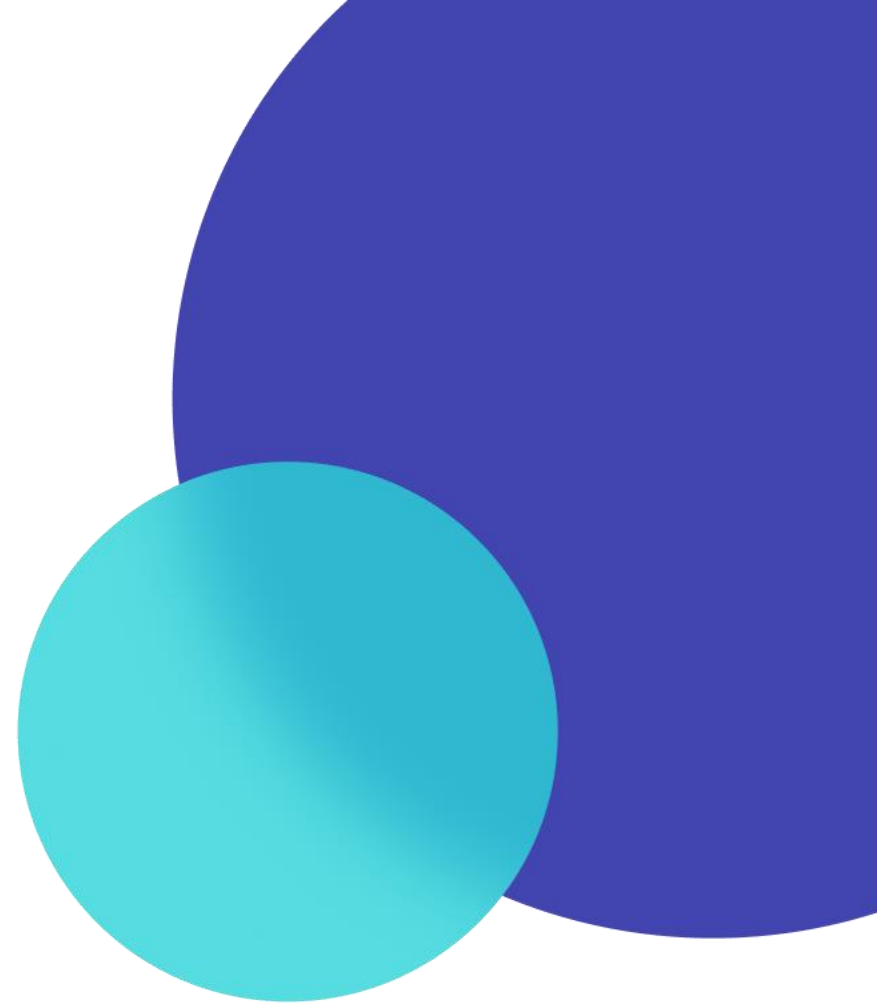
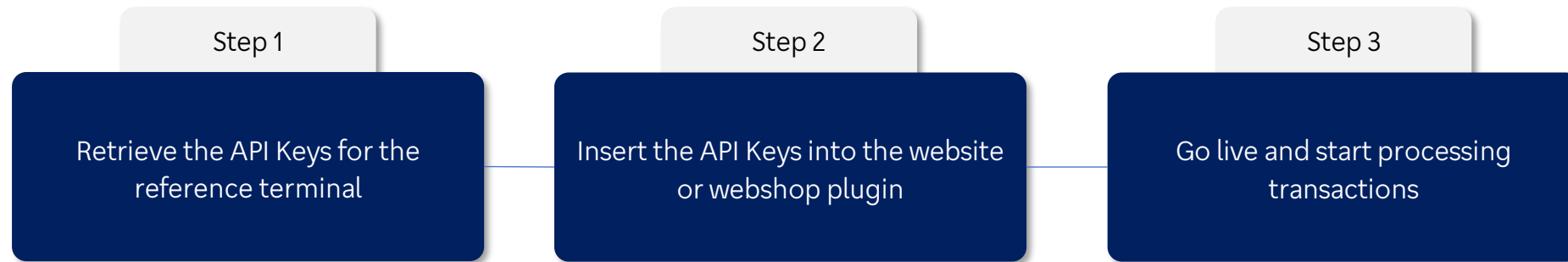


