



Till Gateway API Credentials Retrieval

User Guide

Overview.

This document explains how partners can access merchant's API credentials by signing in to **Till Gateway**.

Intended Audience:

It is assumed that you are a Till Payment's partner and are integrated with **Till Gateway**.



What's Inside.

01 Pre-requisite	O5
02 Sign in to Till Gateway	O5
03 Find your merchant	O5
04 Find API Credentials	O6
05 Set up API Username and Password	O7



Till.

Payment Request
from Till Payments

\$250.00

Santander



1.00% 5.00% 5.99%

Join us now

Payment Details

Name

Address

Phone Number

Email Address

Payment Options

Card

Cash

Gift Card

Other

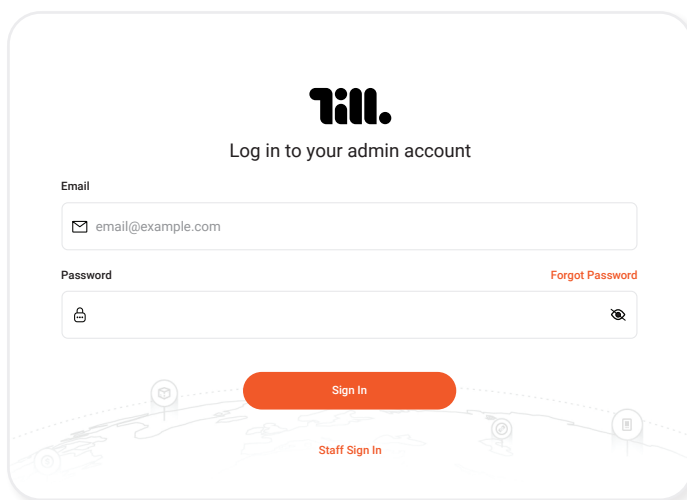
API Credentials Retrieval Guide

01 Pre-requisite

- You must be granted access to Till Gateway. Once you are set up in Till Gateway, your credentials will be sent via email.

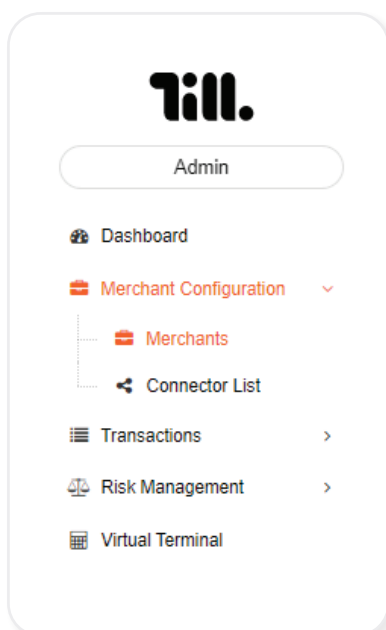
02 Sign in to Till Gateway

- Open the following link: <https://gateway.tillpayments.com/en/admin/login>
- Sign in with the credentials sent by Till Payments.



The screenshot shows the Till Gateway login interface. At the top is the Till logo and the text "Log in to your admin account". Below this are two input fields: "Email" with a placeholder "email@example.com" and "Password" with a "Forgot Password" link. A "Sign In" button is centered below the fields. At the bottom, there is a "Staff Sign In" link and a decorative graphic of a map with location pins.

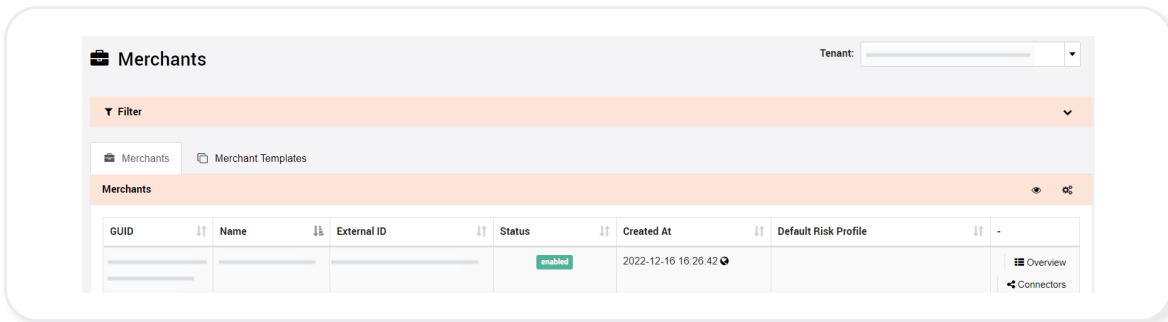
03 Find your merchant



The screenshot shows the Till Gateway Admin navigation panel. At the top is the Till logo and an "Admin" button. Below this is a list of navigation items: "Dashboard", "Merchant Configuration" (with a dropdown arrow), "Merchants" (indented under Merchant Configuration), "Connector List" (indented under Merchant Configuration), "Transactions" (with a right arrow), "Risk Management" (with a right arrow), and "Virtual Terminal".

