Digibilly™ Cloud Pay 1.00.F

Configuration Guide

LEGAL NOTICES

TABLE OF CONTENTS

INTRODUCTION

This guide assumes that you have already installed Digibilly™ Cloud Pay and are able to login as the Administrator.

Configuring the script is a once off process that will take 30 to 60 minutes and is necessary to complete before going live. During this process, you'll Configure both Optional and Required Features as indicated below:

OPTIONAL CONFIGURATION

As stated, these Features are Optional and not Required to go live with Digibilly™ Cloud Pay. They're provided for your convenience in customizing how the script will work for you.

- Auto Responder Integration
- JV Partners
- IPN Forwarding

REQUIRED CONFIGURATION

These Features are Required and must be Configured properly in order for you to go live with Digibilly™ Cloud Pay.

- Configure Downloads
- Edit Email Templates
- Edit Legal Templates
- General Settings
- PayPal™ API Credentials

Each of these Features is described in detail on the following pages. If you are unsure as to the purpose of one or more of these Features after reading this document, please send an email to support@digibilly.com with your questions.

You do not have to complete the Configuration in one sitting, unless you prefer to do so. Your Configuration is not set in stone, so to speak, meaning that you may change or reconfigure how Digibilly™ Cloud Pay works at any time in the future.

CLOUD PAY HOME

Each time you log into Digibilly™ Cloud Pay you'll start on the Homepage as shown below (only Administrators have access to view this page):

Cloud Pay Home

Each button displayed below is used to access various controls for the purpose of configuring or modifying your installation of Digibilly™ Cloud Pay (this page is only accessbile to Administrators).

You have not yet Activated Digibilly™ Cloud Pay on this Server. You can do so here: Activate Cloud Pay

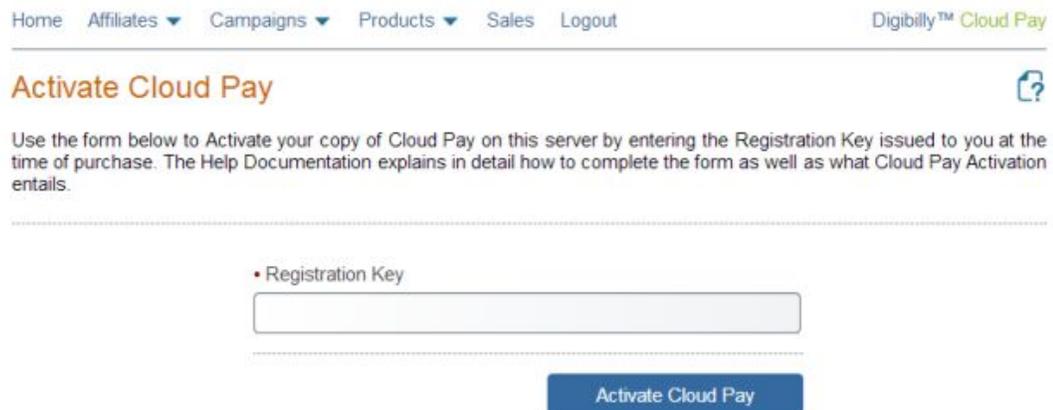| Auto Responder Integration	Configure Downloads	Edit Email Templates
Edit Legal Templates	General Settings	IPN Forwarding
JV Partners	PayPal API Credentials	

This page may display important messages, such as the one in yellow indicating that Digibilly™ Cloud Pay needs to be Activated (discussed on the next page), as well as alerts regarding updates and other announcements.

The blue buttons represent the features of Digibilly™ Cloud Pay that may be Configured. Some features are optional as discussed in each section below.

ACTIVATE CLOUD PAY

Before you can 'Go Live' with Digibilly™ Cloud Pay and start accepting payments from customers, you must Activate your copy of the script on the Web Server you've installed it on.

You do NOT need to Activate it to complete the Configuration or to operate Digibilly™ Cloud Pay in 'Sandbox Mode' (test payments only - no live payments).

To Activate Digibilly™ Cloud Pay, enter the Registration Key issued to you at the time of purchase and click the blue Activate Cloud Pay button.