How to activate your Merchants



How to activate a new gateway

A quick recap of the steps to activate a gateway



Option 1: Partner have access to Merchant Portal

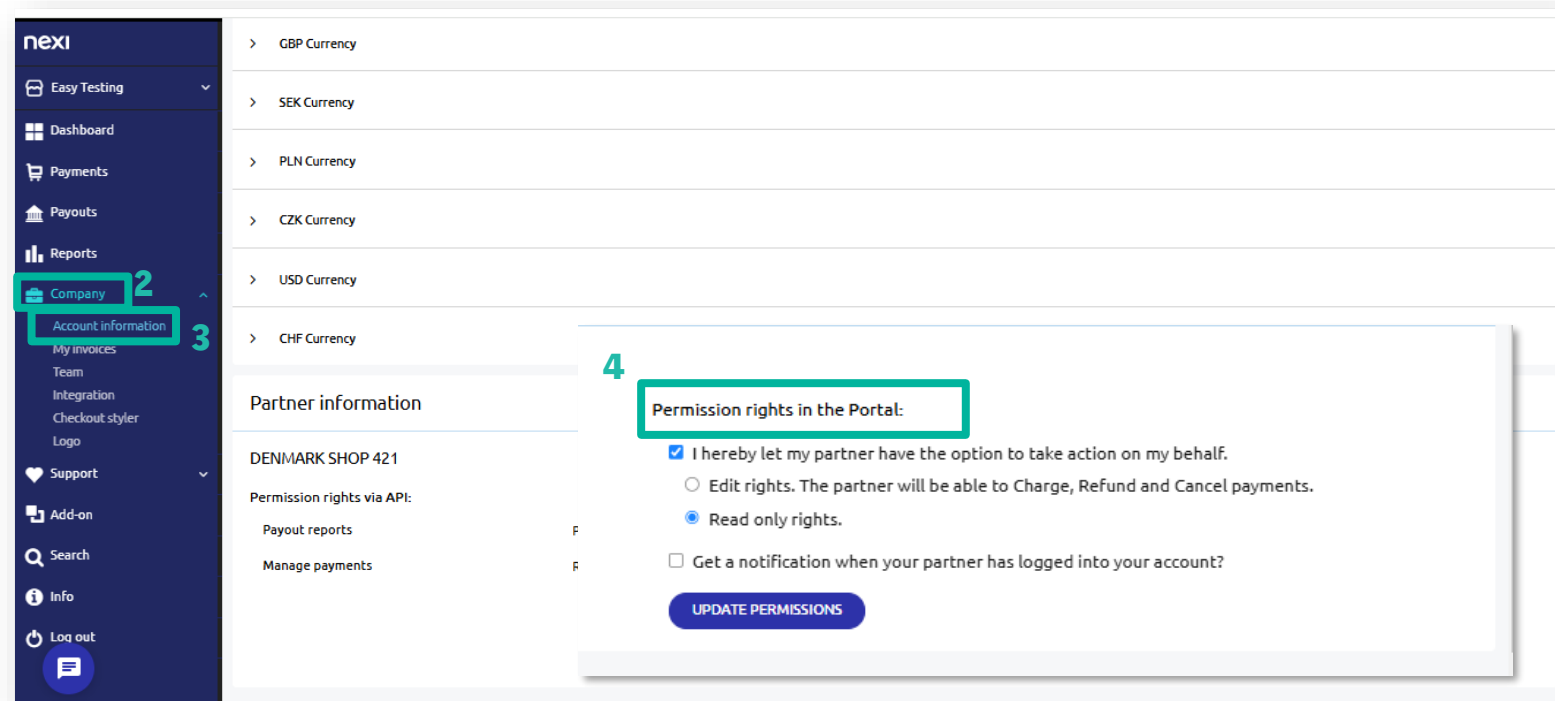
Option 2: Only the merchant can access their Merchant Portal

Sharing permissions

Option 1: Partner have access to Merchant Portal

If your merchant wants to give you access to their portal to retrieve the API Keys or perform another task

1. To make sure they've granted you the correct access rights. Merchant need to log in to the **Merchant Portal**.
2. Click on '**Company**'
3. Click on '**Account Information**'
4. **Change** the **permission** rights based on what they want you to be able to have permission to do

