

Online Payment Gateway

Requesting Online Payments for Your Club

- Firstly you must complete FFA's online payment request form. Please contact your Member Federation to request this form. Only one individual per club will be allowed access to the payment, which should ideally be your club treasurer.
- Once this has been submitted FFA will enable your club to utilize online payments.
- This will then appear in the "Our Details" section in MyFootballClub.
- FFA will email you to confirm, this will include your username and password to the payment gateway. This is where you can review the online payments and export detailed information concerning the individual transactions.
- The final step for your club is to go to the bank details section and enable online payments for self registration by selecting yes. This functionality will allow your club turn the access to online payments on and off at your club.



IP Payments

Online Customer Relationship Manager

User Name:
Password:

Please enter your User Name and Password, and click 'Log On'.

If you have forgotten your password, click [here](#)

WEB3

Login:

1. Navigate to <https://www.ippayments.com.au/crm>
2. Enter your login details:
 - a. FFA.Test
 - b. Test
3. You will be prompted to change your password.



Home:

1. Once logged in your screen will look like this.
2. There are four major actions available;
 - a. Preferences (to view your login details and change your password)
 - b. Payment History (to view the daily amount settled to the Club bank account)
 - c. View à Reports (to view the breakdown of Player Registrations)
 - d. Log Off (to sign out of the payment gateway).

Preferences:



Football Federation - Player Registration Payments Manager

Hawkesley Rovers Junior FC

crm > user preferences

User #

Username

First Name

Last Name

Email

[Change Password](#)

Current Password:

New Password:

Password Confirm:

[Payment History Search](#)

Start Date Offset: (between 0 and 120 days prior to today)

1. You can manage your personal details (First Name, Last Name, Email)
 - a. Edit First Name, Last Name, Email.
 - b. Click Save.

2. You can change your password
 - a. Enter current password, new password, and password confirm (new)
 - b. Click Save.

Payment History:



Football Federation - Player Registration Payments Manager

Hawkesley Rovers Junior FC

crm > dub > payment history

Start Date: End Date:

Customer Name: Transaction Ref:

Receipt: Amount (\$\$.cc):

3 Matches

Date/Time	Customer Name	Transaction Ref	Amount Type	Settlement	Receipt	Result	Actions

1. Modify the Start date and End Date to the dates you desire to review.
2. Modify additional criteria to narrow down your search as desired.
3. Click Search.
4. The results will show the daily amount settled.
 - a. Result Status of Cleared means it will have cleared to your bank account
 - b. Result Status of Submitted means it will be received by your bank overnight.

Reports:

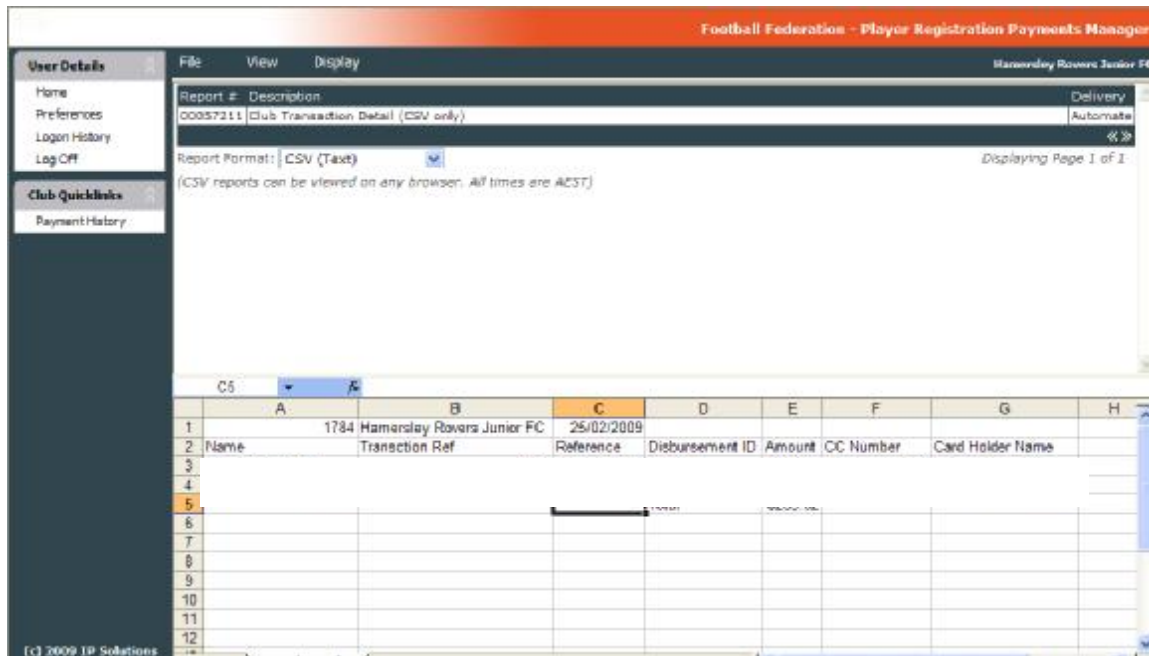


1. Currently there is one available report via the Payment Gateway
2. Click on the number 00057211 will begin report execution.
3. You may change the Report Format between CSV and PDF.

Reports – Club Transaction Detail:



1. Select the Start Date for which you would like to see the specific transactions that have gone thru the payment gateway.
2. Click either Download Report, or View Report.



Football Federation - Player Registration Payments Manager

Hamersley Rovers Junior FC

Report #: 00057211 | Club Transaction Detail (CSV only) | Delivery: Automate

Report Format: CSV (Text) | (CSV reports can be viewed on any browser. All times are AEST) | Displaying Page 1 of 1

	A	B	C	D	E	F	G	H
1		1784 Hamersley Rovers Junior FC	25/02/2009					
2	Name	Transaction Ref	Reference	Disbursement ID	Amount	CC Number	Card Holder Name	
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

(c) 2009 IP Solutions

Reports – Club Transaction Detail – View Report:

1. The detail of the transactions will appear in this report:
 - a. Name, is the Player being registered.
 - b. Transaction Ref, corresponds to Invoice Number in MyFootballClub.
 - c. Amount, is the portion the club received.
 - i. FFA NRF fees have already been deducted.
 - ii. 2% bank and gateway fees have also been deducted. (from total)
 - d. CC Number, is the first 4 and last 3 digits of the Credit Card used.
 - e. Card Holder Name, is the name of the individual whose card was used.



Football Federation - Player Registration Payments Manager

Hamersley Rovers Junior FC

ip Solutions International
CUSTOMISED PAYMENT SOLUTIONS

Welcome to the Football Federation Australia - Player Registration Payments Manager

Logout:

1. Always click logout once you've completed querying the payment gateway.