



Delavo™ Procedures

Members Area: Profile

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The Internet Company
By

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INTRODUCTION

Once you purchase a product through a Delavo™ powered web site you'll get an account at the owner's (admin's) Delavo™ system. You may also get a Delavo™ account by receiving free products, accepting an invitation or signing up for the admin's affiliate program.

The image shows a vertical stack of three web forms. The top form is titled "AUTHORIZATION" and contains fields for "E-mail" and "Password", a "remember me" checkbox, and a "Log in" button. The middle form is titled "NOT A MEMBER? JOIN NOW!" and contains a "Click to register!" button. The bottom form is titled "FORGOTTEN PASSWORD?" and contains an "E-mail" field and a "Send me my password!" button.

To log in to your Delavo™ account, enter your log in details: the email that is registered with Delavo™ as well as the password associated with this Delavo™ system.

If you would like Delavo™ to remember your log in details, check the "remember me" box.

If you are not yet a member of this Delavo™ system, you can join here.

If you forget your log in information, enter the email address you use to access Delavo™ in the "Forgotten password?" text area then click on "Send me my password". The password tied to that email address will be emailed to you.

After entering your log in details, click on the "Log in" button.

This manual is intended to show you how to set up your Profile located at the Profile section in the main menu bar. This is where your data needed by admin and/or Delavo™ is managed.

There are separate manuals available for other areas:

- Account
- Promote

SETTING UP YOUR PROFILE

Log into your Delavo™ account. Once you've logged in, you should see the following menu.



PLEASE NOTE: In the upper right, you will see your name as well as a number which represents what user number you are in this particular Delavo™ system. This is also your customer number and affiliate ID.



LOGIN DATA



Once you have logged in, click on "Profile" in the main menu bar. Then click on the "Login Data".

You will be taken to the "LOGIN DATA" screen.

LOGIN DATA

Save

* E-mail * if you change your e-mail address, it will not be changed immediately. A confirmation message will be sent to the new e-mail you specify. You will need to click on a confirmation link in that message to get e-mail actually changed.

Password retype

*First name

*Last name

Save

E-mail - The e-mail address you use to access Delavo™ at the "Authorization" screen as shown on page 4 is displayed in the "E-mail" section.

PLEASE NOTE: If you change your e-mail address, it will not be changed immediately. A confirmation message will be sent to the new e-mail address that you specify. You will need to click on a confirmation link in that message to actually change your e-mail address.

Password - If you would like to change your password, type in your new password, then type it in again next to the box that says "retype".

PLEASE NOTE: If the first password text field contains asterisks, you have some type of automatic form filler turned on for this form. It is recommended that you do not use an automatic form filler here as you will then need to enter your password any time that you want to change anything on this form. In this case, if you want to change your password, you must clear both the "password" field and the "retype" password field. Then type i your new password in both fields.

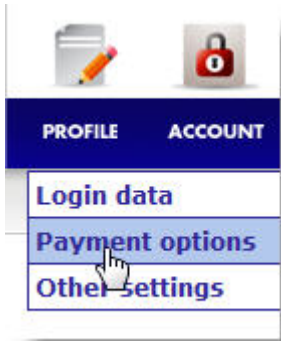
First Name - Enter your first name if it is not already displayed.

Last Name - Enter your first name if it is not already displayed.

PLEASE NOTE: Any area marked with a red asterisk (*) designates required information.

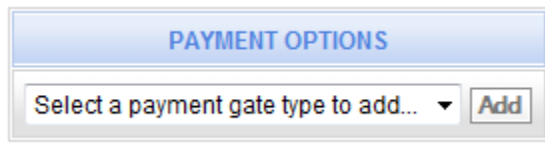
Save – Click on the “Save” button to save your data

PAYMENT OPTIONS

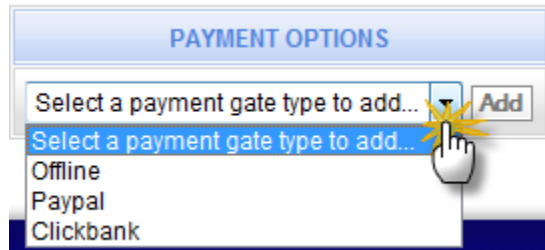


Click on “Profile” in the main menu. Then click on “Payment options” in the drop down menu.

The PAYMENT OPTIONS interface will open.

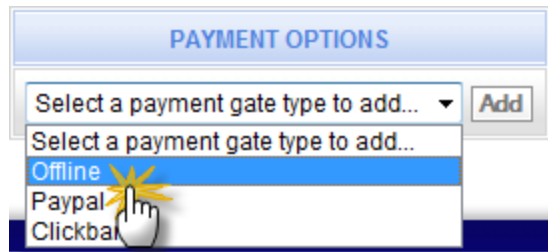


Click on the arrow next to “Select a payment gate to add...” for a list of available Payment Gates.

