



ICEPAY Checkout App - Lightspeed  
Version 2.0 EN

## App Description

This is the manual that explains how to set-up the ICEPAY lightspeed Checkout app. ICEPAY is a fast-growing payment service provider that provides payment solutions to businesses of all sizes through its multichannel transaction platform. Through this app, ICEPAY provides her customers with an all-in-one payment platform that offers all relevant online local and global payment methods. ICEPAY's unique platform facilitates a fast, user friendly and safe integration making it easy to receive payments in the customer's preferred choice of currency.

The ICEPAY Checkout App can be installed by ICEPAY customers that host their web shops in Lightspeed. Upon successfully installing the ICEPAY Checkout app, web shops will be able to offer their customers their favourite online payment methods. And the best of all of this? It happens all through one integrated Checkout.

## App Installation

Before you are able to use the ICEPAY lightspeed checkout app, the app should be installed. Please follow the following manual in order to successfully install the ICEPAY Checkout App for your web shop.

## Install the ICEPAY Checkout app via the Lightspeed Appstore.

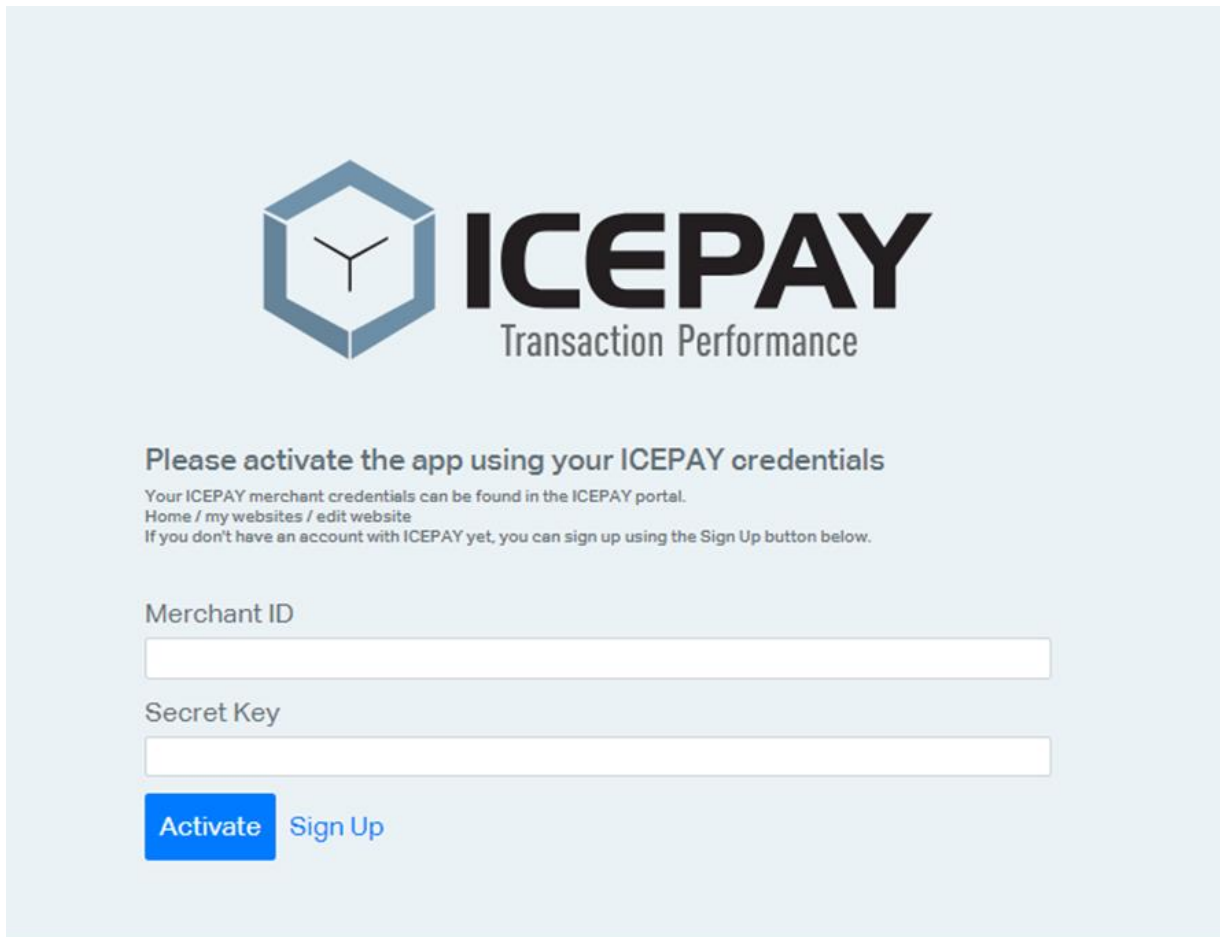
**Step 1:** Go to the Appstore and install the ICEPAY Lightspeed app. When you have successfully installed the app, the following installation screen should pop-up. Enter your credentials in this screen and click on “Next”.



