

Changing Your Payment Processor Password in the DMS

Last Modified on 03/02/2023 12:39 pm EST

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.

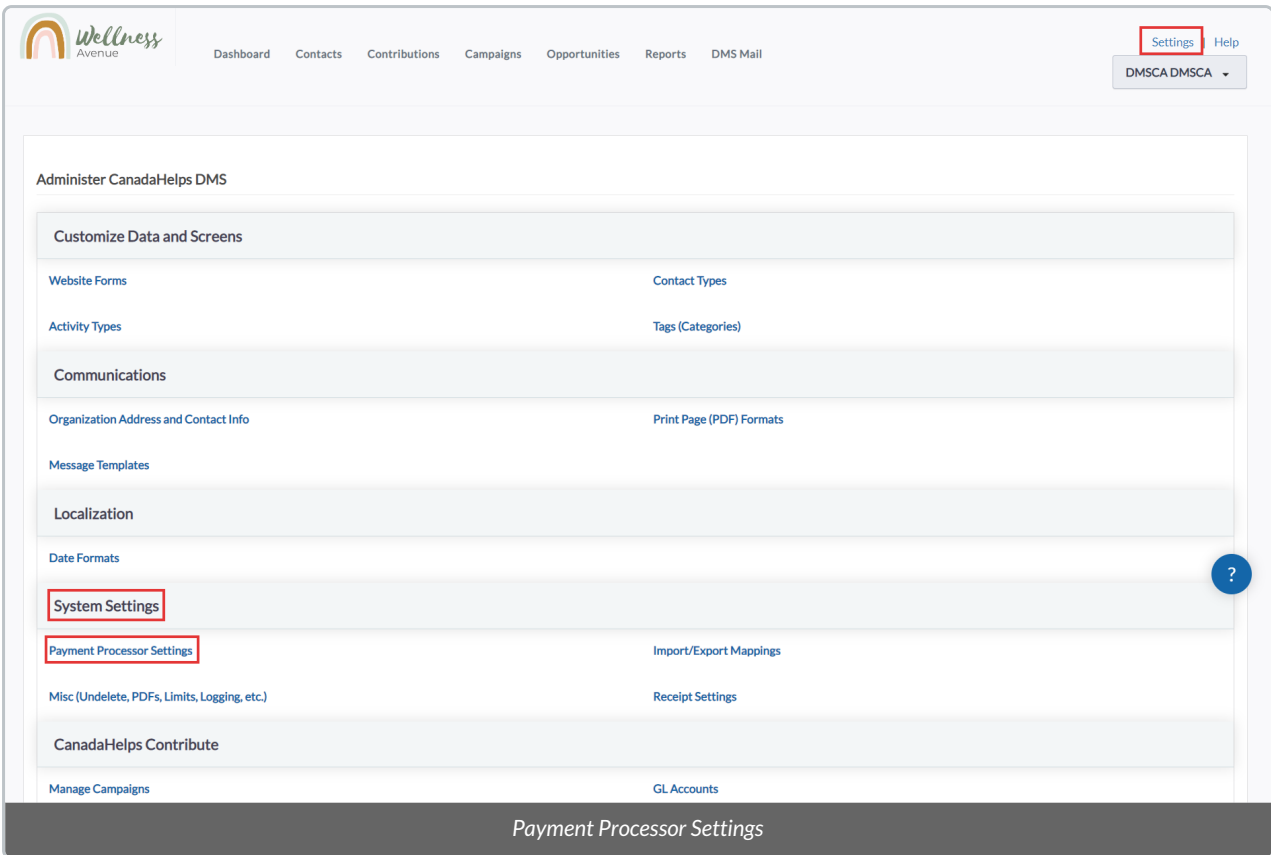
-> Learn more: [Understanding Live Transactions \(DMS Payments\)](#)

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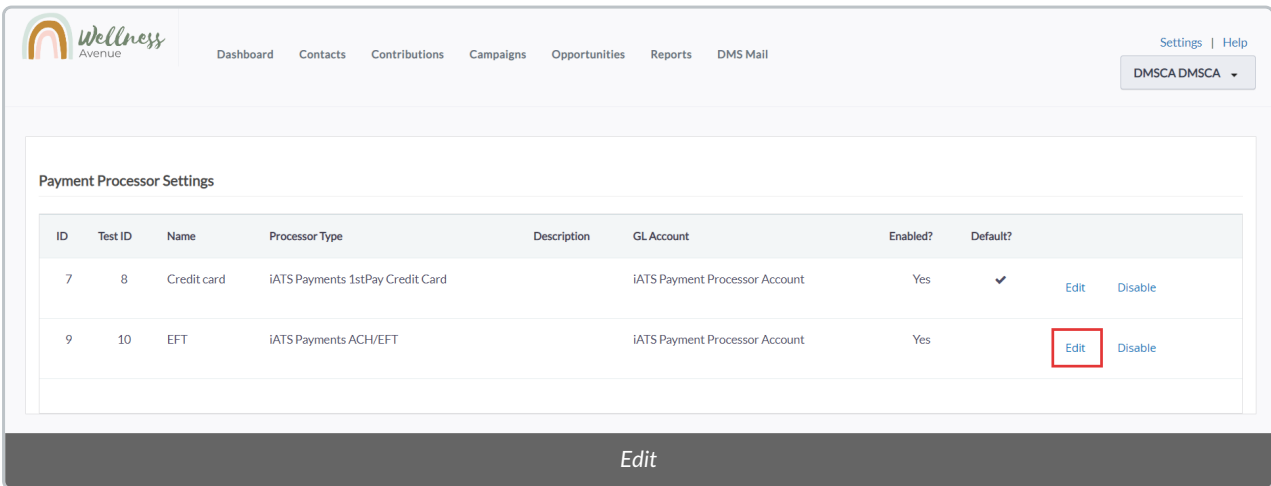
- [Changing Your Payment Processor Password in the DMS](#)

Changing Your Payment Processor Password in the DMS

1. Visit your *administrative Settings*
2. Under *System Settings*, select *Payment Processor Settings*



3. Under *iATS Payments ACH/EFT*, select **Edit**



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**.

Payment Processor Settings

Edit Payment Processor

Processor Details for DMS Payments

Agent Code

Password

Site URL

Recurring Payments URL



Update Password