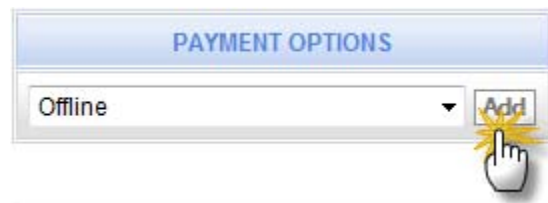


Refer **below** to instructions on how to add a specific Payment Gates.

SETTING UP AN OFFLINE PAYMENT GATE



Click on the "Offline" option in the drop down menu.



Then click on the "Add" button.

In order to set up an offline payment gate, you will first need to decide on the types of payments you will receive. For example, you could accept:

- Western Union
- Money Orders
- Checks
- Cash

In all cases you will need to inform your customers as to where they should send payment and when they will receive their product. However, you should not send the product until you receive the funds. In the case of a check or money order, you should not send the product until the payment clears your bank.

PAYMENT OPTIONS: ADDING NEW RECORD

Save Return without changes

Type Offline

* Title

Please provide the instructions for the customer. Note to keep tag **#{INVOICE}** that will be parsed in the reference sale number. You can also use the **#{AMOUNT}** tag.

An example of instructions could be:

Dear #{Customer.name}! Please arrange the payment of #{AMOUNT} and do not forget to include this reference number #{INVOICE} in the payment details. When your payment is received, the confirmation e-mail with your purchase details will be sent to you.

Settings

How to [How to set up](#)

Save Return without changes

Title - Type in a title for this Payment gate. You should use something short but descriptive. For example, if the offline payment gate you are setting up is for Western Union, name it "Western Union". For information on how to send money through Western Union, refer your customers to <http://www.westernunion.com/info/selectCountry.asp?country=global>.

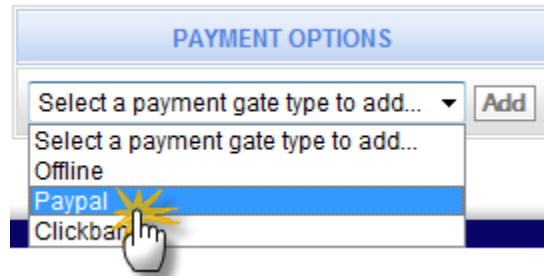
Settings - Type in instructions for your customer. You will want to include the **#{INVOICE}** tag as it will be parsed into the instructions as the reference sale number.

How to – Click on the "How to set up" link for instructions on setting up an offline payment gate.

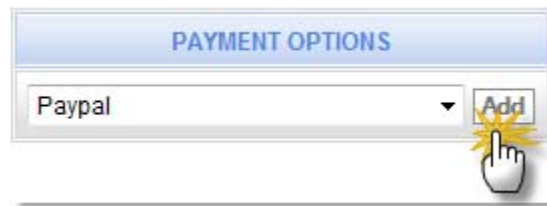
Save - When you are finished, click on "Save" to save this payment gate.

Repeat for any additional offline payment gates that you want to create such as a Payment Gate that accepts checks or money orders.

SETTING UP PAYPAL



Choose "Paypal" from the drop down menu.



Then click on the "Add" button to add Paypal as a Payment Gate.

PAYMENT OPTIONS: ADDING NEW RECORD

Type	Paypal
* Title	<input type="text"/>
Settings	
	Paypal merchant e-mail <input type="text"/>
	Forward IPN to another system (enter a full URL starting with http://) <input type="text"/>
	Number of retries for IPN forwarding (if applicable) <input type="text"/>
How to	How to set up

Title - Type in a name for your Payment Gate. Since this is for Paypal, you may want to name it Paypal.

Settings - Enter your Paypal account email address in the text box titled "Paypal merchant e-mail".

Enter the URL that you wish to use when you want to forward IPN to another system in the "Forward IPN to another system (enter a full URL starting with http://)" text box.

Enter the number of retries for IPN forwarding. 3 is a good number.

How to – Click on the "How to set up" link for instructions on setting up Paypal as a payment gate.

Save - When you are finished, click on "Save" to save this payment gate.

SETTING UP PAYPAL AS A PAYMENT GATE WITH DELAVO™

You will need to adjust 2 settings in order for your Paypal account to be usable by Delavo™.

Here's How To Setup Auto-Return In Paypal

1. Log in to your PayPal account
2. Click on the Profile tab.
3. Click the "Website Payment Preferences" link under the Selling Preferences column on the right.
4. Under Auto Return for Website Payments, click the radio button to enable "Auto Return."
5. Insert the domain of your Delavo™ installation into the field that's titled "Return URL". **PLEASE NOTE:** Do NOT enter the complete path to Delavo™, only the domain name. If you have already set up a return address previously, you do not need to follow this procedure.