2: After clicking “Next” you will observe the following screen while the installation is in progress.



**Step 3:** After the installation of the app you will be redirected to the log-in screen. Here you need to provide your ICEPAY Merchant ID together with the corresponding secret key of the web shop. Don't know your Merchant ID and Secret key by heart? Don't worry, we got your back! Please proceed to the next steps which will explain the activation of your account.

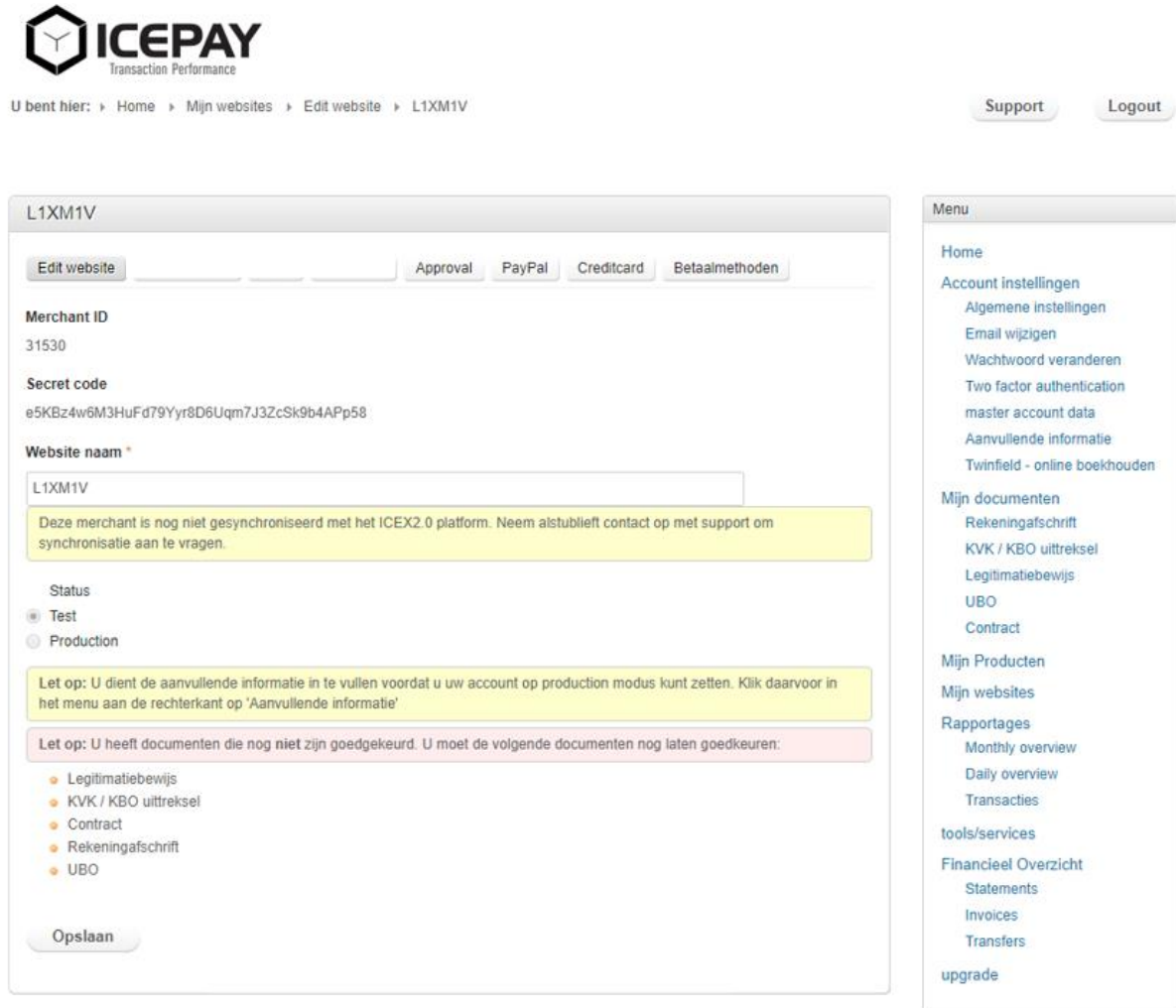


The screenshot shows the ICEPAY app activation screen. At the top, there is the ICEPAY logo with the tagline 'Transaction Performance'. Below the logo, the text reads: 'Please activate the app using your ICEPAY credentials'. Underneath this, there are three lines of smaller text: 'Your ICEPAY merchant credentials can be found in the ICEPAY portal.', 'Home / my websites / edit website', and 'If you don't have an account with ICEPAY yet, you can sign up using the Sign Up button below.'. There are two input fields: 'Merchant ID' and 'Secret Key'. Below the input fields, there are two buttons: a blue 'Activate' button and a 'Sign Up' link.

For more information please contact us via: [info@icepay.com](mailto:info@icepay.com) or

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**Step 4:** You can find your Merchant ID and secret key in the ICEPAY Portal. (See: portal.icepay.com → home/my websites/edit website). Don't have an ICEPAY account yet? No worries, please proceed to step 5.



U bent hier: > Home > Mijn websites > Edit website > L1XM1V

Support Logout

**L1XM1V**

Edit website Approval PayPal Creditcard Betaalmethoden

**Merchant ID**  
31530

**Secret code**  
e5KBz4w6M3HuFd79Yr8D6Uqm7J3ZcSk9b4APp58

**Website naam \***  
L1XM1V

Deze merchant is nog niet gesynchroniseerd met het ICEX2.0 platform. Neem alstublieft contact op met support om synchronisatie aan te vragen.

Status  
 Test  
 Production

Let op: U dient de aanvullende informatie in te vullen voordat u uw account op production modus kunt zetten. Klik daarvoor in het menu aan de rechterkant op 'Aanvullende informatie'

Let op: U heeft documenten die nog niet zijn goedgekeurd. U moet de volgende documenten nog laten goedkeuren:

