

Important Information for QB2TC

To use the QB2TC Payment module, you must have a legal copy of QuickBooks Professional, Premier, or Enterprise (2006 or greater) installed with your **COMPANY ALREADY SETUP**. **QB2TC is NOT COMPATIBLE with “hacked” versions of QuickBooks.**

To setup the QB2TC Payment Module follow these steps:

Detailed information can be found on page 2 of the User Guide and Tutorial.

Step 1: Install the QB2TC Software

1. Close QuickBooks (if it running).
2. Place the CDRom into your CD/DVD ROM Drive.
3. If the *QB2TC Autorun* screen does not start automatically, browse to your CD and click on the **install.exe** file.
4. Click on **Install the QB2TC Software Plugin**.
5. When the *QB2TC Setup Wizard* appears, click **Next** to install the software.

Step 2: Manually (Re)-Register the QB2TC Software with QuickBooks

1. From the Windows **Start** menu, locate the **QB2TC** submenu.
2. Click on the **QuickBooks Integration Tool** menu item.
3. Click **Unregister** then
4. Click **Register**.

5. Start QuickBooks and open your company.
6. When the *Certificate Application* window appears for QB2TC, select:
 - a. Yes, always; allow access even if QuickBooks in not running.
 - b. Allow this application to access personal data such as Social Security Numbers and customer credit card information.

7. Click **Continue...**
8. Select **Yes** for each additional message box that appears.

Step 3: Setup the QB2TC Gateway Information

1. Click on the **QB2TC Gateway Settings** menu item in the **QB2TC** submenu.
2. Enter your *Merchant ID* (TC Logon ID) and *Password*.
This is the same information you use to log into your Transaction Central Account.

3. Enter the *QB2TC Access Key* that you received with your QB2TC software.
4. Click **Save**.

After following the above steps, the QB2TC Payment module will be successfully setup with your QuickBooks software. For detailed information and screen shots for each of the steps above, see the *QB2TC User Guide and Tutorial* starting from page 2.