

2020

Website – Digital Wallet Guide

Contents

What is a Digital Wallet?	2
How does it work?	2
Setting up a New Digital Wallet payment method	3
Using the Digital Wallet	6
At Checkout.....	6
Microsoft CSP Account Tenant Digital Wallet payment method.....	7
Setting up a Digital Wallet for an Existing Tenant	7
Setting up a Digital Wallet for a New Tenant.....	9

Digital Wallet

What is a Digital Wallet?

Digital Wallet is an alternate payment method allowing resellers to store the transactional information required to pay orders and invoices with Dicker Data.

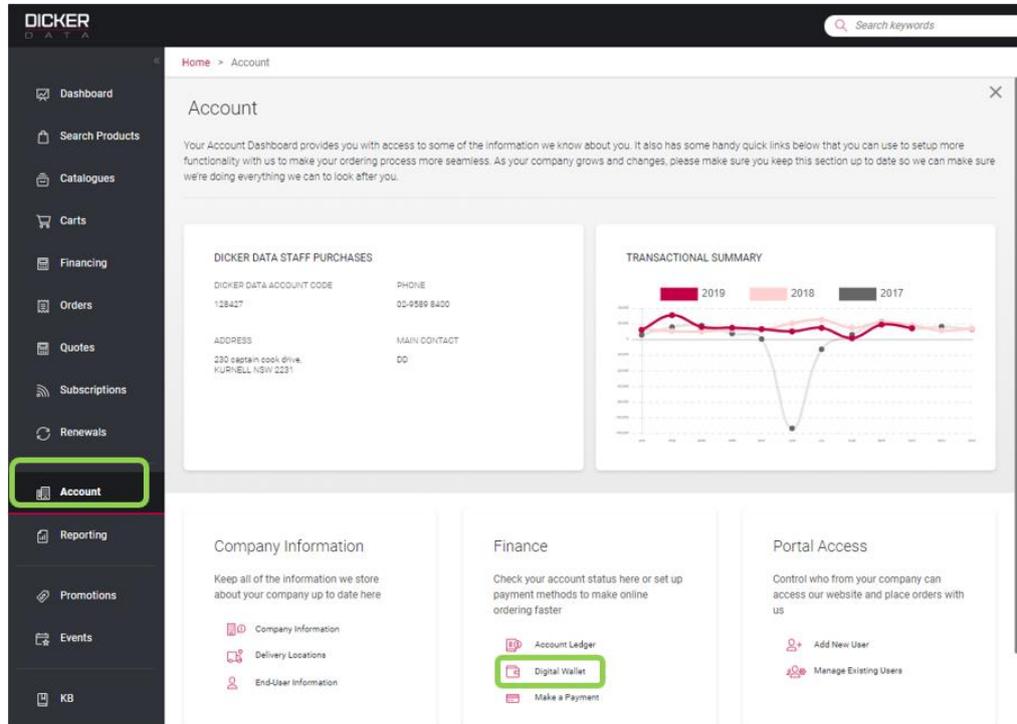
How does it work?

A reseller first sets up the Digital Wallet via the DD website. This information is stored as a unique token for later use.

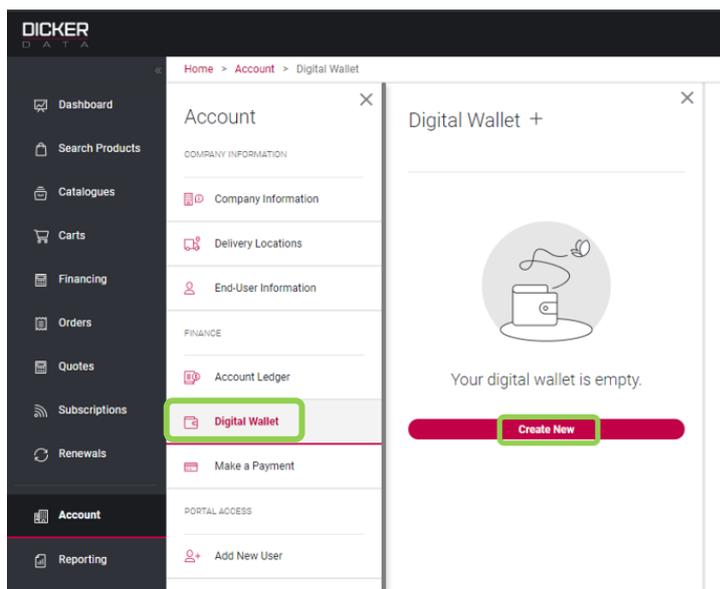
Once setup the digital token will be offered as a payment option during the checkout process and is also available to configure the payment options for some subscription transactions.