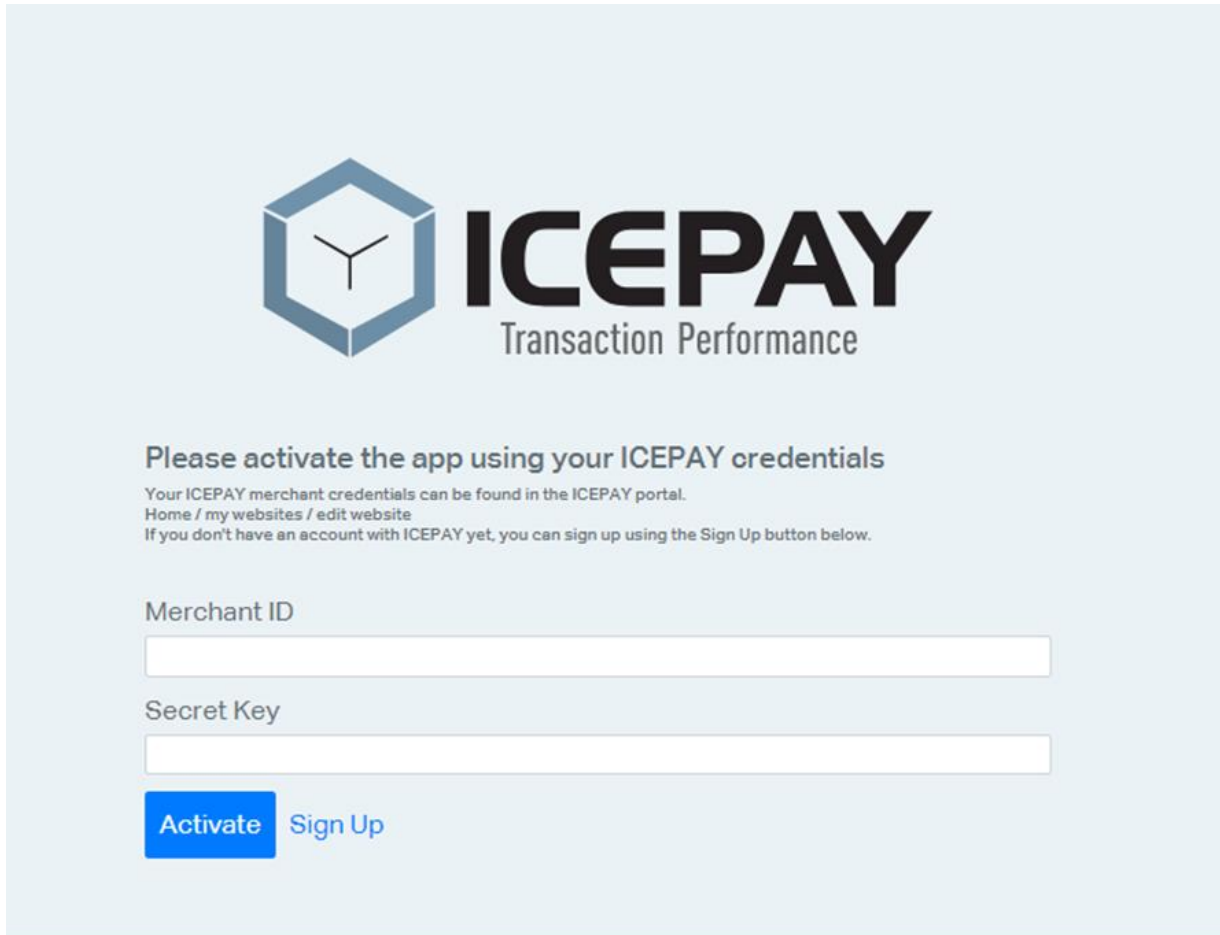
- Legitimatiebewijs
- KVK / KBO uittreksel
- Contract
- Rekeningafschrift
- UBO

Opslaan

**Menu**

- Home
- Account instellingen
  - Algemene instellingen
  - Email wijzigen
  - Wachtwoord veranderen
  - Two factor authentication
  - master account data
  - Aanvullende informatie
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  - Rekeningafschrift
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  - Legitimatiebewijs
  - UBO
  - Contract
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- Mijn websites
- Rapportages
  - Monthly overview
  - Daily overview
  - Transacties
- tools/services
- Financieel Overzicht
  - Statements
  - Invoices
  - Transfers
- upgrade

**Step 5:** You need to have an ICEPAY account in order to be able to add the ICEPAY Checkout to your Lightspeed webstore. Upon clicking “Sign up”, you will be redirected to the ICEPAY registration page. After a successful onboarding, you will receive your Merchant ID and secret key.



The screenshot shows the ICEPAY activation interface. At the top is the ICEPAY logo with the tagline 'Transaction Performance'. Below the logo, the text reads: 'Please activate the app using your ICEPAY credentials'. Underneath, there are instructions: 'Your ICEPAY merchant credentials can be found in the ICEPAY portal. Home / my websites / edit website. If you don't have an account with ICEPAY yet, you can sign up using the Sign Up button below.' There are two input fields: 'Merchant ID' and 'Secret Key'. At the bottom, there are two buttons: a blue 'Activate' button and a 'Sign Up' link.

