

# User Permissions for ePayments

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Once you have [selected your ePayment Partner](#) and set up your gateway and merchant accounts, you will receive an email from Jackrabbit Support advising you that you are ready to start accepting payments.

As the first of three steps to get set up for ePayments, the ePayment Wizard will take you through User ID Permissions where you will define which Users have access to credit card and bank account information and which Users can process ePayment transactions.

If you have already completed the ePayment Wizard, you can access the User ID Permissions from the **Tools** menu > *ePayment Settings* using **Manage Permissions**.

## ePayments Settings

### Manage your ePayments settings.



#### WHO CAN PROCESS VOIDS AND/OR REFUNDS?

Determine which of your database users will have permission to refund credit cards and/or void credit card payments.

MANAGE PERMISSIONS



Use the check boxes in each column to indicate which actions the User IDs should have permissions for; select a check box to give the permission.

Determine which of your database users will have these permissions.

Current Users						
User ID	First Name	Last Name	Void on Card	Refund on Card	Edit Family Bank / CC	Post CC Transactions
bkerner	Brianne	Kerner	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
diharris	Dianne	Harris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
evasargeant	Eva	Sargeant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
stephandrew	Stephanie	Andrews	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



If a User ID is given the permission to *Post CC Transactions*, they will also be given the permission to *Process Credit Cards and Bank Accounts*.

The second step in the ePayments Wizard will guide you through your **Credit Card and Bank Account Settings**.

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