



User Guide

PERSONAL ACCOUNT-HOLDERS

How To Create & Use Paxum Pay Now Buttons

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Paxum Personal Account-holders can create and use Pay Now Buttons at any time. Pay Now Buttons can be added to your website to make it easier for your customers/friends/etc to send you payments, or to purchase goods/services from you.

It's easy to set-up Paxum Pay Now Buttons.

Simply log-in to your Paxum account and select MERCHANT SERVICES from the top menu bar (*Illustration 30*):

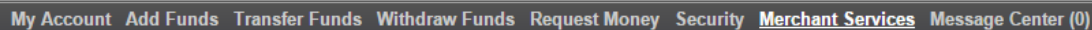


Illustration 30: Merchant Services location in the menu bar

A new page will load with the following options. For Pay-Now Buttons you will need to click the MY SAVED BUTTONS link inside the Merchant Services section (*Illustration 31*)

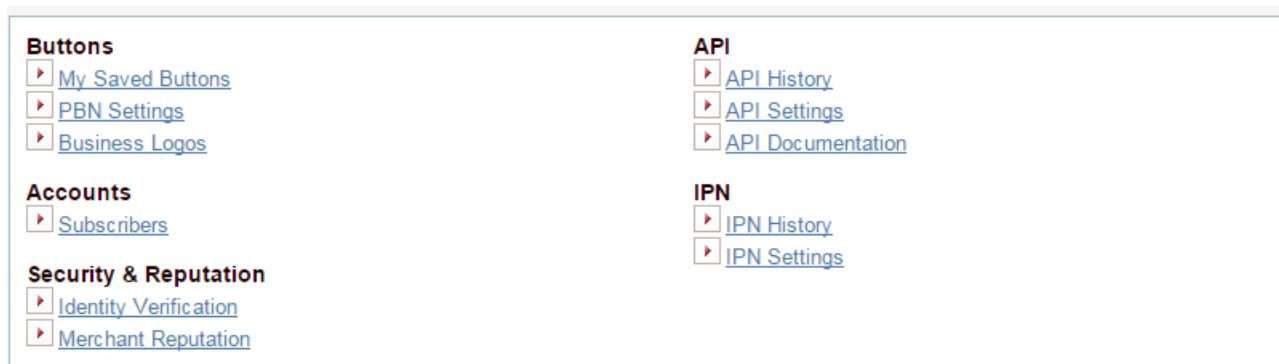


Illustration 31: Select “My Saved Buttons” to create/view Pay-Now Buttons

To create a new button, click Add New Buttons, as shown in *Illustration 32*:

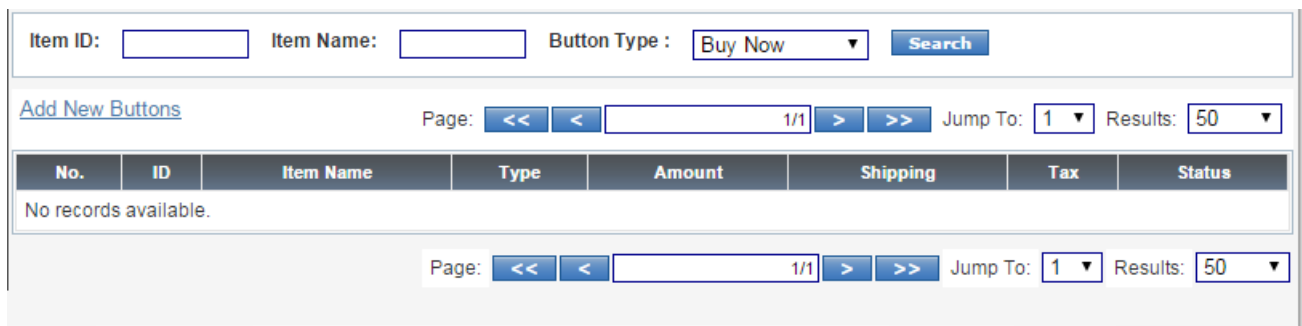


Illustration 32: Add New Buttons

A new page will load that contains a form with multiple fields to complete. See *Illustration 33* and

Illustration 34 to view the form:

Button Type :

Email Address to receive payments :

Item Details

Item ID : (optional)

Item Name :

Price / Billing Amount :

Shipping :

Tax : %

Button Text and Appearance

Predefined Button Buyer's View

User smaller button

Language :

Button Text :

User your own button image

Button Custom Fields

Field Label	Field Type	Length	Default	Status	Actions
<input type="text"/>	<input type="text" value="Text"/>	<input type="text" value="32"/>	<input type="text"/>	Active	

[+ Add New Field](#)

Illustration 33: Top half of Pay-Now Buttons form

Let's explore the fields shown in *Illustration 33*:

Button Type: From the drop-down menu select BUY NOW or SUBSCRIPTIONS.

Email Address to receive payments: From the drop-down menu, select the email address you wish to display to people who will be paying you.

Item Details

Item ID: For your internal records, if you wish to assign an ID to the item, you can do so here. This field is optional.