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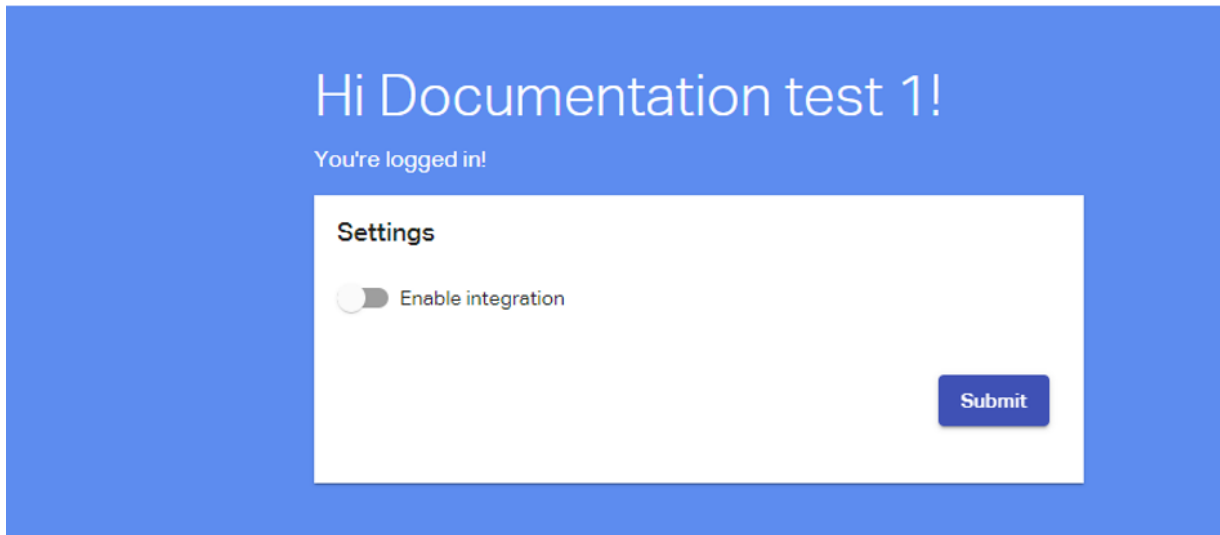
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**Step 6:** Please make sure you use the right credentials in the above-mentioned screen. The following error messages can appear in case you are using a Merchant ID of another active web shop or when you fill in incorrect credentials:

1. ICEPAY MerchantID is already in use by another shop