Setting up a New Digital Wallet payment method

Select the **Digital Wallet** option from the **Account** menu option



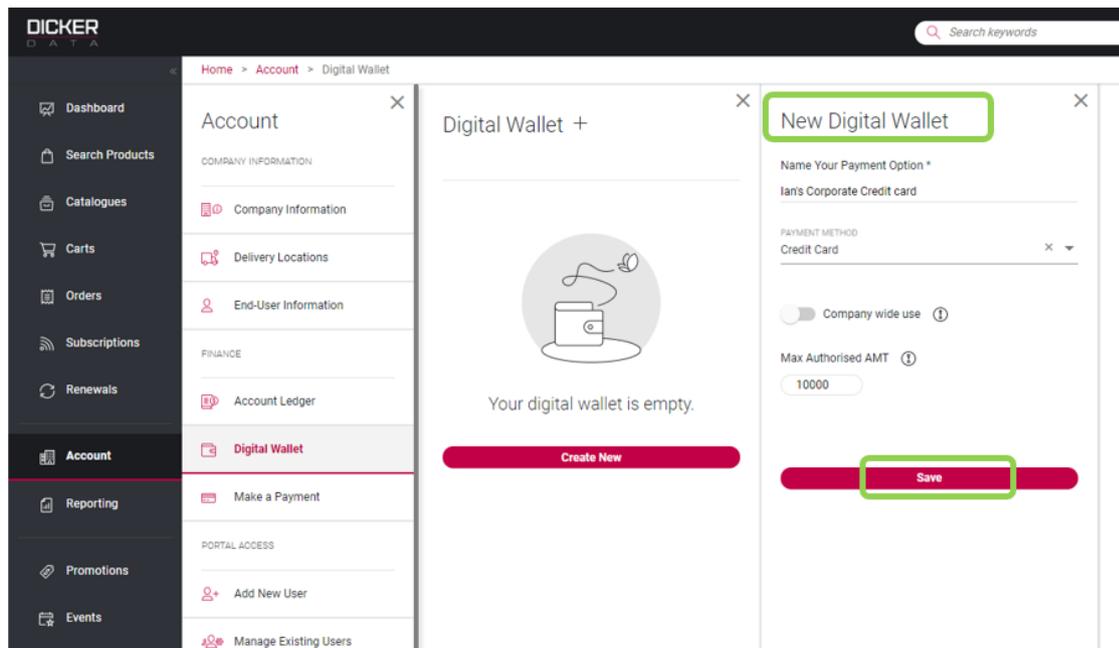
Select **Create New** at the **Digital Wallet** set up blade.



