Setting up credit card payments in the WCAA web portal

In April 2020, all Wellesley College Alumnae Association websites for Classes, Clubs, and Shared Identity Groups moved to a new web platform. As part of the change, we switched to a new credit card processing vendor, BlueSnap. To receive credit card payments for event registrations, memberships, or product sales for your group, please follow the steps below.

1. **[Click here](#) to create a BlueSnap Test Account**
   You will need to provide an email address and create a username and password.

   The *test account* is needed to give you access to the application for a *production account*.

   When your application is approved, you will create a new username for your production account.

2. **Verify your email address.**
   When you create a test account, BlueSnap will automatically send you an email to verify the address provided. Click on the link in the email to verify your email address. When you click on the link, you will be automatically directed to apply for a production account.

   For reference, you can login later to complete the application here:
   https://sandbox.bluesnap.com/jsp/developer_login.jsp

3. **Apply for a production account.**
   Note: You must verify your email address before starting the application. Also, the production account is different than the test you created and is considered a brand-new account. It will not work if you select the "Already Have an Account" option.

   Please have the following information ready when you start the application:
   Page 1. **Business Information**
   - Business "Doing Business As" (DBA) Name (example: Wellesley College Class of 2010)
   - Business Legal Name (example: Wellesley College Class of 2010)
   - Website (enter: www.wellesley.edu)
   - Business Address (enter: 106 Central Street, Wellesley, MA 02481)
   - Phone Number (enter: 781-283-1000)

   Page 2. **Processing Information**
   - Product/Services Description (enter: Wellesley College Alumnae Association)
   - Business Type (select: non-profit)
   - Business Category (select: non-profit)
   - Current Annual Sales Volume (select: any amount)
   - TAX ID also known as Employer Identification Number (Your groups EIN)*
     *If you don't have this information, please reach out to your WCAA staff contact.

Page 3. **Group Representative**
Personal information of an individual (President or Treasurer) that is authorized to sign contracts on behalf of the group.
- o Name
- o Date of Birth
- o Last 4 digits of social security number
- o Address
- o Phone number

Page 4. **Your Group's Bank Information**
- o Bank Account State
- o Bank Account Type (select: Checking or Savings)
- o Bank Account Routing Number
- o Bank Account Number

Note: If BlueSnap is unable to verify your bank account information, you will receive an email asking you to upload a voided check.

4. **Activate your production account**
When your application is approved, you will receive an email from BlueSnap. Follow the instructions in the email to activate your production account.

For reference, you can login later to complete the application here:
https://cp.bluesnap.com/jsp/developer_login.jsp

5. **WCAA will connect your account to the web platform**
The Wellesley College Alumnae Association will design your payment page and connect it to the new web platform for you. When your group sets up a ticketed event, sells a product, or takes in membership fees, your account will be available to collect payments.

6. **Testing transactions**
To make sure payments are being received properly, we suggest putting a test transaction through. Once you have an event or product set up that you will be charging for, complete the transaction for $1.

Additional information:
- The following transaction fees will be in effect, which are the same or lower than the current vendor:
  - 2.20% + $0.30 Visa/Mastercard Consumer
  - 2.90% + $0.30 American Express (currently 3.5% with current vendor)
  - 2.90% + $0.30 Visa/Mastercard Corporate
  - 3.90% + $0.30 Cross-Border (International) Transactions
- The minimum payout amount will be $100. That means that BlueSnap will not make a deposit to your group's bank account unless there is at least $100 to deposit. Your group can log in to Bluesnap and change this at any time.
- Because payments will be sporadic, it is important to make sure that groups always have some money in their account to issue a refund if needed. A refund reserve is automatically set for $100. Your group can change this at any time.