PayPal

> The PayPal Hosted Payment Setup process allows administrators to configure PayPal as an integrated payment gateway within the system. Its primary purpose is to enable users to securely pay for items—such as permits, lockers, and violations—using their PayPal accounts during checkout. This article is intended for OPSCOM administrators.

Setup and Configuration

Before adding the payment type in OPSCOM, ensure you have successfully created a merchant account with PayPal and have your designated PayPal email address readily available.

1. Hover over **System Configuration** and click **Payments** then **Setup Payment Types**.
2. Click the **Add Type** button.
3. Select the PayPal option from the provider drop-down menu.
4. Click the **Next Step** button.
5. Enter your designated PayPal email address into the credential configuration fields.
6. Select your required operational currency from the available options.
7. Select whether you are configuring the gateway for production use (live transactions) or a sandbox environment (testing).
8. Click the **Update Payment Type** button to save your credentials and activate the gateway.

Using this Feature

Because this is a backend payment gateway configuration, administrators do not manually interact with this feature on a daily basis. Once configured, the PayPal integration automatically handles electronic routing when users process transactions on the user portal.

The standard user checkout flow proceeds as follows:

1. Select the PayPal payment type during the OPSCOM checkout process.
2. Click the confirmation button to be securely redirected to the external PayPal system.
3. Log in to the PayPal interface or enter the required credit card details as a guest.
4. Confirm the payment details to process the funds and automatically redirect back to the OPSCOM portal.

Visual Cues and Status Indicators

- **Automated Redirection:** Upon a successful transaction and redirection back to OPSCOM, the system will display a final payment confirmation screen and generate the associated receipt for the user's records.

Best Practices and Considerations

- **Testing in Sandbox: Always utilize a sandbox environment to test your credentials before going live.** This allows you to verify the checkout flow and ensure payments are routing correctly without affecting live financial records or requiring real funds.

- **Currency Alignment: Ensure the currency selected in OPSCOM exactly matches your primary PayPal account settings.** Mismatched currencies can lead to unexpected conversion fees or cause transactions to fail entirely at checkout.
- **Account Verification:** Ensure your PayPal business account is fully verified and unrestricted by PayPal before enabling it for public use on your OPSCOM portal to prevent funds from being held or delayed.

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