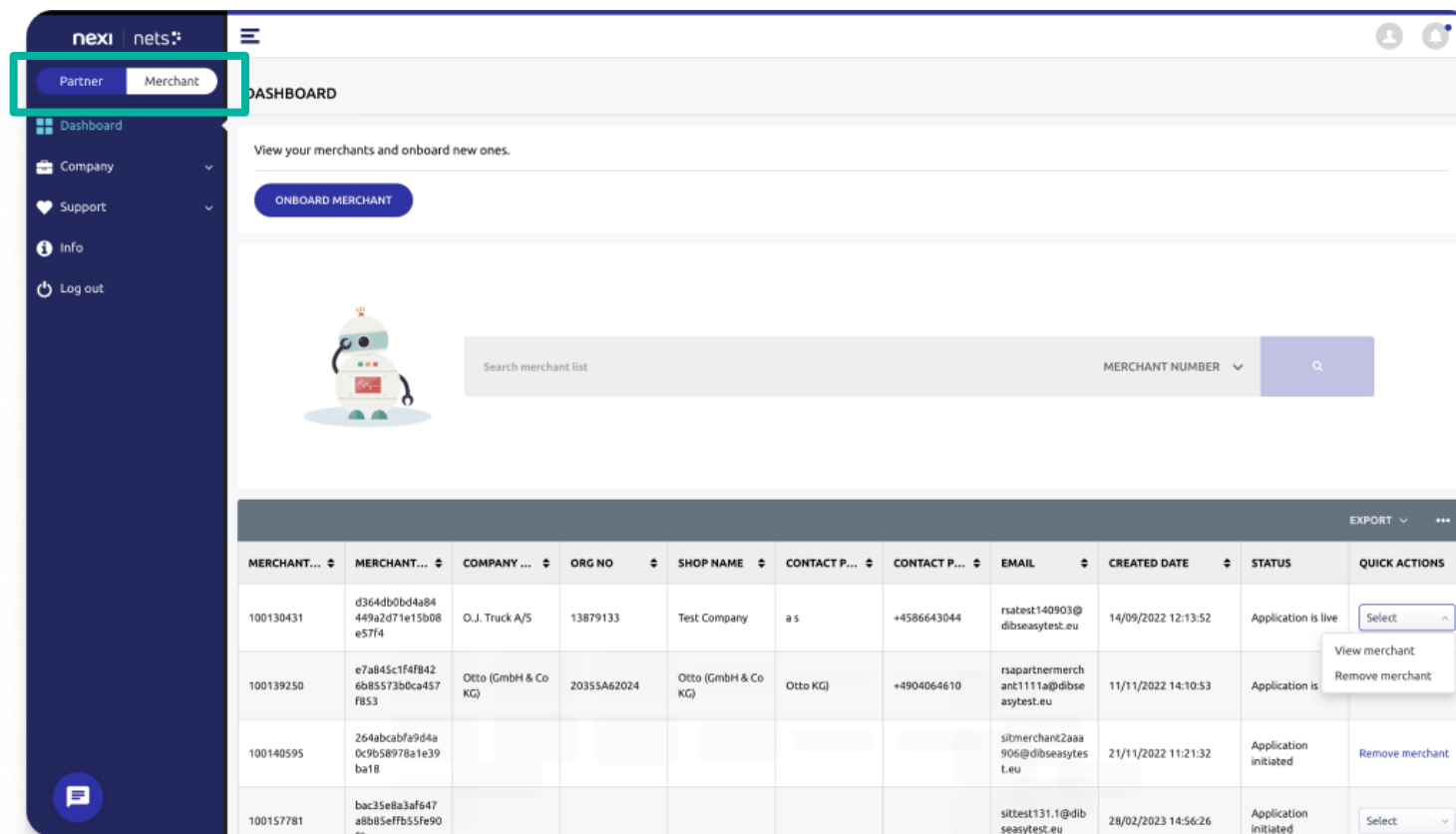


Access to Merchant Portal

Option 1: Partner have access to Merchant Portal

Once you, **as a Partner**, have gained access to the merchant's portal, you can log in to retrieve their API Keys.

You can switch account to the merchant, by clicking on '**Merchant**' in the top left corner.



