

# CyberSource and the Blackbaud Payment Service

## Configuration of a CyberSource Merchant Account

To successfully process credit card transactions through a CyberSource merchant account, the **Blackbaud Payment Service** requires the login credentials and security key for your CyberSource account. When you add a CyberSource merchant account in your Blackbaud program, you must enter this information.

### Configure a CyberSource Merchant Account

When you add a CyberSource merchant account in your Blackbaud program, you must enter the gateway ID, password, and security key. You can determine this information through the CyberSource *Business Center*.

- **Gateway ID:** Enter the merchant ID your organization uses to log into the *Business Center*.
- **Password:** Enter the password your organization uses to log into the *Business Center*.
- **Security key:** Enter the transaction security key created for your account through the *Business Center*.



For information about how to add merchant accounts, see the user guides for your Blackbaud program.

### Create a Security Key

To process transactions through a CyberSource merchant account, the **Blackbaud Payment Service** requires a transaction security key for the account. To create a security key:

1. From the *Business Center*, click **Account Management** and select **Transaction Security Keys**.
2. On the Transaction Security Keys page, click **Security Keys for the SOAP Toolkit API**.
3. On the SOAP Toolkit API page, click **Generate Key**. CyberSource displays the security key.
4. Click **Download** and save the security key as a text (TXT) file.
5. When the download completes, click **Open** and then copy the security key from your text editor.
6. In your Blackbaud program, paste the security key into the **Security key** field for your CyberSource merchant account.

