cornerstone

NIC - Colorado
Payment Gateway
Edge Integration Guides

The NIC – Colorado Payment Gateway integration with Cornerstone Learning is an API-based solution that provides users the ability to purchase courses offered through the e-commerce functionality available as part of the Extended Enterprise module (EXE).

The integration supports the following functionalities:

- Purchase of different Learning Object types supported by the EXE module
- Credit Card and eCheck payment methods.
- Purchase of Training Units
- Refunds (only total amount).

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Getting started

Considerations

1. The following features are NOT supported:
    - Save Credit Card details in the user's profile.
    - Recurring Billing - Subscriptions
    - 3D and 3D2 Secure – Payer Authentication method
    - Partial Refunds
    - Tax Calculation
2. The features listed in the previously are not supported by the version of the Payment Gateway implemented (TPE2).
3. NIC – Colorado cannot be enabled at the same time with other Payment Gateways such as Cybersource or Adyen. Only PayPal Payment Gateway CAN be used in conjunction with it.
4. There are fees associated with the NIC-Colorado payment gateway that are not covered by Cornerstone. Your organization will need to take full responsibility for those fees and payment of those fees are done directly with NIC-Colorado

Prerequisites

1. Cornerstone Learning
2. Cornerstone Extender Enterprise
3. Cornerstone e-Commerce
4. NIC – Colorado Account details

Install & setup instructions

It is strongly recommended to test the integration in either your Cornerstone Pilot or Stage environment before setting it up in Production.

Permissions

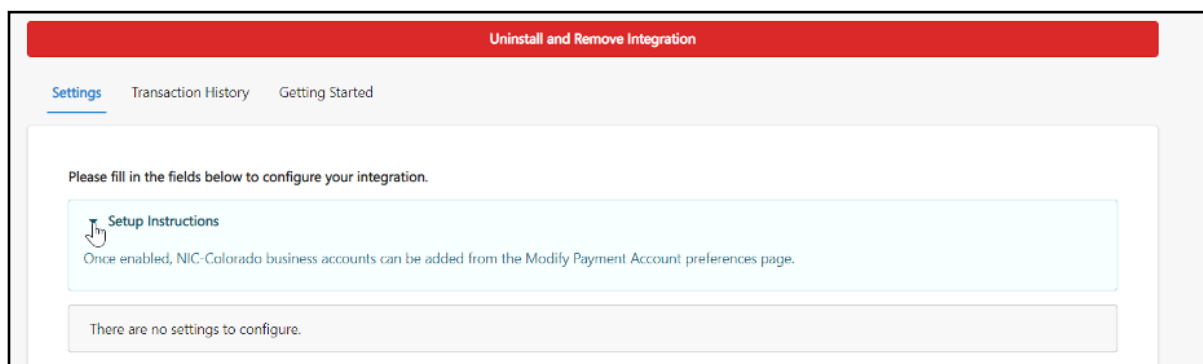To configure the Modify Payment Accounts page, you will need the following security permission:

Payment Account - Modify
Grants ability to create payment profiles to determine the routing of users' payments. This permission cannot be constrained.
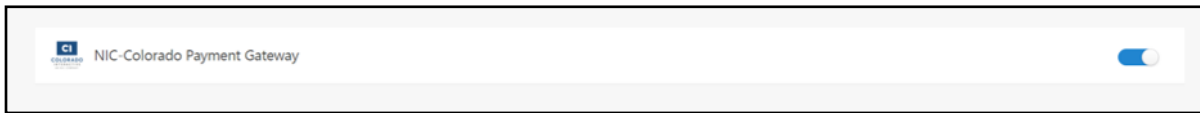
Further EXE permissions can be found in the E-Commerce and Shopping Cart topics of Online Help

Step 1 - Enablement via Edge

1. Log in to your Cornerstone Portal
2. Navigate to the Edge Marketplace (Admin Tools> Edge > Marketplace).
3. Search for NIC – Colorado Payment Gateway then click on the Integration tile
4. Review the terms and conditions then select the checkbox for I have read, understand and agree to the above terms and conditions. Click on Install.
5. Click on **Configure Now**. You will be directed to the **Settings** page.

