



A Step-By-Step Guide

Overview: Accept customers' credit card payments in your website's Shopify shopping cart by connecting it with Authorize.net, to which your new merchant account is already connected.

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 Shopify

Use your laptop or desktop and log into your Shopify account.

- From your admin page, go to **Settings** and then click on **Payments**.
 - If you don't have Shopify Payments already enabled, click "See all other providers."
 - If this isn't a brand new Shopify Account and you've previously selected Shopify Payments, select "Change Providers".
- Select **Authorize.net** from the list of third-party providers.

3

Add Authorize.net Keys to Shopify

- Enter your Authorize.net API Login ID and Transaction Key which were listed in the Welcome Email.
- Click **Activate Authorize.net** and Click **Save**.

4

Start Processing!

You are 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

888-281-5830 • support@tacticalpay.com