The screenshot shows the Nexi Merchant Portal interface. The 'Partner' tab is selected in the top left, and the 'Merchant' tab is highlighted with a green box. The dashboard displays a list of merchants with the following columns: MERCHANT..., MERCHANT..., COMPANY..., ORG NO, SHOP NAME, CONTACT P..., CONTACT P..., EMAIL, CREATED DATE, STATUS, and QUICK ACTIONS. A search bar and an 'ONBOARD MERCHANT' button are also visible.

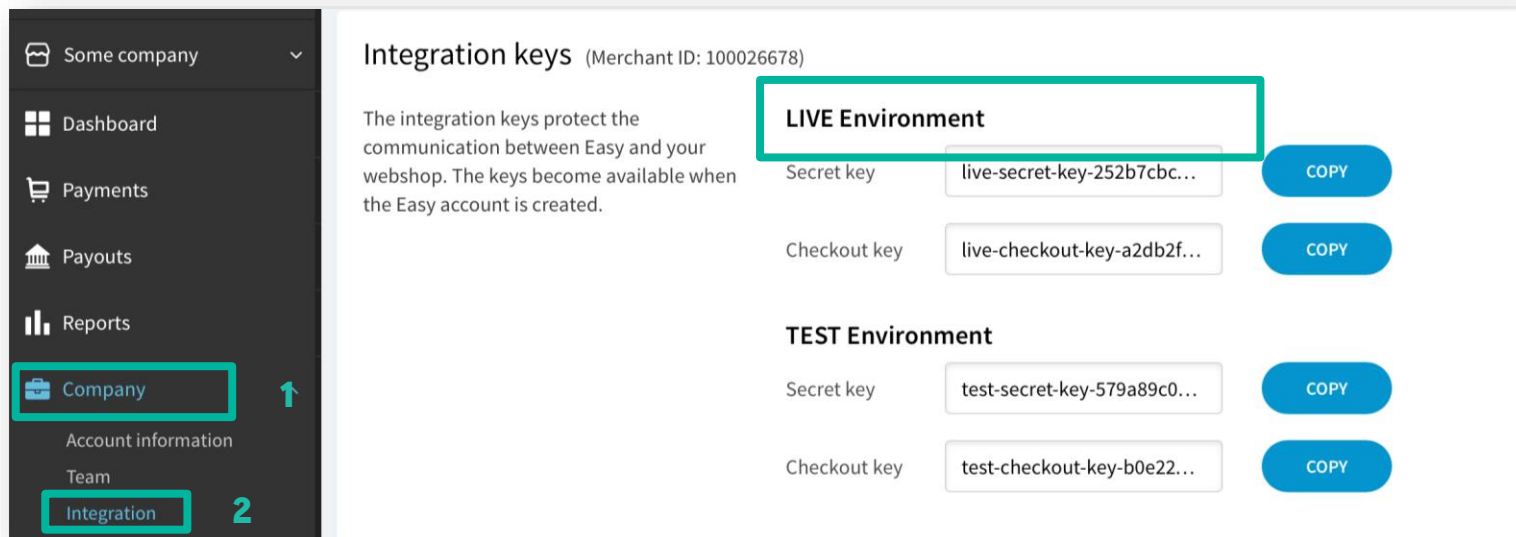
MERCHANT...	MERCHANT...	COMPANY...	ORG NO	SHOP NAME	CONTACT P...	CONTACT P...	EMAIL	CREATED DATE	STATUS	QUICK ACTIONS
100130431	d364db0bd4a84449a2d71e15b08e57f4	O.J. Truck A/S	13879133	Test Company	a s	+4586643044	rsatest140903@dbseasytest.eu	14/09/2022 12:13:52	Application is live	Select
100139250	e7a845c1f4f8426b85573b0ca457f853	Otto (GmbH & Co KG)	20355A62024	Otto (GmbH & Co KG)	Otto KG	+4904064610	rsapartnermerchant1111a@dbseasytest.eu	11/11/2022 14:10:53	Application is	View merchant Remove merchant
100140595	264abcbaf9d4a0c9b58978a1e39ba18						sitmerchant2aaa906@dbseasytest.eu	21/11/2022 11:21:32	Application initiated	Remove merchant
100157781	bac35e8a3af647a8b85effb55fe90f8...						sittest131.1@dbseasytest.eu	28/02/2023 14:56:26	Application initiated	Select

Retrieve the API Keys

Option 1: Partner access to Merchant Portal

1. Once you've entered the merchant's portal, go to the **'Company'**
2. Click on **'Integration'**
3. There you can find the different keys for both the test and live environments. For more information you can access our developer portal below:

[Access your integration keys](#)

Integration keys (Merchant ID: 100026678)

The integration keys protect the communication between Easy and your webshop. The keys become available when the Easy account is created.