6. Click on "Back" to go to the Edge Integrations section
7. Click on the NIC - Colorado Payment Gateway toggle to enable the payment gateway in your portal
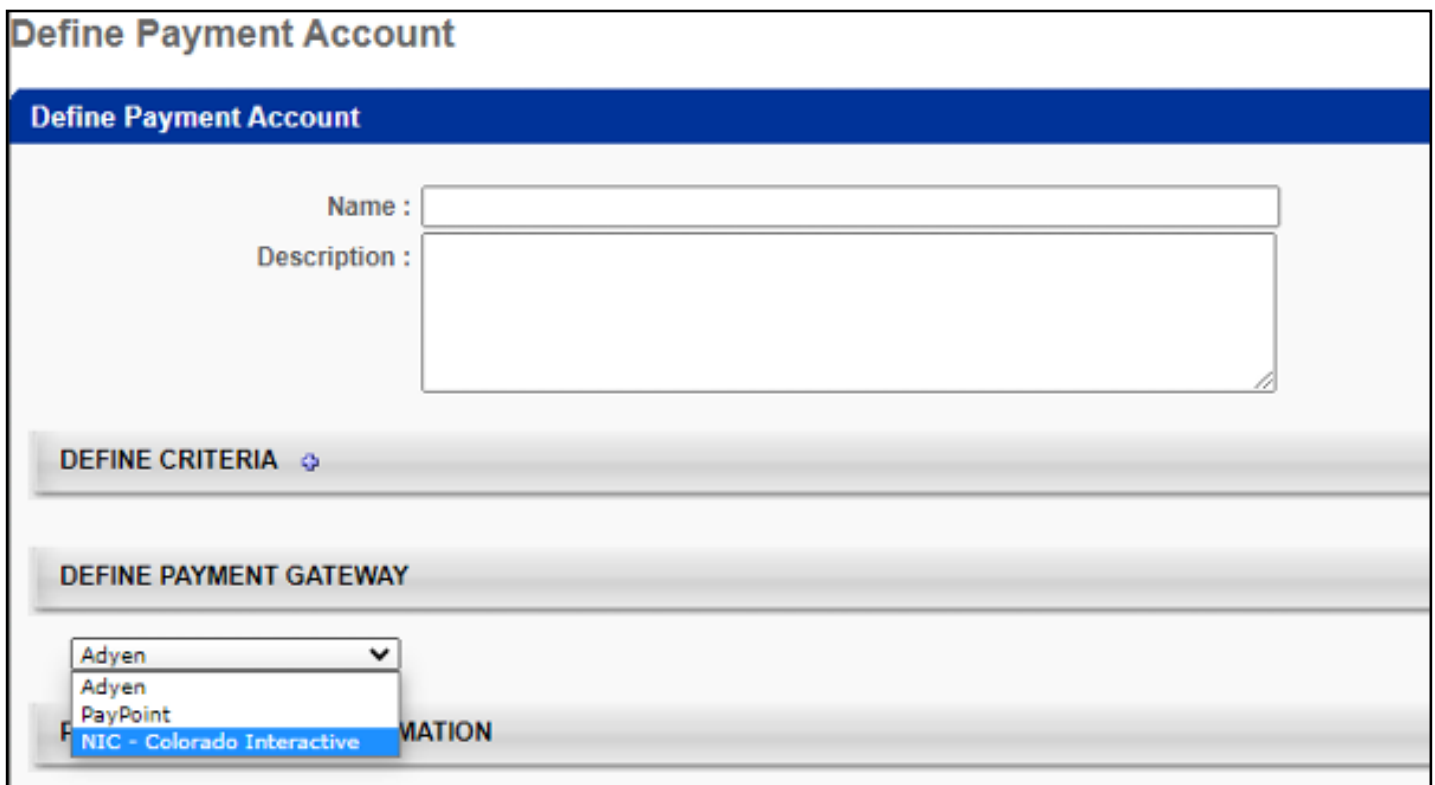

If the system finds there is already a Payment Gateway in use (excepting PayPal), it will not allow NIC – Colorado to be enabled. Administrators will need to disable the Edge integration of the Payment Gateway in use.