IPN IN PAYPAL

Instant Payment Notification (IPN) is PayPal's interface for handling real-time purchase confirmation and server-to-server communications. IPN delivers immediate notification and confirmation of PayPal payments you receive and provides status and additional data on pending, canceled, or failed transactions. **PLEASE NOTE:** If you have already set up IPN previously, you do not need to follow this procedure.

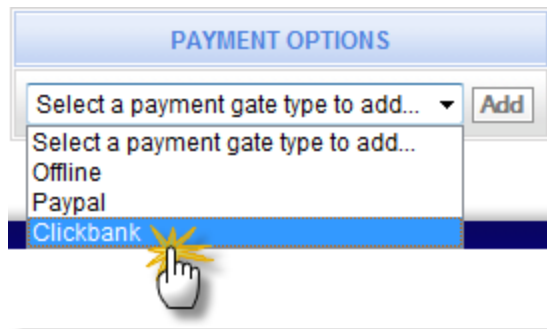
1. Login to your PayPal account.
2. Click on the Profile tab.
3. Click the "Instant Payment Notification" link under the Selling Preferences column on the right.
4. Click on the "Edit" button.
5. Enter the URL of your Delavo™ installation.
6. Click on "Save"

If you get an error that says "Seller accepts encrypted website payments only", follow these instructions depending on if you want or do not want to accept non encrypted payments:

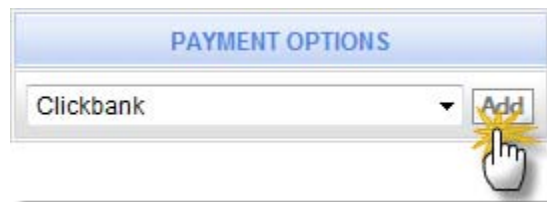
1. Log into your Business or Premier PayPal account.
2. Click on Profile.
3. Click the Website Payment Preferences link in the right-hand menu.
4. Select "On" next to "Block Non-encrypted Website Payments" or "Off" next to "Allow Non-encrypted Website Payments".

PLEASE NOTE: To issue a refund, you need to go to PayPal, find the sale and issue a refund. The customer will get notification of his/her refund. PayPal will tell Delavo™ to mark the sale as refunded.

SETTING UP CLICKBANK AS A PAYMENT GATE WITH DELAVO™



Click on Clickbank from the drop down menu.



Then click on the "Add" button

PAYMENT OPTIONS: ADDING NEW RECORD

Save Return without changes

Type Clickbank

* Title

Clickbank nickname

Settings Secret key (optional)

Use Clickbank Instant Notification

[How to set up](#)

The Return URL for Clickbank:
http://de[redacted]clickbank.cgi

Note: If use select to use Clickbank Instant Notification, then you also have to enable it in your Clickbank merchant account and set up this URL as the "Instant Notification URL":
http://d[redacted]kbank.cgi

Please also note that if you want the recurring billing notifications sent by Clickbank to be processed in Delavo, you have to disable the "Initiate Subscription internally in Delavo" option for Clickbank in the product record, otherwise all rebill notification from clickbank are ignored.

Save Return without changes

Title – Type in a name for this payment gate.

Settings – Type in your Clickbank nickname.

Type in your Secret key (optional)

If you would like to use Clickbank Instant Notification, check this box. **PLEASE NOTE:** If use select to use Clickbank Instant Notification, then you also have to enable it in your Clickbank merchant account and set up the provided URL as the "Instant Notification URL"

How to – Click on the “How to set up” link for instructions on setting up Clickbank as a payment gate.


In this area, you will find “The Return URL for Clickbank” which you will need when setting up your Clickbank account.

Save - When you are finished, click on “Save” to save this payment gate.

SETTING UP YOUR CLICKBANK ACCOUNT

This section will show you how to open and set up a ClickBank account. It's free to open an

5. Select the "Payment Threshold" in your account. The "Payment Threshold" is the minimum amount of money you must have in your account before ClickBank sends you a check.
6. Save your changes.



Welcome: [dlwalsh](#) | [Customer Service](#) | [Marketplace](#) | [Logout](#) |

Account Home

Account Settings

Reporting

Resources

[My Account](#) | [My Site](#) | [My Products](#)

My Site:

? Hovering your pointer over certain field names will present informational text.

