



Document purpose

In the event that you do not see a “Bookmark” configuration in the list of Moneris Checkout configurations, you will need to create a “Bookmark” configuration in Moneris Checkout so that you can integrate Moneris payments into your Bookmark ecommerce website.

Create your Moneris Checkout profile

Follow these steps to create a basic Moneris Checkout profile:

1. From the Merchant Resource Center (MRC) main screen, click the **Admin** menu, then click **Moneris Checkout Config**.
2. When the "Moneris Checkout Configuration" page displays, click the **Create Profile** button.
3. When the "Saved" dialog box displays, click the **OK** button to close the dialog box.
4. On the left side of the screen, above **Checkout Type**, click the **Edit Name** link.
The Edit Checkout Alias popup appears.
5. Click inside the **Alias** field and enter a new alias for your Checkout configuration e.g. “Bookmark”.
6. Click **Save** when finished, then click **OK** in the confirmation popup.

7. Go to the top of the live checkout preview (on the right side of the screen) and click the **Save** button.
8. In the setting configuration section on the left side of the page, click **Checkout Type** to expand it (if it is not already expanded).
9. In the **Checkout Type** section, select the **I have my custom order form and want to use Moneris simply for payment processing** radio button.
10. Go to the top of your live checkout preview and click the **Save** button.
11. When the "Success" dialog box displays, click the **OK** button to close the dialog box.
Note: *Your live preview area refreshes to reflect the updated configuration settings.*
12. Click **^ Checkout Type** in the setting configuration section on the left side of the page to contract the checkout type settings.

Congratulations! You have now created a Moneris Checkout profile.

Next step: Configure the Moneris Checkout profile to accept payment.

Configure the Moneris Checkout profile to accept payment

Follow the steps below to configure payments in Moneris Checkout.

1. In the setting configuration section on the left side of the page, click **Payment** to expand it.
2. In the **Accepted Digital Wallets** section, place a checkmark in the **Google Pay** checkbox.
3. In the **Card Logos** section, place checkmarks in *all* of the checkboxes for the payment types so that the logos for those payment types appear on your Bookmark ecommerce website.

Note: *Do not leave any logos unchecked.*

4. Ignore the **Card Details** section. These items are locked and cannot be changed.
5. In the **Payment Security** section, configure the payment card security and fraud prevention tools you wish to use when accepting payment on your ecommerce website:

Note: *Auto Decision is enabled by default with Moneris Online, because it comes bundled with Moneris Kount Essentials and other fraud tools.*

- a. Enable the fraud-prevention tools by placing checkmarks in the **AVS** and **3D Secure** checkboxes.
- b. Click the drop-down menus beside **AVS** and **CVV** and select **Optional**.

6. In the **Transaction Type** section, click the **Purchase** option, and leave the others blank.
7. If the **Transaction Limits** section is visible to you, ignore it for now.
8. Go to the top of your live checkout preview (on the right side of the screen) and click the **Save** button.
9. When the "Success" dialog box displays, click the **OK** button to close the dialog box.
***Note:** Your live preview area refreshes to reflect the updated configuration settings.*
10. Click ^ **Payment** on the left side of the screen to contract the payment settings.

Next step: Configure email settings

Configure email settings

Use the Email Communications section to configure the information that is sent to customers.

1. In the setting configuration section on the left side of the page, click **Email Communications**.
2. In the **Email Contents** section, select the following items to include in the email to your customers by placing checkmarks in the checkboxes.
 - **Order Info** – displays information about the items purchased.
 - **Customer Info** – displays name and address information the customer entered during checkout.
 - **Shipping Info** – displays shipper/expeditor info, including tracking number and delivery ETA.
 - **Payment Info** – displays payment information (although sensitive card data is masked).
3. Leave the options in the **Customer Emails** and **Merchant Email Recipients** sections alone; these sections will be handled by another system.

4. Go to the top of your live checkout preview, and click the **Save** button.
5. When the "Success" dialog box displays, click the **OK** button to close the dialog box.
***Note:** Your live preview area refreshes to reflect the updated configuration settings.*
6. Click ^ **Email Communications** on the left side of the screen to contract the email settings.

Congratulations, the Moneris Checkout configuration is now complete!

You can return to the Moneris Online Setup Wizard, to the page titled "Retrieve the API Token" to proceed with the setup.