- Click '**Merchants**' under Merchant Configuration in the Navigation panel.

- Find the merchant in the Merchants table – External ID is Merchant ID.

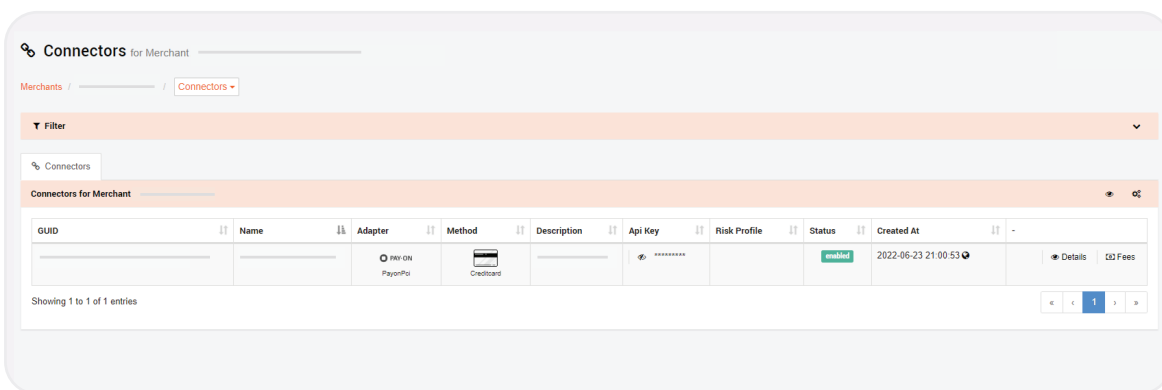


O4 Find API Credentials

- These are your API Key, Shared Secret, and Public Integration Key (Public Integration Key is required if applicable).
- Click '**Connectors**' for the merchant.

Please note: Most merchants have one connector. If you have two connectors, you need API credentials for both connectors.

- Click '**Details**'



- Click on the eye icon to reveal the values for:
 - API Key
 - Shared Secret
 - Public Integration Key (if applicable)

- Key these values into the POS configuration for this merchant.

Edit Connector: [redacted]

Connector

Merchants / [redacted] / Connectors

Processing | Post-Processing

Edit Connector: [redacted]

Status

Status: enabled

Base Data

GUID: [redacted]

Name: [redacted]

Description: [redacted]

Provider: [redacted]

Country of business: [redacted]

API Key: [redacted]

05 Set up API Username and Password

- Click 'Details'

Connectors for Merchant [redacted]

Merchants / [redacted] / Connectors

Filter

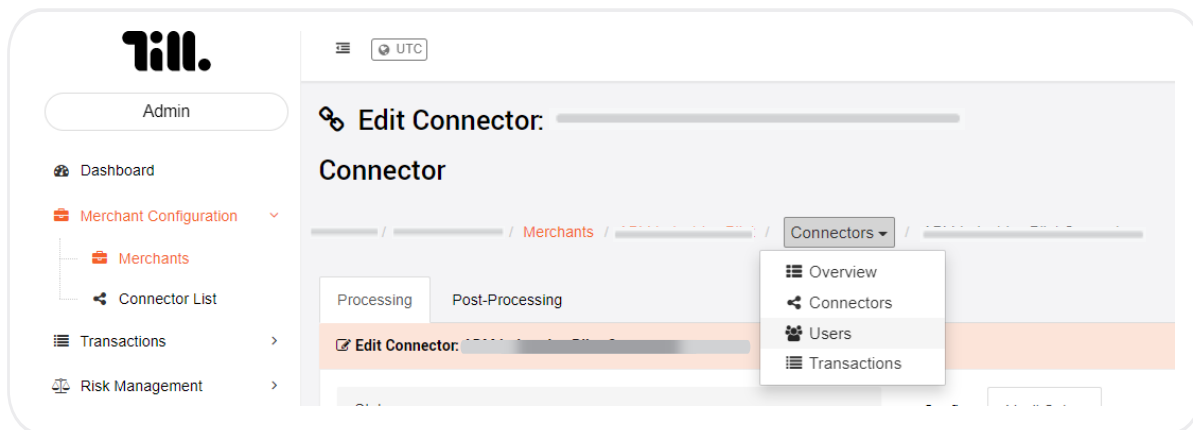
Connectors

Connectors for Merchant [redacted]