2. Could not connect to ICEPAY. Verify your ICEPAY MerchantID and Secret

**Step 7: You are almost there!** Click on the “Enable integration” slider and consequently on “Submit” in order to enable the ICEPAY integrated Checkout.

[Home](#) [Logout](#)



Hi Documentation test 1!

You're logged in!

**Settings**

Enable integration

[Submit](#)

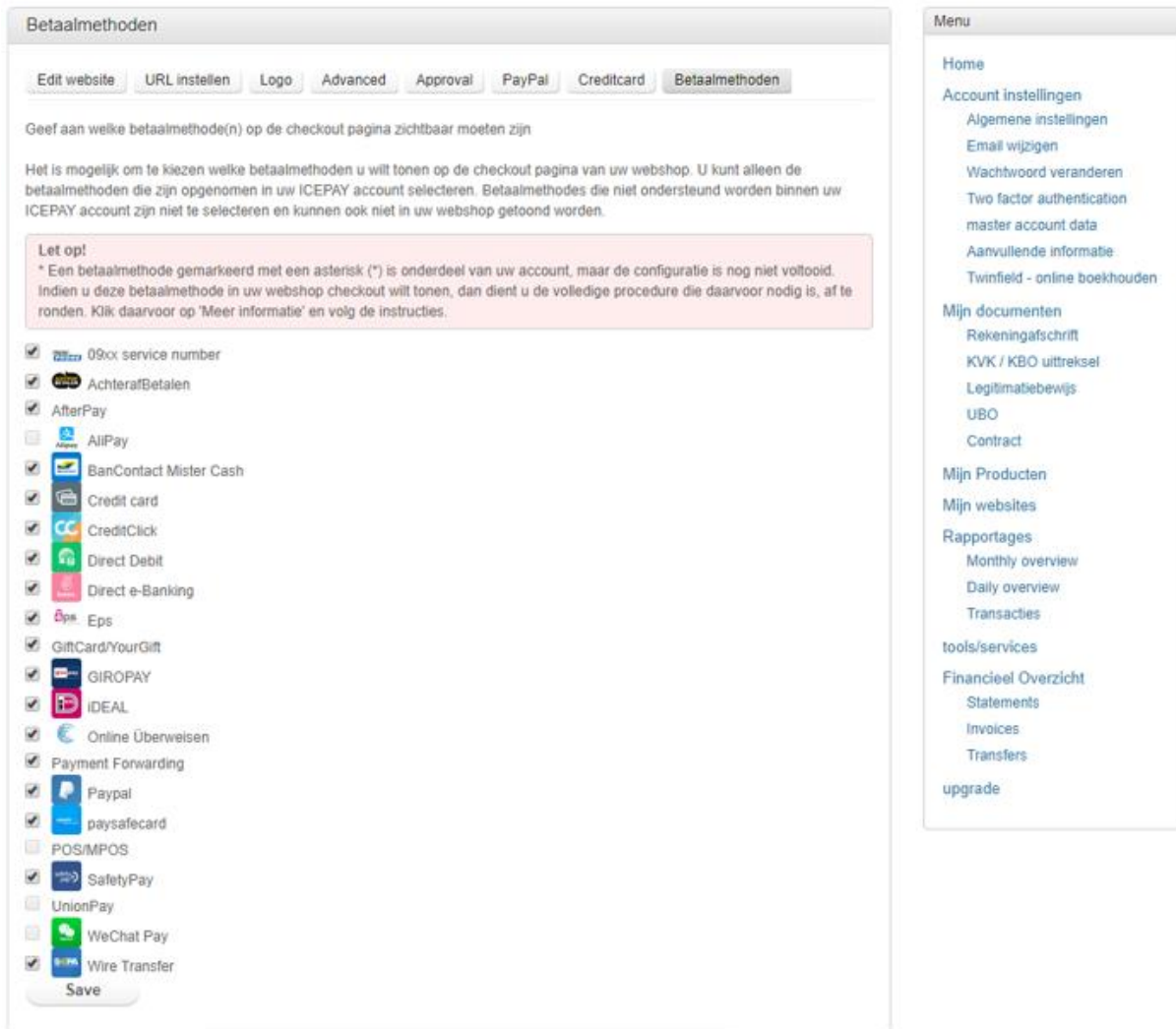
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## Payment Method Selection