If successful, you will receive a message indicating the script has been Activated or conversely, an error message indicating why it could not be Activated.

If you have not yet purchased a License to use Digibilly™ Cloud Pay you may do so here: Digibilly™ Cloud Pay Sales Page

AUTO RESPONDER INTEGRATION

Digibilly™ Cloud Pay provides support to Integrate the following 3rd-party Auto Responder Services:

- Aweber
- GetResponse
- ImnicaMail
- MailChimp
- Parabots
- SMS Auto Responder Pro

Home   Affiliates ▾   Campaigns ▾   Products ▾   Sales   Logout   Digibilly™ Cloud Pay

Auto Responder Integration

Integrate one of the supported Auto Responder Services to migrate new Customer Email Addresses To your remote List for further processing/promotion. The Help Documentation explains in detail how to use Auto Responder Integration effectively as part of your sales activities.

• Auto Responder Service

GetResponse

• Campaign Name   • Web Form ID

Save Auto Responder Data

© 2013 - Digibilly™ | Acceptable Use Policy | Privacy | Legal

To add this Integration, select one of the supported services from the drop-down list. Once selected, additional form fields will be displayed. Fill in the form as completely as possible and click the blue, Save Auto Responder Data button, which will activate this Feature.

Conversely, choose the No Auto Responder Integration option from the list to remove this functionality.

When a customer makes a purchase through Digibilly™ Cloud Pay (and IF Auto Responder Integration is enabled), the customer's First and Last Names, along with his or her email address will be automatically forwarded to the List you specified.

Once the data has been forwarded, Digibilly™ Cloud Pay's role in this process ends. It's up to you to configure your 3rd-party Auto Responder to facilitate any further action desired.

⚠ Digibilly™ does not have any control over the supported AR Services nor attests to the quality or efficacy of any given service (We include these services at the request of our customers for their convenience). Using a 3rd-Party Auto Responder Service is done so at your own risk and expense.

Please do not contact us for help regarding these services - you must contact them directly for support issues.,

CONFIGURE DOWNLOADS

Digibilly™ Cloud Pay provides a mechanism to secure your Digital Downloads against unauthorized downloading by 3rd-parties and/or indexing by search engines.

This means that your Product Zip Files cannot be accessed directly through a web browser without a working, Secure Download Link issued by the system, thereby helping to reduce piracy and saving bandwidth.

This is accomplished by storing Product Zip Files above the 'Root' of file system. The Root is the highest accessible level a web browser can access on a server. On a typical Unix-based server, you'll often see the Root Folder labeled 'public_html' or 'httpdocs' (some servers use other configurations).

Anything stored at or below the Root Level is accessible via a web browser, bots and spiders, even if it is password protected. Conversely, anything stored above the Root Level can never be accessed by a web browser, bots or spiders; only those with direct

access to the server, such as a script running on it, can reach those files and folders through the server's file system.

When you first install and launch Digibilly™ Cloud Pay, the script attempts to determine the correct file path and displays it in the Download File Path field on the Configure Downloads form. If the path displayed is incorrect, you will need to modify it.

This path is often similar to the example below:

/home/accountname/public_html/ or /home/user/httpdocs/

If you're not sure of what this path may be, then contact your Hosting Service for assistance. They're the only ones who can tell you what this path is.

Once you know the path name, you must modify it like this:

/home/accountname/Downloads/ or /home/user/Downloads/

That modification above refers to a folder name located above the Root and can be any name you prefer. We use Downloads by default, but the script is not dependent on it.

When you Save the Configure Downloads form data, the script will check to see if the folder already exists; if not, it will attempt to create it for you. If it is unable to do so, you will receive an Error Message at the top of the page indicating what's wrong and you will need to manually create the folder at the correct location.

The Configure Downloads form contains two additional fields that affect your product's security, which work together to determine how long a Secure Download Link will remain active.

The first is the Download Expiration Days field, which is used to determine how many days a Secure Download Link is active for.

