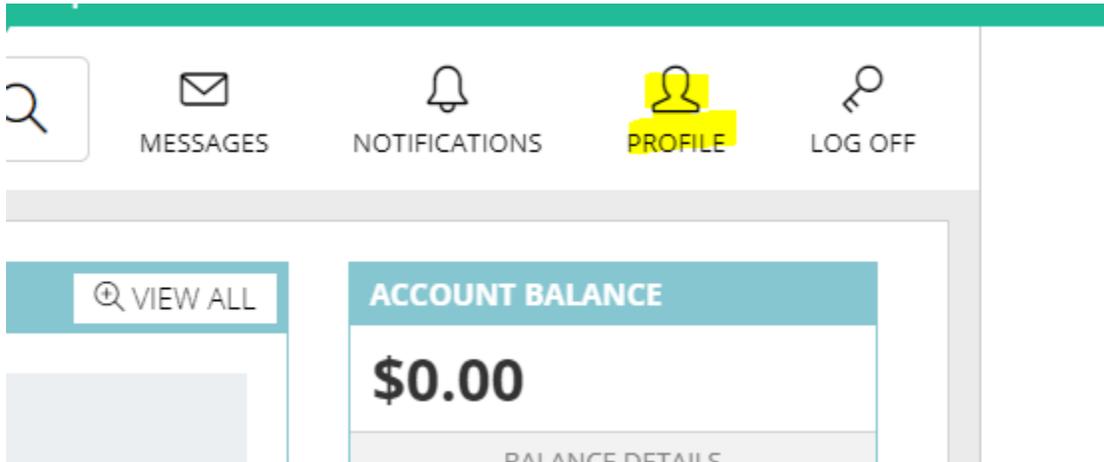


How to Set Up Currency Pay within Auction Flex 360:

First, log in to the CP Portal at <https://portal.currencypay.com/>

Once you are logged in, go to Profile in the upper right.



Next, use the tabs and select Account. From here you will need to obtain the Merchant ID, which will appear as below:

[Dashboard](#) > [Profile](#)

# SANDHILLS PUBLISHING

Login Business Owner **Account**  Bankin

**Merchant ID:** t1\_mer\_5b71a646af681539d3a6ac1

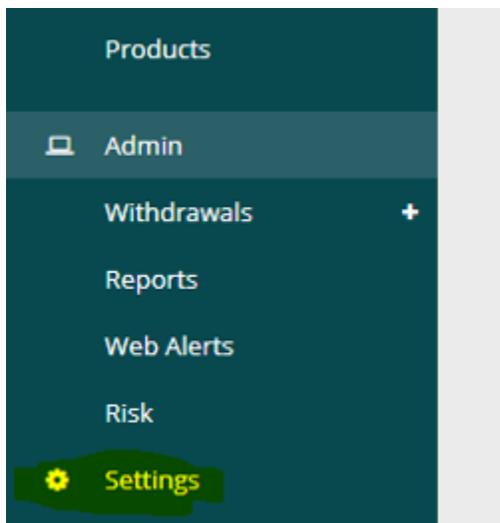
You are then going to log into AuctionFlex360.com. Go to Miscellaneous on the left, Company in that drop down and select the tab labeled Merchant Account. You are going to paste that key where it says "CurrencyPay Merchant ID" as shown below:

## Miscellaneous

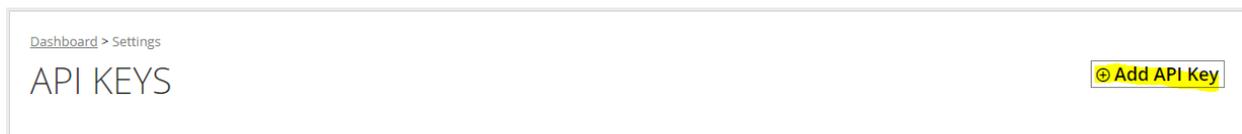
Accounts User List **Company Details** Locations Formulas AF360 Help

Company Info		Merchant Account	
<b>+ MANAGE AUCTION LISTING SERVICE</b>		<b>CurrencyPay Merchant ID</b>	<input type="text" value="t1_mer_5b47a13d9a18b4cba1."/>
Subscription	<input type="text" value="Regular (Unlimited Users)"/>	CurrencyPay Private API Key	<input type="text"/>
Company Name	<input type="text" value="AF360 Production Support Test"/>	CurrencyPay Public API Key	<input type="text"/>
Primary Contact First Name	<input type="text"/>		

Next, we need to create 2 API keys. Back in the Currency Pay Portal; go to settings on the left hand menu all the way at the bottom.



Click “Add API Key” on the right



You will need to create a Private Key and a Public Key. After filling in all the fields, click add below. After you create them, they will drop below. The steps will look like this:

Let us start with Private. Fill in the fields, click add.