Item Name: What is on sale? Name the item here so that your customer's can see what they are paying for.

Price/Billing Amount: Input the amount you wish to charge. Make sure to select the right

currency from the drop-down menu.

When BUY NOW is selected as Button Type:

Shipping: If the item is to be shipped, how much does your shipping cost? Input that amount in this field.

Tax: Do you need to add taxes to your customer's bills? If so, add the percentage in this field and it will automatically calculate the amount for your customer upon "check-out"

When SUBSCRIBE is selected as Button Type:

Billing Frequency: From the drop-down menu, select the frequency the customer will need to pay for the subscription. The options are: Every Week, Every 2 Weeks, Every Month, Every 3 Months, Every 6 Months, Every Year.

Continue billing until: Select the applicable option to signify how long the subscription will last. The three options are 1) after a certain number of transfers have been made (as defined by you); 2) until a specific date (as defined by you); or 3) User canceled subscription.

Button Text and Appearance

Choose to use either a Predefined Button (displayed in the box) or to Use Your Own Button Image (input the URL to the image)

Button Custom Fields

Do you want to receive any information from your customer at the time they click the button to "Buy/Pay Now/Subscribe"? You may add extra fields to your Pay Now Button code, such as requesting a Name, or Email, Phone number, Date, or other information.

Field Label – indicates what the field will be called, how it will be displayed to your customers. Ie: if the first field is a request for the customer's name, then you could call the Field Label – Name

Field Type – indicates the type of information you expect to receive; ie: text, email, number, date. This ensures the information will be properly formatted upon receipt.

Length – how many characters would you like the customer to be able to use to enter the information? Input that number here (max 999 characters).

Default – do you want the field to be auto-filled by default? If so, enter the default answer you want to see displayed in the field. The customer can change it at any time when completing the form.

When you add a new Custom Field you will be able to see the information displayed in real-time in the top right of the Button Text and Appearance box under "Buyer's View". You may add as many Custom Field's as you wish.

Now, let's take a look at the rest of the form as shown in *Illustration 34*:

Button Advanced Features

Do you want to let your customer change order quantities?
 Yes
 No

Can your customer add special instructions in a message to you?
 Yes
 No

Do you need your customer's shipping address?
 Yes
 No

Do you need your customer's phone?
 Yes
 No

Do you need your customer's name?
 Yes
 No

Take customers to this URL when they cancel their checkout

 Example : <https://www.mystore.com/cancel>

Take customers to this URL when they finish checkout

 Example : <https://www.mystore.com/success>

Advanced variables
 Use a line break between each variable. The variables will appear in your button's HTML code.

Add advanced variables

Example: `notify_url=http://www.mystore.com/jpn`

[Create Button](#)

Illustration 34: Bottom half of Pay-Now Buttons form

Button Advanced Features

In this section of the form you need to select Yes or No to the following questions, to determine the rest of your Pay Now button code:

- Do you want to let your customer change order quantities?
- Can your customer add special instructions in a message to you?
- Do you need your customer's shipping address?
- Do you need your customer's phone?
- Do you need your customer's name?

You can also enter a URL destination where you wish your customers to be sent should they CANCEL at the checkout.

In addition, you can enter a URL destination where you wish your customers to be sent after they complete the purchase at checkout.

Advanced Variables: For those without much programming knowledge, we recommend you leave this section blank. For those Paxum clients that wish to explore the available variables, you can review the full list on the Developer's page of the Paxum main website. [Here is a direct link](#). You can review the available sections of the Developer's area on the right hand side of that page.

Now that you have completed the form, click the SAVE BUTTON in the bottom right corner of the page. You will be redirected to the main MY SAVED BUTTONS directory where you will see your new button listed.

No.	ID	Item Name	Type	Amount	Shipping	Tax	Status
1	2614	Test Button	Buy Now	20.00 USD	--	--	Active

Illustration 35: Saved Buttons List

You can view the HTML code for the button by clicking the View Code button underneath the listed entry.

You are viewing your button code

1. Click "Select Code" to select all the button code.
2. "Copy" the code (CTRL+C for Windows, CMD+C for Mac - or right-click and choose "Copy").
3. "Paste" the code into your code (CTRL+V for Windows, CMD+V for Mac - or right-click and choose "Paste").

Button Code

```
<form action="https://www.paxum.com/payment/phrame.php?
action=displayProcessPaymentLogin" method="post">
<input type="hidden" name="button_id" value="2614"><fieldset
style="padding:10px; width: 160px;">
<table>
```

Buyer's View

Email

Buy Now

[Select Code](#) [Go back to edit this button](#)

Create more buttons

[Go to My Saved Buttons](#)

[Create New Button](#)

Illustration 36: View Code of Button

Click the blue “Select Code” button to highlight the entire HTML code so that you can easily copy it to paste into your website HTML. In *Illustration 36* you can see that basic instructions are displayed at the top of the page, and you can once again preview your button to the right.

Congratulations! Your button should now be created and ready for use!