In the ICEPAY Portal (See [portal.icepay.com](https://portal.icepay.com) → Home/My websites/Payment Methods/Payment Methods), you can select which payment methods you would like to offer to your customers in the ICEPAY Checkout. Please note that you can only select payment methods which you have signed a contract for.



**Betaalmethoden**

Edit website | URL instellen | Logo | Advanced | Approval | PayPal | Creditcard | **Betaalmethoden**

Geef aan welke betaalmethode(n) op de checkout pagina zichtbaar moeten zijn

Het is mogelijk om te kiezen welke betaalmethoden u wilt tonen op de checkout pagina van uw webshop. U kunt alleen de betaalmethoden die zijn opgenomen in uw ICEPAY account selecteren. Betaalmethodes die niet ondersteund worden binnen uw ICEPAY account zijn niet te selecteren en kunnen ook niet in uw webshop getoond worden.

**Let op!**  
 \* Een betaalmethode gemarkeerd met een asterisk (\*) is onderdeel van uw account, maar de configuratie is nog niet voltooid. Indien u deze betaalmethode in uw webshop checkout wilt tonen, dan dient u de volledige procedure die daarvoor nodig is, af te ronden. Klik daarvoor op 'Meer informatie' en volg de instructies.

- 09xx service number
- AchterafBetalen
- AfterPay
- AllPay
- BanContact Mister Cash
- Credit card
- CreditClick
- Direct Debit
- Direct e-Banking
- Eps
- GiftCard/YourGift
- GIROPAY
- IDEAL
- Online Überweisen
- Payment Forwarding
- Paypal
- paysafecard
- POS/MPOS
- SafetyPay
- UnionPay
- WeChat Pay
- Wire Transfer

Save

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- upgrade

## Settlement of successful payments

The settlement of the accumulated successful payments will be done within the ICEPAY portal (see: [portal.icepay.com](https://portal.icepay.com)). Accumulated successful payments, refunds and ICEPAY invoices will be settled by using an ICEPAY Statement. The frequency of these pay outs can be on a daily, bi-weekly, weekly, bi-monthly or monthly basis, depending on your contract.

You will be able to observe and check all initiated, successful and unsuccessful transactions in the Lightspeed dashboard as well as in your ICEPAY portal. The unique identifier for these payments is always the numerical ICEPAY Payment ID.