Step 2 - Contact NIC

Contact your NIC – Colorado representative to obtain your account credentials.

Step 3 - Modify Payment Account

1. After receiving your credentials, you can set up a payment account in Cornerstone LMS:
   - Navigate to the Modify Payment Account Page under E-Commerce Preferences: *Admin > Tools > Learning > E-Commerce > Modify Payment Account*
   - Select the add button (plus sign) next to the Payment Account header
   - On the creation page under the Define Payment Gateway header, NIC – Colorado will now appear.

2. Once NIC – Colorado is selected, the Payment Gateway Information area will display, and the following information can be filled in:
   - **Merchant Account ID**: it is equivalent to the Service Code of your NIC – Colorado account.
   - **X-API-KEY**: not required. Leave it blank.
   - **Username**: add the merchant code of your NIC – Colorado account.
   - **Password**: add the password provided by NIC – Colorado for the merchant code.
   - **3D Secure option**: it does not apply for this integration.

3. After adding the basic settings for the Payment Gateway to work, you can decide whether to include Processing Fees calculation or not.

4. To add your settings for the calculation of Processing Fees for every transaction processed, please follow the next steps:
   - Select the calculation method you prefer from the options provided in the Processing Fees section.
   - If the option selected is "Percentage", provide the value applicable. E.g.: for **30%**, the value added should be **30**
   - For the option "Fixed Amount", provide the value desired. E.g.: **$2 Dlrs.**, the value added should be **2**
   - If the option selected is "Formula", use the reserved word "Amount" as the variable to represent the transaction value. This is an example of a formula that can be used to calculate the Processing Fee value: ((**Amount** + 0.75) * 0.0225) + 0.75.

5. The option "Formula" displays a validator to help you to assure the formula added is correct. To use this validator, provide the Amount of the transaction as example in order to retrieve the Processing Fee calculated based on the formula.

EXE Functionality

With the NIC - Colorado payment gateway enabled, the rest of the EXE functionality will work in the same way as it would for other Payment Gateways selected such as Cybersource, Adyen, Paypal:

- **Pricing:** This can still be set at the LO level for all pricing enabled LOs.
- **Pricing Rules:** These can still be configured at the individual LO level
- **Currencies:** Currency functionality remains the same and was not touched by this work.
- **Shopping Cart:** All configurations for the shopping cart remain the same as they were before this new functionality was introduced.
- **Checkout Process:** Any checkout customization will remain the same and all tools available before the change will continue to function with all gateways.
- **Manage Transactions:** All transactions will show here as they did before adding this new gateway.
- **Credit Card and eChecks:** These are the payment methods supported by this Integration. Other payment methods can be used but they will not be processed by this Payment Gateway.

Frequently asked questions

I have enabled the NIC-Colorado payment gateway integration but, I cannot see an option to add the NIC-Colorado account settings within the Modify Payment Account page. What should I do?

When the integration is enabled, some internal settings modified could have not been cached yet. Please wait for a couple of hours and log in again to see if changes have been applied.

If after waiting for the recommended time changes are not reflected, please open a ticket through Support Central.

If I need to apply a partial refund, is there any way to do it?

NIC-Colorado does not support partial refunds which means, partial refund transactions will not be reflected in your NIC – Colorado account. However, partial refund transactions can be applied in the system, sending the partial refund amount to the generic "Refund Cost Center"

What happened when I have different learning objects in a transaction and a refund is required?

Refunds are processed in the system by learning object within a transaction. If a refund is required only for one learning object from a transaction, although the amount to refund is the total cost of the learning object selected, the system will take it as a partial refund.

The system will always consider the total amount of the purchase order to identify whether it is a partial or total refund.