By default, we use 3 days; you should enter a whole number (up to 999) that represents how many days you want the Secure Download Links to remain active for your customers. Setting this field to zero allows the link to remain active indefinitely (it will never expire).

When a customer clicks the Secure Download Link, the script first checks to determine how many days have passed since the link was issued. If more days have passed than the number entered in the Download Expiration Days field, the customer is directed to an Error Page.

The second is the Download Expiration Count field, which is used to determine the total number of times the customer can download your Digital Product.

By default, we use 10; you should enter a whole number that represents the total number of times your want your customers to be able to download your product (up to 999) before the Secure Download Link stops working. Setting this field to zero allows an 'Unlimited' number of downloads.
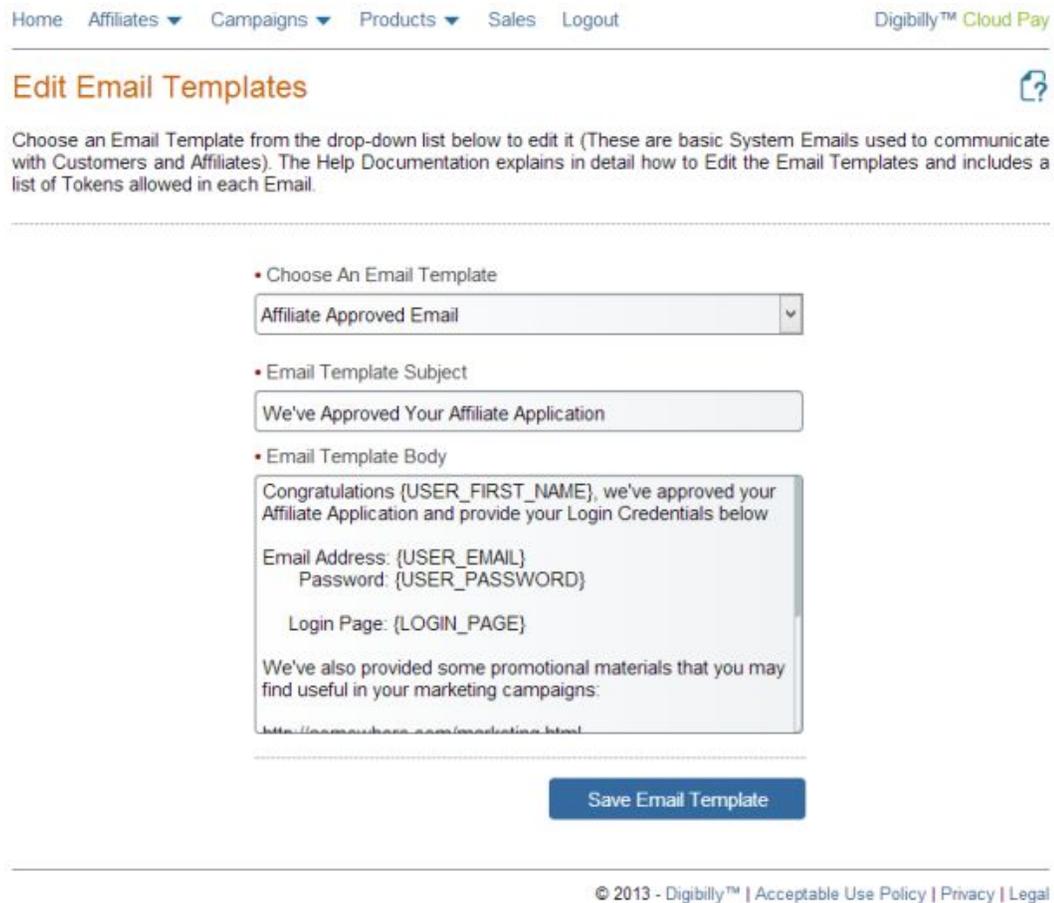
If the script determines that the Secure Download Link is still active, it then determines how many times the customer has previously downloaded the product. If the download count equals or exceeds the number you entered in the Download Expiration Count field, the customer is directed to an Error Page.

Assuming of course that the Secure Download Link falls within either of these restrictions, the download proceeds normally and the database is updated.