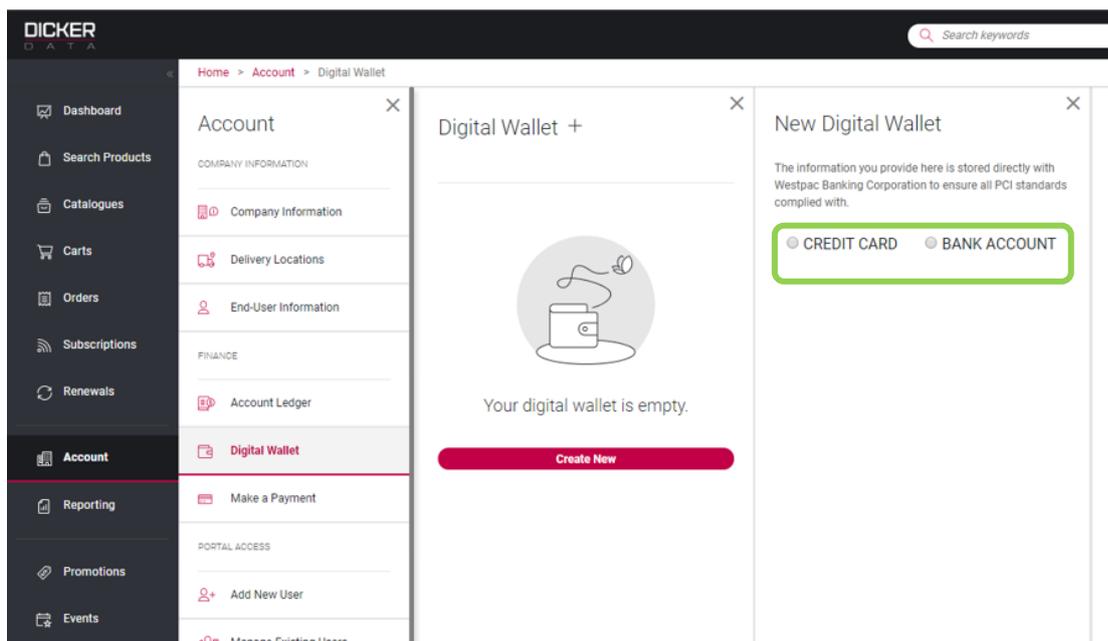
At the **New Digital Wallet** blade, enter the following details:

- **Name your Payment Option** – Enter a name to be used for the Payment Option.
- **Payment Method** – select whether it is a **Credit Card** or **Bank Account**
- **Max Authorised AMT** – Enter the maximum amount that can be used to make automatic payments.

