Changing Your Payment Processor Password in the DMS

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Donor Management System

Once your DMS Payments Processor is fully configured, you will be able to access our payment processor's portal where you can find additional reporting about your live transactions.

By this time, you would have received login information to access this portal. If you change the password when accessing the portal, you will also have to change it in the DMS.

Following the next steps is necessary for you to continue to be able to process EFT transactions in your DMS.

-> Learn more: Understanding Live Transactions (DMS Payments)

Table of Contents:

• Changing Your Payment Processor Password in the DMS

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1. Visit your administrative Settings

2. Under System Settings, select Payment Processor Settings

Welliness Avenue Dashboard Contacts C	ntributions Campaigns Opportunities Repo	rts DMS Mail	Settings H
ndminister CanadaHelps DMS			
Customize Data and Screens			
Website Forms	Cor	tact Types	
Activity Types	Тад	s (Categories)	
Communications			
Organization Address and Contact Info	Prir	t Page (PDF) Formats	
Message Templates			
Localization			
Date Formats			
System Settings			
Payment Processor Settings	Imp	ort/Export Mappings	
Misc (Undelete, PDFs, Limits, Logging, etc.)	Rec	elpt Settings	
CanadaHelps Contribute			
Manage Campaigns	GL	Accounts	
	Payment Process	or Settings	

3. Under iATS Payments ACH/EFT, select Edit

	Vellne Avenue	Dasht	board Contacts Contributions	Campaigns	Opportunities	Reports DMS Mail				Settings Help DMSCA DMSCA
Paymer	nt Processo	or Settings								
ID	Test ID	Name	Processor Type	De	escription	GL Account	Enabled?	Default?		
7	8	Credit card	iATS Payments 1stPay Credit Card			iATS Payment Processor Account	Yes	~	Edit	Disable
9	10	EFT	iATS Payments ACH/EFT			iATS Payment Processor Account	Yes		Edit	Disable
	-	_	_	_	_	_	_	-	-	
					E	dit				

4. On the next page, you will see more information about your DMS Payments Processor

Important: For security reasons, do not update/remove any information on this page other than your password.

5. Under *Processor Details for DMS Payments*, add your **new password** and select *Save*.

Wellness Avenue	Dashboard	Contacts	Contributions	Campaigns	Opportunities	Reports	DMS Mail	Settings Help DMSCA DMSCA ~
Payment Processor Se	ttings							
Edit Payment Proc	essor							
Processor Details for Agent Code	DMS Payments							
Password								
Site URL	https://www.iatspayr	ments.com/Ne	etGate/ProcessLink	TV				
Recurring Payments URL	https://www.latspayr	ments.com/Ne	etGate/ProcessLink	τν.				?
					Update	Passwo	rd	