Setting Up Your Hoplink Target URL

As a ClickBank publisher you need to define a Hoplink Target URL. Affiliates use hoplinks to send customers to your account's Hoplink Target URL. There is only one per account. This page may be the Pitch Page for the first product added to your account, or may be a landing page that directs customers to Pitch Pages for other products added to your account. Either way, affiliates receive credit for the referrals. Click here for more information on setting up your Hoplink Target URL. [More Information...](#)

Note: Affiliates may begin promoting products and are not required to complete any of the information below. For more information on how to get started, click [here](#).

Status: Pending Approval

<p>Hoplink Target URL: <input type="text" value="http://example.com"/></p> <p>Marketplace Title: <input type="text" value="Example"/></p> <p>Marketplace Description: <input style="height: 40px;" type="text" value="Example description"/> <small>(character limit: 19/255)</small></p> <p>Secret Key: <input type="text" value=""/></p> <p>Commission: <input type="text" value="50"/> %</p> <p>Instant Notification: <input type="checkbox"/> Click HERE to request access</p>	<p style="text-align: center; font-weight: bold; font-size: small;">Marketplace Categories</p> <p>1: <input type="text" value="Uncategorized"/></p> <p>2: <input type="text" value="Uncategorized"/></p> <p style="text-align: center; font-weight: bold; font-size: small;">Payment Methods</p> <p><input checked="" type="checkbox"/> Credit Card (required)</p> <p><input checked="" type="checkbox"/> PayPal</p> <p><input type="checkbox"/> Online Check</p>
--	---

You will now need to add your Hoplink Target URL Information

1. Click on the "My Site" link under the "Account Settings" tab.
2. Add the required information to "My Site".
 - Hoplink Target URL
 - Marketplace Title: Select an account title, limited to 70 characters, which will appear in the ClickBank Marketplace.
 - Marketplace Description: Select an account description, limited to 250 characters, which will appear in the ClickBank Marketplace.
 - Commission Marketplace Categories (if you want to be listed in the ClickBank Marketplace)
 - Payment Methods (if you want to disable PayPal and/or Online Checks as payment options for your customers)
3. Save your changes.

If you have not yet added any products to sell through ClickBank in this account, your site status will be "Pending Product Creation".

Welcome: d [Account Home] [Account Settings] [Reporting] [Resources] [Search...] [Go]

My Account | My Site | My Products

My Products: [input field]

Setting Up Your Thank You Page URL(s)

Once a customer pays, we send them directly to a "Thank You Page" at your web site corresponding to the product purchased. This URL is where you provide the instructions on how to access or download the product. Each product sold through this account is required to have an individual Thank You Page URL. Click here for more information on setting up your Thank You Page URLs. [More Information...](#)

Note: Affiliates may begin promoting products and are not required to complete any of the information below. For more information on how to get started, click [here](#).

Standard Products | Recurring Billing Products | **Add New Product**

2 items found, displaying all items.

Actions	Item	Thank You Page	Price	Test Mode	Status
[edit] [delete]	2	http://www...	\$0.00	X	APPROVED
[edit] [delete]	3	http://www...	\$0.00	X	APPROVED

Export options: [icon] CSV

Now you will need to add your thank you page URL information.

1. Click on "My Products" under the "Account Settings" tab.
2. Select the "Standard Products" tab.
3. Click "Add new product" and add the required information to your "Thank You Page URL".
 - Thank You Page URL **PLEASE NOTE:** The thank you URL that you will enter here is the Return URL found in the Payment Gates: adding new record interface for ClickBank at Store -> Payment gate. You will use this same return URL for ALL products you set up in ClickBank if using Delavo™.
 - Item
 - Product Price

Adding Product X

*** Required**

Test Mode:

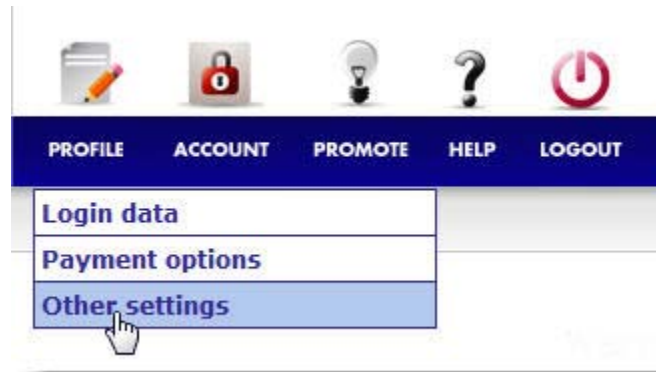
Thank You Page: *

Item: * Product Price: *

4. Save your changes and ClickBank will set your product status to "Pending Approval Request"

OTHER SETTINGS

Once you have logged in, click on "Profile" in the main menu bar. Then click on the "Other settings".



PLEASE NOTE: This section currently has no features. When more functionality is added to this area, we will update this section and notify you of the change.