LIVE Environment

Secret key	live-secret-key-252b7cbc...	COPY
Checkout key	live-checkout-key-a2db2f...	COPY

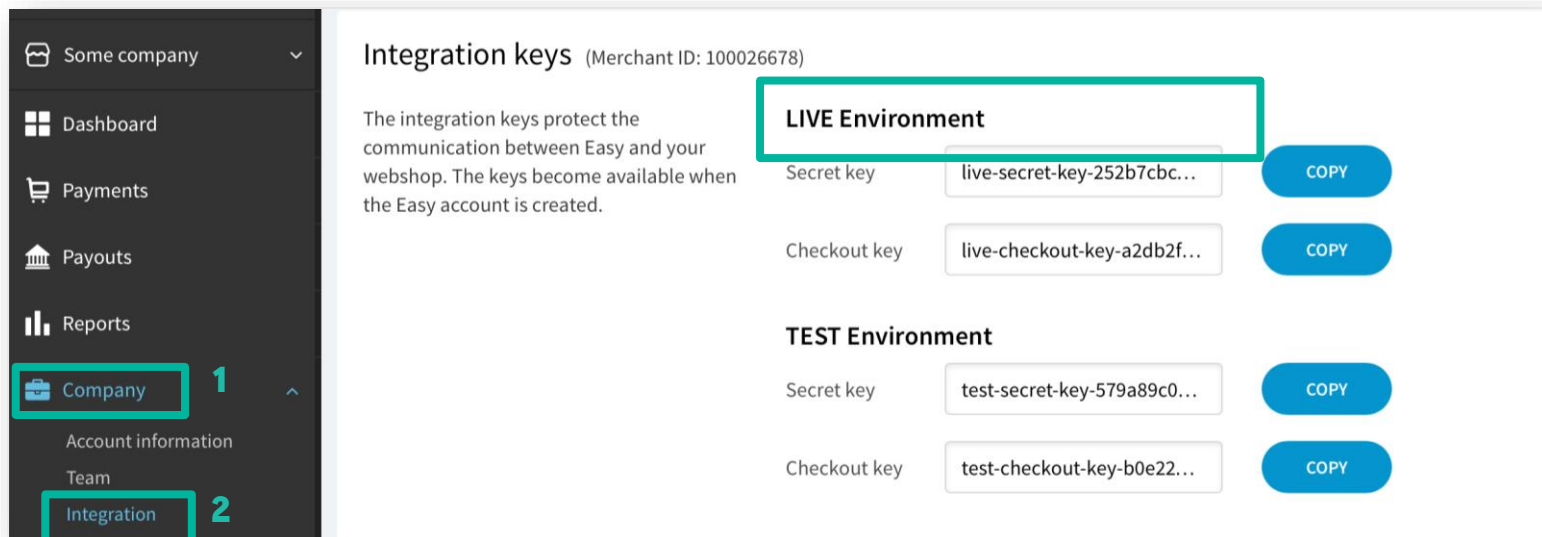
TEST Environment

Secret key	test-secret-key-579a89c0...	COPY
Checkout key	test-checkout-key-b0e22...	COPY

Receive API Keys from Merchant

Option 2: Only the merchant can access their Merchant Portal

1. Ask your merchant to retrieve the API Keys and share them with you securely. Merchant can find the keys for both the test and live environments in their Portal under **'Company'**
2. Click on **'Integration'**
3. Now you can use the Key for your merchant's integration, and they can go-Live!



Integration keys (Merchant ID: 100026678)

The integration keys protect the communication between Easy and your webshop. The keys become available when the Easy account is created.

LIVE Environment

Secret key	live-secret-key-252b7cbc...	COPY
Checkout key	live-checkout-key-a2db2f...	COPY

TEST Environment

Secret key	test-secret-key-579a89c0...	COPY
Checkout key	test-checkout-key-b0e22...	COPY