Click **Save**

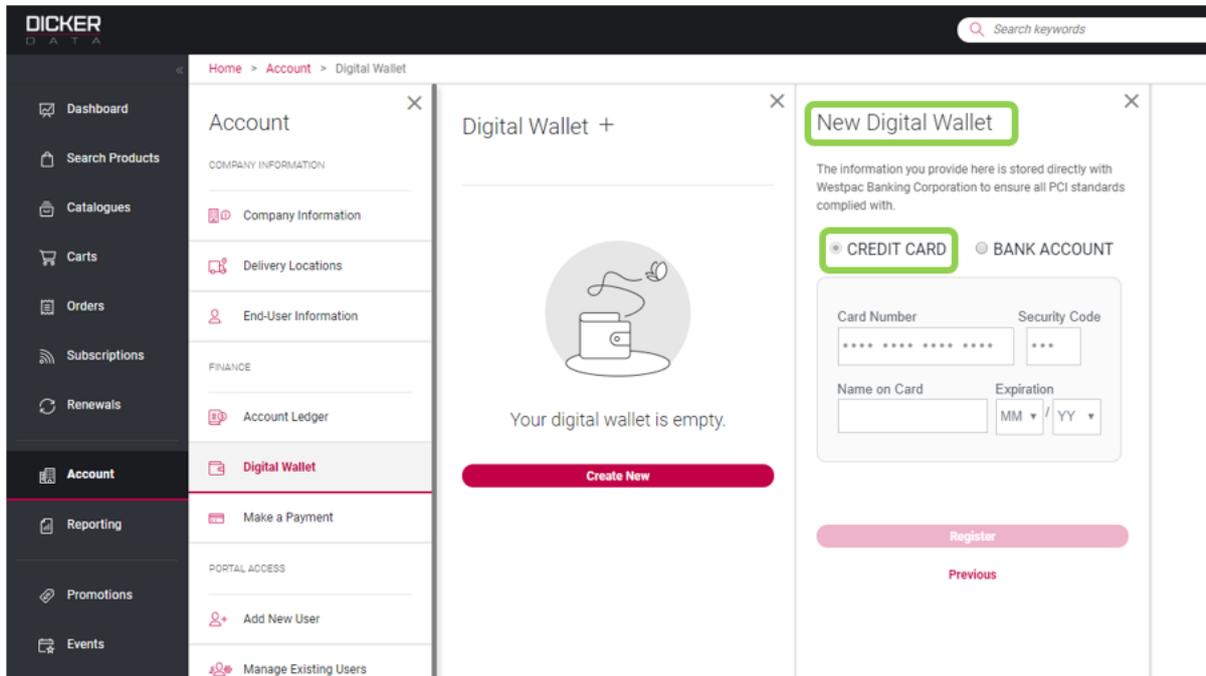


Select the Payment method to be used



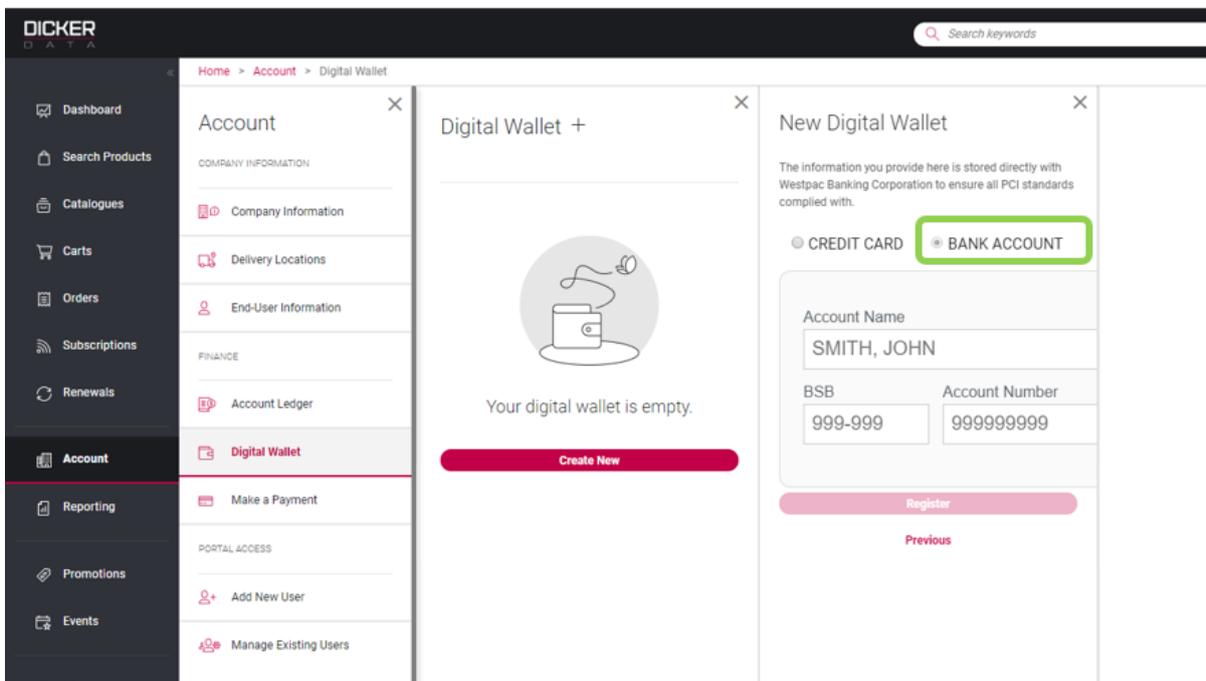
The following blade will be displayed if the **Credit Card** payment method was chosen

Enter the Credit Card details and click on **Register**



The following blade will be displayed if the **Bank Account** payment method was chosen