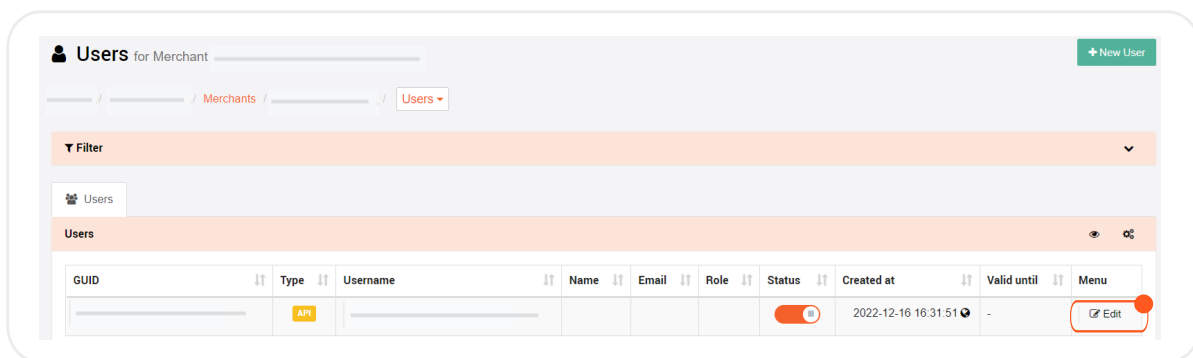
GUID	Name	Adapter	Method	Description	Api Key	Risk Profile	Status	Created At	
[redacted]	[redacted]	PayorPi	Creditcard	[redacted]	[redacted]	[redacted]	enabled	2022-06-23 21:00:53	Details Fees

Showing 1 to 1 of 1 entries

- Click **'Connectors'** and **'Users'**.



- Click **'Edit'**



- Generate Password by clicking **'Generate'**.

Type

api

User validity

☐ Disabled

Password

Password

[Generate](#)
[Show/hide Password](#)

- Copy the Username and Password and click **'Save User'** (Make sure to copy the Password before clicking **'Save User'**, as clicking **'Save User'** will clear the Password.)

Edit User

Merchants / Users

Base Data

Username

First name

Last name

Email

Type

api

User validity

☐ Disabled

Password

Generate Show/Hide Password

Settings

Enable Fees API

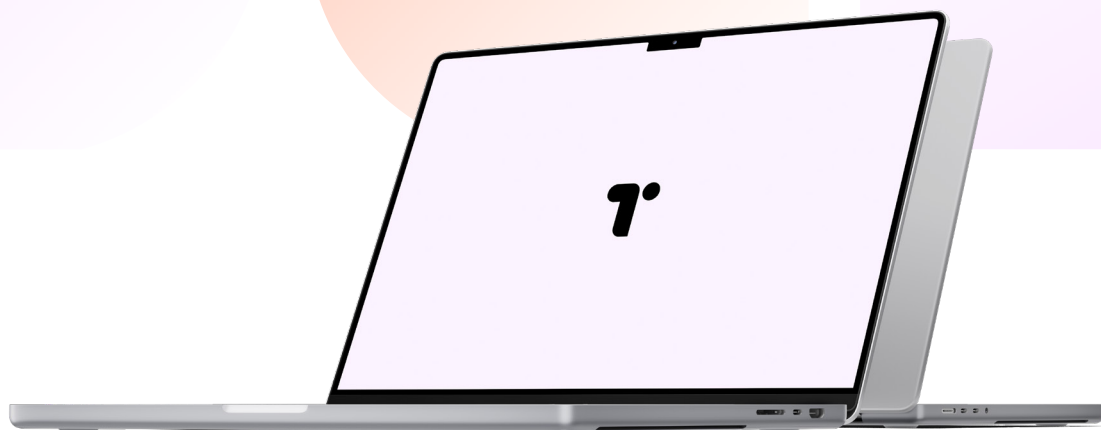
Two-Factor Authentication

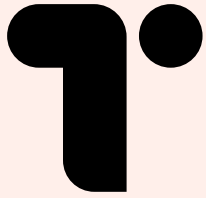
Info: The user has disabled Two-Factor Authentication

Dashboard

☐ Reset Dashboard

Save User





Need a bit of help?

Contact us



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Our dedicated team of experts can assist you over the phone 24/7 with questions, problem resolution and extra training. Keep your merchant ID number handy when you call, this will help speed up your inquiry.

For online reports and statements please visit **us.merchant.tillpayments.com**