⚠You may reset Secure Download Links at any time for individual customers at their request. For information on how to do that, see the Digibilly™ Cloud Pay User Guide.

EDIT EMAIL TEMPLATES

Digibilly™ Cloud Pay provides three Email Templates to facilitate basic System Email Functions.

You have the ability to customize all three templates to personalize them, including the use of Tokens that may be inserted as placeholders that will be replaced with actual data when processed.

Start by Choosing an Email Template from the drop-down list. The selected Template will load automatically with fields to edit the Email Template Subject and Email Template Body.

You may customize each Email Template as much or as little as needed, keeping in mind that it's important to communicate effectively with Affiliates and Customers.

AFFILIATE APPROVED EMAIL

This template is used when you Approve an Affiliate Application; an email is automatically sent to the Affiliate containing whatever was entered for the Subject and Body. The following Tokens may be used in this Template:

- {USER_EMAIL}
- {USER_FIRST_NAME}
- {USER_LAST_NAME}
- {USER_PASSWORD}
- {LOGIN_PAGE}

These Tokens work in the Email Template Body only.

CUSTOMER DOWNLOAD EMAIL

This template is used when a Customer makes a purchase; an email is automatically sent to the Customer containing whatever was entered for the Subject and Body. The following Tokens may be used in this Template:

- {PRODUCT_NAME}
- {DOWNLOAD_LINK}
- {REGISTRATION_KEY}

These Tokens work in both the Email Template Subject and Body.

LOGIN CREDENTIALS EMAIL

This template is used when an Affiliate is trying to recover a Lost Password; an email is sent to the Affiliate containing whatever was entered for the Subject and Body. The following Tokens may be used in this Template:

- {USER_EMAIL}
- {USER_FIRST_NAME}
- {USER_LAST_NAME}
- {USER_PASSWORD}
- {LOGIN_PAGE}

These Tokens work in the Email Template Body only. After editing a given Template, click the blue, Save Email Template button to save it to the Digibilly™ Cloud Pay database.

EDIT LEGAL TEMPLATES

Digibilly™ Cloud Pay provides two Legal Templates to help you establish a 'Contract' between you and your visitors. Your visitors access these two documents via links in the footer of every page generated by the script.

Additionally, a hard-coded link is built into the footer of each page that opens in a new browser window on the PayPal™ AUP (Acceptable Use Policy) page. This link is a contractual requirement for anyone using Adaptive Payments and is required by PayPal™.

Start by Choosing a Legal Template from the drop-down list. Your selection will load automatically with a field to edit the Legal Template Body. While you may customize each Legal Template as much or as little as needed, keep in mind that it's important to communicate your 'Legal Terms' effectively to your Affiliates and Customers.

After editing a given Template, click the blue, Save Legal Template button to save it to the Digibilly™ Cloud Pay database.

⚠ Each Merchant using Cloud Pay is required to provide his or her own legal documents based on the laws and regulations governing the location of your business.

No one at Digibilly™ can help you with this process as we are not members of the legal profession, nor do we presume to be experts in the laws of your country. For this reason we encourage you to retain the services of a qualified attorney with expertise in Internet law for this purpose.

MANAGE JV PARTNERS

You may add up to two JV Partners to automatically distribute a Share (percentage) of each sale in Digibilly™ Cloud Pay.

To add a JV Partner, enter his or her PayPal™ Premier or Business Email Address (Personal Accounts may not be used). Then enter the Share % using a whole number between 1 and 99 and click the blue, Save JV Partner Data button, which will activate payments to the JV Partner.

⚠ It is up to the you to ensure that any JV Partners added to Digibilly™ Cloud Pay also Grant Refund Permissions to you in his or her respective PayPal™ Account. If one or both JV Partners fail to do so, then Refunds cannot be issued properly, creating greater liability/expense for yourself.

To stop working with an JV Partner, simply remove his or her PayPal™ Email Address and Share % and then click the blue, Save JV Partner Data button which will immediately stop all further payments.

GENERAL SETTINGS

This area of Digibilly™ Cloud Pay is used for a few basic Settings needed prior to going live.