Enter the Bank Account details and click on **Register**



Using the Digital Wallet

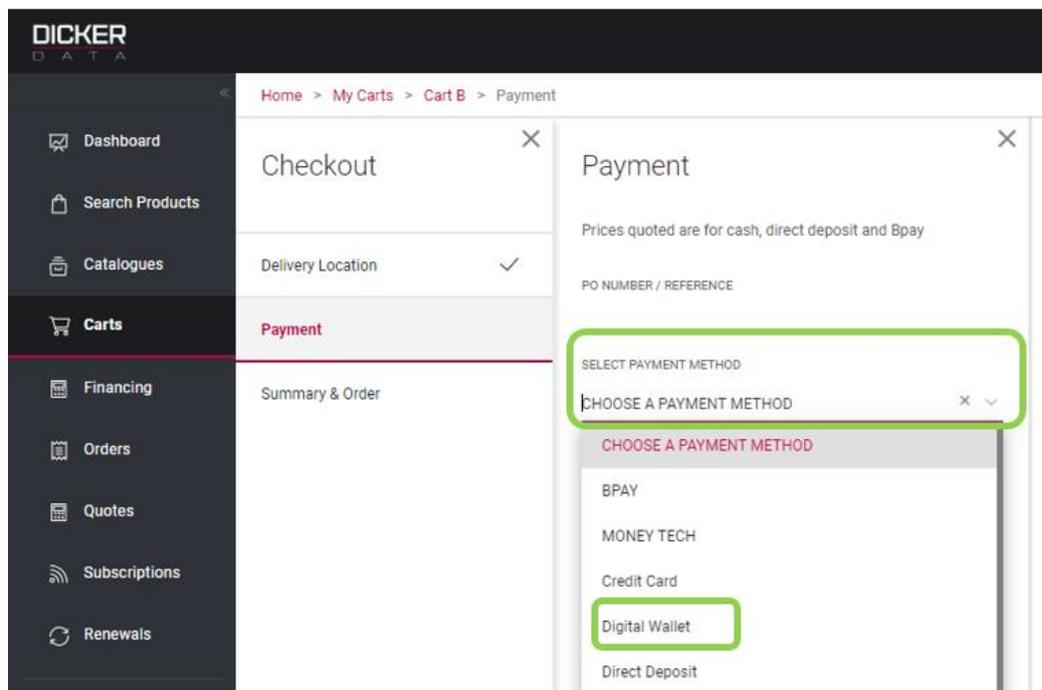
The Digital Wallet can be used in two instances:

- At **Checkout** as one of the Payment Methods for Cash Accounts.
- Pre-configured on some subscription programs – specifically Microsoft CSP accounts.

At Checkout

Clicking **Checkout** from a **Cart** will start the order placement process and take you to the **Payment blade**.

Click on **SELECT PAYMENT METHOD** to display the list of payment methods and select **Digital Wallet** as your payment method.



If the message **Your digital wallet is empty** is displayed after selecting **Digital Wallet**, you can click on **Add New Payment Method** from the **Payment Blade**, which will take you to the Digital Wallet Set up screen.

Microsoft CSP Account Tenant Digital Wallet payment method

The Digital Wallet is set up tenant by tenant regardless if they are a cash account.

Setting up a Digital Wallet for an Existing Tenant

To set up a Digital Wallet Payment method for a Tenant, select the **Subscription** and click on **Manage** for the End User you want to set up

The screenshot shows the DICKER Data interface. On the left sidebar, the 'Subscriptions' menu item is highlighted with a green box. The main content area displays a list of subscriptions under the heading 'Microsoft CSP'. The table below has the following data:

END USER NAME	CUSTOMER REF	AMOUNT(Ex)*	Manage
Google	Google	\$0.00	Manage
Test	asdasd	\$0.00	Manage

Select the  to open the **Edit Tenant Details** blade.

The screenshot shows the 'Test Details' blade in the DICKER Data interface. The 'END USER DETAILS' section is highlighted with a green box. The blade contains the following sections:

- END USER DETAILS (highlighted)
- TENANT MANAGEMENT
- SUBSCRIPTION
- PERPETUAL SOFTWARE
- AZURE RESERVED INSTANCE
- SOFTWARE

At the **Edit Tenant Details** screen you can select the Digital Wallet as a **Payment Method**.

