

University of Alberta MultiStore (OpenCart) New Account Form

Part 1. Basic Setup

The Name of the Store

The Store Owner (Person or Department)

Department URL (Where the user will be redirected if they click on your banner)

Mailing Address

E-mail that will receive order confirmation and contact requests

Contact Phone Number

Contact Fax

Will you be charging GST on your products/services?

Yes

No

Speed Code and Owner to charge for \$400.00 setup fee

Speed Code and Owner to charge monthly \$75.00 (if different from above)

Additional Required Items:

Page Banner Image, usually title with icon (.PNG format, height 72 px by width 432 px)

Determine what E-mail address you would like to use for the store to SEND mail to customers such as receipts. If you don't have one, you may want to request a Secondary CCID at this point from IST. This e-mail must have insecure app access enabled. <https://myaccount.google.com/security#connectedapps>

Part 2. Moneris Setup

To be completed after you have been provided with your store's domain name.

Moneris PS Store ID

Moneris API Token

Moneris Profile ID

To get these values from Moneris please follow these instructions:

Login to your eSELECTplus Merchant Resource Centre: <https://www3.moneris.com/mpg/>

PROFILE ID (Used to be HPP Key, but there has been some recent updates in Moneris):

1. Click on 'ADMIN' on the menu.
2. Click on 'hosted tokenization' on the sub-menu.
3. Remove all of the profile's currently on the page, if there are any.
4. Enter the source domain page.
`https://<subdomain>.uaopencart-prod.srv.ualberta.ca`
*Note: there is no trailing "/" on the url above. This is very important.
5. Click the button "Create Profile"
6. Make a note of the Profile ID that gets generated. Looks like "ht" + random number and letters all capitalized.

API TOKEN

1. Click on 'ADMIN' on the menu.
2. Click on 'store settings' on the sub-menu.
3. From there you should be able to generate an API token. (If there is no generate API token 4. button, they will need to contact Financial Services and get this enabled).
5. Make note of this API token. This will be random numbers and letters, some capitalized and some not. There should be about 20 characters.

STORE ID

1. Is the Store ID you use to login. Should be "monca" + approximately 5 numbers.

Part 3. Admin Setup and Training

At this point we would meet in person to:

Set up an Admin Account and Password

Obtain the E-mail address and password for SENDING mail to customers. This cannot be an alias, we will need an actual CCID (alias will appear when customers receive messages)

Basic Training (How to create Categories, Options, Products, Returns, and Reporting)