Dashboard > Settings

API KEY

Auction Flex 360- Demo    Active    Private

**ADD**

CANCEL

Dashboard > Settings

### API KEYS

[Add API Key](#)

NAME	KEY	COPY	CREATED	STATUS	PUBLIC	DELETE
Auction Flex 360- Demo	4d5ec737d2aab47e6a0588833e666831		09-07-2018 10:07:27		No	

Next, use the copy function to paste it into the Auction Flex 360 field as follows:

**AUCTION FLEX360**    Auctions    Customers    **Miscellaneous**    Settings   

Current Auction ▾

### Miscellaneous

Accounts    User List    **Company Details**    Locations    Formulas    AF360 Help

Company Info

**+ MANAGE AUCTION LISTING SERVICE**

Subscription    Regular (Unlimited Users) ▾

Company Name    AF360 Production Support Test

Merchant Account

CurrencyPay Merchant ID    t1\_mer\_5b47a13d9a18b4cba1

**CurrencyPay Private API Key**    xxxxxxxxxxxxxxxxxxxxxxxx

CurrencyPay Public API Key    ..    ..    ..

For Public, it will look like this:

Dashboard > Settings

API KEY

Auction Flex 360- Demo    Active    Public

**ADD**

CANCEL

Go ahead and add it, and then again use the copy feature,

[Dashboard](#) > [Settings](#)

## API KEYS

[⊕ Add API Key](#)

Success

NAME	KEY	COPY	CREATED	STATUS	PUBLIC	DELETE
Auction Flex 360- Demo	329ca7b051838067806d826f7d726312		09-07-2018 10:07:19		Yes	

In addition, paste it into this field:

**AUCTION FLEX360** Auctions Customers **Miscellaneous** Settings

Current Auction ▾

### Miscellaneous

Accounts User List **Company Details** Locations Formulas AF360 Help

Company Info + MANAGE AUCTION LISTING SERVICE Merchant Account

Subscription: Regular (Unlimited Users) ▾ CurrencyPay Merchant ID: t1\_mer\_5b47a13d9a18b4cba1

Company Name: AF360 Production Support Test CurrencyPay Private API Key: XXXXXXXXXXXXXXXXXXXXXXXX

CurrencyPay Public API Key: 2ebe0ba373c2570ab5cadad158bfa651

Now hit save at the bottom. Next, we need to do a test transaction.

Start by going to Auction Day toward the top and then Check In. Go ahead and check yourself into the auction.

Pre Auction Auction Day

**Check In** Clerking

CHECK IN

NO BIDDERS SELECTED ▾

🔍

<input type="checkbox"/>	Bidder #	Company Name	Name	Email	Hear Ab
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Once you do that, move on to Clerking tab:

The screenshot shows a navigation bar with two tabs: 'Pre Auction' (with a gear icon) and 'Auction Day' (with a left-pointing arrow icon). Below the navigation bar, there is a 'Check In' section with a 'Clerking' tab highlighted in yellow. Underneath, a table is visible with the following headers: 'Reserve', 'Bidder#', and 'Bidder'. The table contains a single row with dashes ('--') in each column.

Now clerk a \$1.00 charge to yourself under the bid card number you checked yourself in, like so:

The screenshot shows a bid card entry form with the following fields: 'Lot#' (999), 'Seller' (TEST - Miranda Ganceres), 'Title' (Test Charge), 'Hammer Price' (1.00), 'Bidder#' (100), 'Quantity' (1), and 'Status' (Sold). There is a checkbox for 'x money' which is unchecked. A 'Save' button is located to the right of the form. Below the form, the name 'Donna Anderson ()' is displayed.

Now we are going to move onto settlements on the top menu. From here find your settlement and click "View Settlement" on the right for your buyer number, then "Add Receipt at the top"

The screenshot shows a navigation bar with three tabs: 'Pre Auction' (with a gear icon), 'Auction Day' (with a left-pointing arrow icon), and 'Settlement' (with a right-pointing arrow icon and highlighted in green). Below the navigation bar, there are two sub-tabs: 'Bidder Settlement' and 'Seller Settlement'. The 'Bidder Settlement' sub-tab is currently selected.

**Settlement Details** ✕

Customer: ANDERSON - Donna Anderson   

Customer Balance: \$1.18 

Lot #	Title / Notes	Qty Sold	Entries	
999	Test Charge	1	Sold Lot	\$1.00
			5% BP for all bidders	\$0.10
			Sales Tax	\$0.08

Showing 1 to 1 of 1 entries

**Receipt: Bidder #100** ✕

**Payment Type** visa

Principal Amount Due 1.18

Principal Amount Paid 1.18

Surcharge/Discount Rate 3.00%

Surcharge/Discount 0.03

Rounding None

**Actual Amount Paid** 1.22

Notes Notes

Email Receipt to Bidder





Now select the card type you will be using, and click Pay with Credit Card at the bottom. Fill out the next screen and then click Save at the bottom. And that is it! If you get an error or are having any issues please feel free to contact our support team at the office (352) 414 1947.