The first two fields represent how the System Email generated by the script appears to your Affiliates and Customers. You'll enter the Name you want to display in the From/Reply To field of the email and then Email Address that they will Reply to.

If you have already Activated Digibilly™ Cloud Pay, the Registration Key will be displayed in the next field. If you have not done so, you may enter it now and Activate the script.

If you have a Maintenance Plan with us, you'll enter the Maintenance Key we issued to you in the last field. If you do not have this Key, then leave the field blank.

Lastly, just click the blue Save General Settings button to store your changes in the database.

IPN FORWARDING

You may easily Integrate Digibilly™ Cloud Pay with other scripts by taking advantage of the optional IPN Forwarding Feature.

To add IPN Forwarding, enter the absolute URL to your IPN 'Listener' script and then then click the blue, Save IPN Forwarding Data button, which will activate this Feature.

With IPN Forwarding enabled, after each successful transaction (payment) through Digibilly™ Cloud Pay, the raw IPN data received from PayPal™ will automatically be forwarded to the script you specified.

For example, if you need to pass the IPN Data to a membership script, you would enter the URL to the scripts IPN 'Listener' to forward the data to it.

ADAPTIVE PAYMENTS IPN NOTES

The IPN data Digibilly™ Cloud Pay receives from PayPal™ is different than that received through the regular IPN you've probably used in the past. The screenshot to the right lists all of the Message Variables that are forwarded.

When a payment has been completed through the PayPal™ API, PayPal™ transmits the APIPN (Adaptive Payments IPN) to Digibilly™ Cloud Pay.

At the same time, PayPal™ also triggers the regular IPN, if you have that set up in your PayPal™ Account Profile. That IPN data is transmitted to the IPN Listener your Profile is pointing to.

If your Listener script is properly designed, this shouldn't cause any difficulties for you. However, you may need to modify your Listener script to filter out the superfluous IPN so your script doesn't process it.

This can usually be done by checking the item_number and/or item_name variables to determine if the Listener script should process them or not.

On the other hand, it's also possible to use this second IPN data creatively. For example, to populate a membership script or insert entries into a general ledger system. It really depends on how you use the regular IPN data now and whether or not you will continue to need it. If you are exclusively using Digibilly™ Cloud Pay, then you can also disable the IPN in your PayPal™ Account Profile.

```
"transaction_subject"
"payment_date"
"txn_type"
"last_name"
"residence_country"
"item_name"
"payment_gross"
"mc_currency"
"business"
"payment_type"
"protection_eligibility"
"verify_sign"
"payer_status"
"tax"
"payer_email"
"txn_id"
"quantity"
"receiver_email"
"first_name"
"invoice"
"payer_id"
"receiver_id"
"memo"
"item_number"
"payment_status"
"payment_fee"
"mc_fee"
"mc_gross"
"charset"
"notify_version"
```

⚠ Please note that modification of your regular Listener script is not included in the purchase price of Digibilly™ Cloud Pay. If you would like us to do it, please contact support@digibilly.com with the details and an estimate of the cost.

PAYPAL API CREDENTIALS

Digibilly™ Cloud Pay is based on the PayPal™ Adaptive Payments API, which is the system used to 'Split Payments' among multiple 'Receivers'. In this case, you as the Merchant, your Affiliates and any JV Partners, are all Receivers, in that you receive a predetermined amount of each sale made.

In order to properly execute a Split Payment using the Adaptive Payments API, Merchants must first configure Cloud Pay with four critical pieces of information as indicated on the PayPal™ API Credentials form.

Where to obtain these credentials depends on the 'Mode' of operation you plan on using. 'Live' Mode means just that; real customers are making real purchases through Digibilly™ Cloud Pay. 'Sandbox' Mode is a testing Mode provided by PayPal™ to allow Merchants to test their Sales and Order Fulfillment process before going live.

LIVE MODE API CREDENTIALS

To obtain your API Credentials for 'Live' Mode, you must first log into your PayPal™ Premier or Business Account. Personal accounts do not have access to API Credentials.