- If Your **digital wallet is empty** message is displayed you can click on **Create New** from the **Payment Method** Blade, which will take you to the Digital Wallet Set up screen.

The screenshot shows the 'Edit Tenant Details' page in the DICKER system. The left sidebar contains navigation options: Dashboard, Search Products, Catalogues, Carts, Financing, Orders, Quotes, Subscriptions (highlighted), Renewals, Account, Reporting, Promotions, Events, KB, Microsites, About, and Admin. The main content area is titled 'Edit Tenant Details' and includes the following sections:

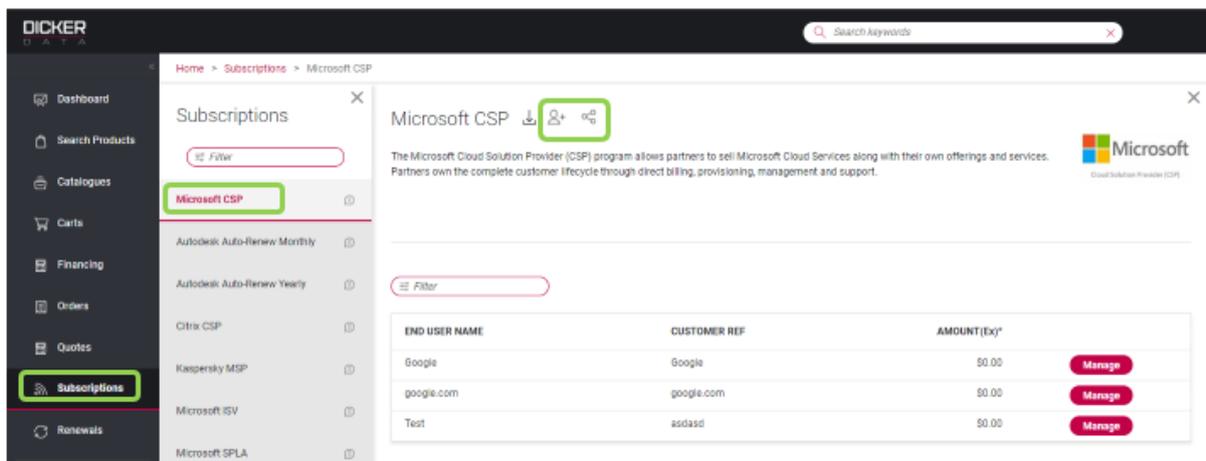
- Tenant Information:** Tenant Name (Test), Tenant ID, Tenant Description (asdasd), First Name (asdas), Last Name (dasd), Email (sasd@sd.sd), Address Line 1 (sadasd), Address Line 2, Address Line 3, First Name (SUBURB * KURNELL), State (NSW), POST CODE (2231), and Phone Number (34324234234).
- Usage Alert Settings:** To receive data usage notifications via email when the tenant exceeds an usage limit please set a dollar value below. Warming Alert Limit (\$ 0.00), Critical Alert Limit (\$ 0.00), and Notification Email.
- Payment Method:** A section with a green border containing an icon of a digital wallet, the text 'Your digital wallet is empty.', and two buttons: 'Create New' (highlighted with a green box) and 'Save'.

Setting up a Digital Wallet for a New Tenant

You can select the Digital Wallet as a Payment Method when creating a New Tenant or Associating an Existing Tenant.

