

Overview

Author Payment collection is the feature that allows AllenTrack publications to seamlessly integrate commerce transactions within the manuscript workflow. When fees and payments are initiated, authors are taken directly to PayPal, where they can pay by credit card or personal PayPal account. When a transaction is completed, the user returns to your peer review site to continue working.

To take advantage of this feature, the publisher must have a PayPal business account into which e-commerce transactions will flow. The following guide will explain the process and tools you will need to set up your PayPal account. Because this account needs to communicate back and forth with AllenTrack, you will need a unique PayPal account just for your AllenTrack Author Payment Collection even if you already have another PayPal account for your journal or society.

What you will need

You will need the following items:

1. This documentation
2. A new PayPal account (this documentation will explain all the settings)
3. Your AllenTrack URL (example: <http://journal.allentrack2.net>)

You will need to provide the following to your AllenTrack support contact:

1. The e-mail address associated with your PayPal account

Instructions for Creating and Configuring Your PayPal Account

1. Create your account

To create a business account for use with AllenTrack Author Payment Collection, go to <http://www.paypal.com> and click the Sign up link. Follow the steps to create the new account using the PayPal information. Select **Website Payments Standard** as the payment solution. This account has no monthly or annual fee.

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CHOOSE A PAYMENT SOLUTION FOR YOUR BUSINESS

PayPal Business Products

[View Demo: Merchant Services Overview](#)

Accept Credit Cards on a Website

- Website Payments Standard**
Add credit card processing to your site in about 15 minutes.
- Website Payments Pro**
An Internet merchant account and gateway in one.
- Payflow Payment Gateway**
Process payments using your own internet merchant account.

Issue Rebates and Commissions

- Mass Payments**
It's easier than checks—issue rewards, rebates, commission and other payments quickly.

Add PayPal as a Payment Option

- Express Checkout**
If you already accept credit cards on your website or mobile site, accept PayPal as well to boost sales.

Other Ways to Accept Credit Cards

- Online Invoicing**
Email your bill complete with a Pay Now button and get paid faster.
- Virtual Terminal**
Process credit cards online from your phone, mail, and fax orders.

When setting up the business account, be sure to list your journal's name as the Business Name because this is what will appear to the author when paying and returning to the website.

Business Account Setup

* Required

Business Information

*Business Type: -- Choose a Category--

*Business Name:

*Address Line 1:

Address Line 2:

*City:

*State:

*ZIP Code:

Country: United States

List the person at your organization who will be administering this PayPal account and dealing with any user questions as the Customer Service Representative.

Customer Service Contact Information

*Customer Service Email :

*Customer Service Phone: ext.

Follow the on-screen instructions for setting up the collection of your PayPal funds, which can be distributed to a bank account or a credit card.

2. Verify your account

Once you have completed the PayPal account setup, you will be required to verify your account before you can proceed with the rest of the setup. This is done via e-mail confirmation.

3. Set Up Your Website Payment Preferences

After completing the account setup, click the Go to My Account link and then click the Profile tab. Click Website Payment Preferences under the Selling Preferences header.

Account Information	Financial Information	Selling Preferences
Email	Credit/Debit Cards	Auctions
Street Address	Bank Accounts	Sales Tax
Phones and Mobile Payments	Currency Balances	Set Up Shipping Calculations
Password	Gifts and Discounts	Shipping Preferences
Notifications	Monthly Account Statements	My Saved Buttons
Language Preference	My preapproved payments	Payment Receiving Preferences
Time Zone	Recurring payments dashboard	Instant Payment Notification Preferences
Manage User	My Checkout Settings	PayPal Shops
API Access		Reputation
Service Providers		Customer Service Message
PayPal Security Key		Website Payment Preferences
Getting Started Steps		Encrypted Payment Settings
Business Information		Custom Payment Pages
Close Account		Invoice Templates

Select the appropriate options:

- Auto Return: On
- Return URL: Type the main URL of your AllenTrack site
- Payment Data Transfer: On
- Block Non-encrypted Website Payment: Off

Website Payment Preferences [Back to Profile Summary](#)

Auto Return for Website Payments

Auto Return for Website Payments brings your buyers back to your website immediately after payment completion. Auto Return applies to PayPal Website Payments, including Buy Now, Donations, Subscriptions, and Shopping Cart. [Learn More](#)

Auto Return: On
 Off

Return URL: Enter the URL that will be used to redirect your customers upon payment completion. This URL must meet the guidelines detailed below. [Learn More](#)

Return URL:

Return URL Requirements: The following items are required in order to set up Auto Return.

Payment Data Transfer (optional)

Payment Data Transfer allows you to receive notification of successful payments as they are made. The use of Payment Data Transfer depends on your [system configuration](#) and your Return URL. Please note that in order to use Payment Data Transfer, you **must** turn on Auto Return.

Payment Data Transfer: On
 Off

Identity Token: Kxkd5LCQTGit7xSMgES1JW-bO_NgZPyAlyHFoDxrnY-1INoTi7D45whibmu

Encrypted Website Payments

Using encryption enhances the security of website payments by decreasing the possibility that a 3rd party could manipulate the data in your button code. If you plan on only using encrypted buttons you can block payments from non-encrypted ones.

[Learn more about Encrypted Website Payments](#)

Note: If you enable Encrypted Website Payments, all of your Buy Now, Donations, and Subscriptions buttons **must** be encrypted via one of the following methods:

Using the [Button Factory](#) with the security settings enabled.

Using your own code, you encrypt all website payments before sending them to PayPal.

By enabling this feature, any Buy Now, Donation, or Subscription button that is not encrypted will be rejected by PayPal.

Block Non-encrypted Website Payment: On
 Off

Questions, comments, concerns? Contact support@allentrack.net.