Next, click the 'Profile' link on the navigation menu and when that page loads, click 'My Selling Tools'. When the page reloads, look for the 'API Access' row and click the 'Update' link on the right-hand column. The page will reload and under 'Option 2', click the 'View API Signature' link.

This page contains your API User Name, Password and Signature; you will copy this information and paste it into the appropriate fields on the PayPal™ API Credentials form.

Lastly, you will need a PayPal™ Application ID, which you can obtain by reviewing and following the instructions in the [Obtaining A PayPal™ Application ID](#) PDF we provide for Merchants. This is a once off process; once you receive 'Conditional Approval' from PayPal™ you're all set. Copy the Application ID they provide and paste it into the appropriate field on the PayPal™ API Credentials form.

After entering your API Credentials, tick the 'Live Credentials' radio button and then click the blue, 'Save PayPal™ Credentials' to complete the configuration.

SANDBOX MODE API CREDENTIALS

To obtain your API Credentials for 'Sandbox' Mode, you must visit the [PayPal™ Developer Website](#). This site is provided for Developers and allows you to create test accounts that do not work in a 'Live' environment. We encourage everyone to familiarize themselves with this site and learn how to use Test API Credentials.

⚠ The PayPal™ Application ID for Sandbox Mode is always going to be:

APP-80W284485P519543T

After entering your API Credentials, tick the 'Sandbox Credentials' radio button and then click the blue, 'Save PayPal™ Credentials' to complete the configuration.

PAYPAL™ CURRENCY

With the release of Cloud Pay Version 1.00.B, the 24 Currencies approved by PayPal™ are now supported:

- Australian Dollar – AUD
- Brazilian Real – BRL
- Canadian Dollar – CAD
- Czech Koruna – CZK
- Danish Krone – DKK
- Euro – EUR
- Hong Kong Dollar – HKD
- Hungarian Forint – HUF
- Israeli New Sheqel – ILS
- Japanese Yen – JPY
- Malaysian Ringgit – MYR
- Mexican Peso – MXN
- Norwegian Krone – NOK
- New Zealand Dollar – NZD
- Philippine Peso – PHP
- Polish Zloty – PLN
- Pound Sterling – GBP
- Singapore Dollar – SGD
- Swedish Krona – SEK
- Swiss Franc – CHF
- Taiwan New Dollar – TWD
- Thai Baht – THB
- Turkish Lira – TRY
- U.S. Dollar – USD

Simply choose your Currency from the drop-down list and click the blue, Save PayPal™ API Credentials button.

⚠ Some Currencies have restrictions or limitations imposed by PayPal™. As the Merchant using Cloud Pay, it is up to you to familiarize yourself with the requirements PayPal™ has established and follow them appropriately.

BLOCKED PAYMENTS TWEAK

Some early adopters of Digibilly™ Cloud Pay reported an issue after switching to "Live" Mode in which the Customer received an error message from PayPal™ while trying to complete a purchase.

This issue is caused by a quirk in the PayPal™ Invoicing System (not used by Digibilly™ Cloud Pay). If you or your Customers experience this problem while operating in "Live" Mode, please follow the instructions below.

First, log into your PayPal™ Premier or Business Account and then, click the 'Profile' link on the navigation menu.

When your Profile page loads, click 'My Selling Tools'. When the page reloads, look for the 'Block Payments' row and click the 'Update' link on the right-hand column.

Now look the 'Block Accidental Payments' heading (should be the second section on this page) and tick the radio button labeled, 'No, allow multiple payments per invoice ID'.

After doing so, scroll to the bottom of the page and click the Save button. This tweak resolves the problem.

WHAT TO DO NEXT

With Digibilly™ Cloud Pay configured (and presumably Activated), you're now ready to add Products, Approve Affiliates and start selling. To do this, you should review the following PDF:

Digibilly™ Cloud Pay User Guide

Please contact us via email at support@digibilly.com if you have any questions, suggestions for improvements or wish to arrange for installation or maintenance.

All The Best,

The Digibilly Development Team

June 26, 2017
November 3, 2016
August 20, 2014
June 24, 2014
March 15, 2014
November 1, 2013