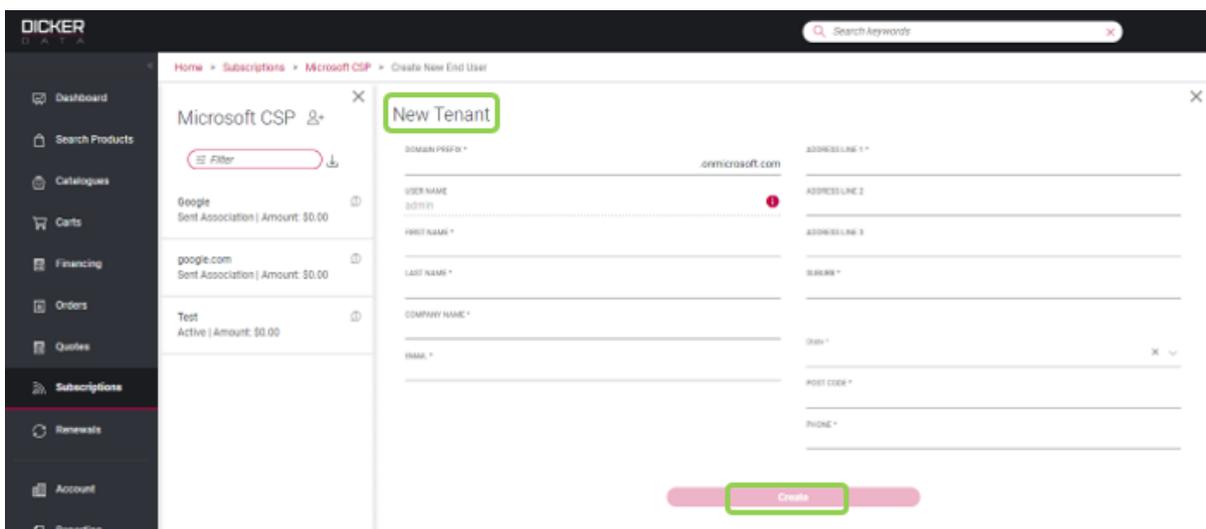
Create New End User

Click on the **Create New End User**  from the **Subscriptions** Blade



At the **New Tenant** blade, once you enter the details and click on **Create**, the **Payment Method** option will be displayed where you can select the Digital Wallet.

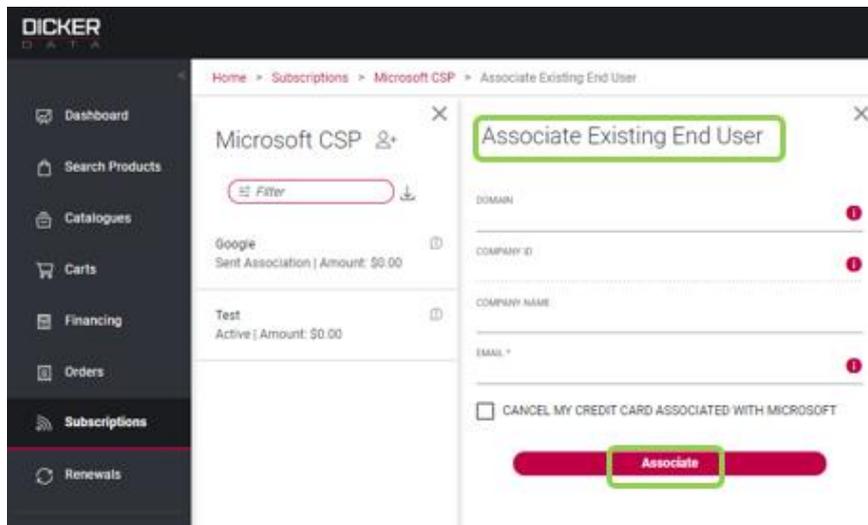
- If Your **digital wallet is empty** message is displayed you can click on **Create New** from the **Payment Method** Blade, which will take you to the Digital Wallet Set up screen.



Associate Existing End User

Click on the **Associate Existing End User**  from the **Subscriptions** Blade

At the **Associate Existing End User** blade, once you enter the details and click on **Associate**, the **Payment Method** option will be displayed where you can select the Digital Wallet.



If **Your digital wallet is empty** message is displayed you can click on **Create New** from the **Payment Method** Blade, which will take you to the Digital Wallet Set up screen.

