

CentralSquare / Paymentus Implementation Checklist

Client Name:	
Client Code (Paymentus "TLA"):	
Additional Notes:	

Contact Information	
CentralSquare Project Manager	
Name:	
Title:	
Direct Phone #:	
Mobile Phone #:	
Email address:	
Time Zone:	
Working Hours:	
Paymentus Project Manager	
Name:	
Title:	
Direct Phone #:	
Mobile Phone #:	
Email address:	
Time Zone:	
Working Hours:	
Client Contact(s)	
Name:	
Title:	
Direct Phone #:	
Mobile Phone #:	
Email address:	
Time Zone:	
Working Hours:	



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CentralSquare Product Line

***IMPORTANT: Strongly recommend 17.1 or higher - MUST be no more than two (2) versions behind latest SPS release**

**** Consult ONESolution Support if needed to confirm values for Environment Labels (TEST AND Production if applicable)**

Line:	Licensed?		SPS Release Level *	Env. Label(s) (ONES Only) **	Additional Notes:
	LIVE	TEST			
NaviLine					
ONESolution					

Click2Gov Payment Types to be Implemented

*** Payment Type Descriptions will appear to your end-users (citizens) when Click2Gov sends them to the Paymentus entry screen. If NOT using the default" description value, note the appropriate value in the "Additional Notes" column**

**** If NOT already licensed for the Click2Gov module associated with the Payment Types, contact your SPS Sales Rep to purchase**

Click2Gov Modules		
* Associated Paymentus Payment Types Codes - Default Descriptions	** Mark if Applicable (X)	* Additional Notes (and alternate Payment Type Descriptions):
Click2Gov NaviLine		
Click2Gov Utilities (K2-3)		
CX – "Utility Billing"		
Click2Gov Building Permits (K3-3)		
BP – "Building Permits"		
Click2Gov Occupational Licenses (K6-3)		
OL – "Business Licenses"		
OR – "Business License Renewals"		
Click2Gov Parking Tickets (K8-3)		
PT – "Parking Tickets"		
Click2Gov Code Enforcement (K0-3)		
CE – "Code Enforcement"		
Click2Gov Tax Billing (KC-3)		
TX – "Tax Billing"		
Click2Gov Courts (KE-3)		
CS – "Case Management"		
Click2Gov Accounts Receivables and Loans (KR-3)		
MR – "Miscellaneous Receivables"		
Click2Gov ONESolution Modules (that can take payments)		



Click2Gov Accts. Receivables (OS-KR-3)		
MRO – “Accounts Receivables”		
Click2Gov Building Permits Online (OS-K3-3)		
BPO – “Building Permits”		
Click2Gov Business Acct. Management (OS-K6-3)		
OLO – “Business Account Management”		
OLR – “Business Account Renewals”		
Click2Gov Planning, Engineering, and Zoning (OS-K7-3)		
PEO – “Planning and Engineering”		
Click2Gov Code Compliance (OS-K0-3)		
CEO – “Code Enforcement”		

Information Gathering

Question	Response	Additional Notes:
<p>If already using Click2Gov, have you migrated to Gen 3?</p> <p><i>If “No” please confirm appropriate services purchased and are being scheduled with SPS. If “Yes” will need to configure against a test C2G3 instance.</i></p>		
CentralSquare products hosted via Cloud environment or Premise?		
Allow citizen to save payment method for future use (C2G only)?		
Processing Card, eCheck, or Both (C2G only)?		
Will end-users (citizens) be required to pay a convenience/service fee on top of the initial transaction amount (please specify amount / calculation)?		
<p>Are you currently using the Auto Pay feature for recurring Credit Card payments through Click2Gov?</p> <p><i>If “Yes” and currently C2G1, please confirm Wallet Migration service has been purchased be performed as part of C2G3 move. NOTE: Paymentus will also have to perform a migration of recurring card info to their system for testing and production use.</i></p>		
Even if above Auto Pay question is “no”, do you plan on using Auto Pay (recurring cards) after the move to Paymentus?		



Using Paymentus for Point of Sale (over-the-counter) payments ? <i>If “Yes”, please also complete the “Point of Sale (POS) Additional Considerations” section below</i>		
Will Fusion integration be a factor? If so, please complete the table below and provide to Paymentus		
What is the expected Cutoff time for Settlement (funding) that Paymentus will initiate deposit to bank account? <i>See Appendix E for more info</i>	8:00PM Eastern (default)	
Values to be Used for Payment-Related Emails <i>NOTE: The same values will be used regardless of Click2Gov module</i>		
“From” email address?	billpay@Paymentus.com	
Municipality represented as? (EX: “City of X”)?		
Customer Service Phone Number?		



Pre-Installation Responsibilities / Setup

Task Description	Responsible Party	Response (Who Completed)?	Additional Notes:
General Items:			
Based on current / go-live status of Auto Pay Card payments, Paymentus may need to migrate card info for records to be used with recurring payments.	Paymentus		
Provide a high-resolution image to use as the logo on the Paymentus forms to your Pyamentus Project Manager	Customer		
NOTE the iSeries (and/or ONESolution) Service Profile value that will be used for the “username” here. Also, confirm the associated password value will be provided to Paymentus outside this checklist. NOTE: For ONESolution, other values such as Environment Label and PSRid may be needed – please indicate them in the additional notes	CentralSquare		
iSeries Setup Items (can be skipped if not using NavilLine / Select)			
Install and configure Web Enablement (WB) on your iSeries (instructions and media provided by SPS Distribution team). Confirm using instructions on Appendix B	Customer (or Cloud team Resource if Cloud Customer)		
Is the iSeries set to resolve external addresses via DNS server? NOTE: See Appendix D for instructions on how to confirm and DNS server setup	Customer (or Cloud team Resource if Cloud Customer)		
Please confirm functionality of the iSeries DCM Tool (See Appendix E for instructions). Please also specify if this browser-based tool will be accessed from C2G3 server or other machine (which machine) NOTE: SPS will need to use use this tool	Customer (or Cloud team Resource if Cloud Customer)		



to setup the iSeries to communicate with external URLs via SSL																								
Confirm IBM product codes are ALL loaded on your iSeries (use checklist below)	Customer (or Cloud team Resource if Cloud Customer)																							
<table border="1"> <thead> <tr> <th>Licensed Program / Description Note: All except ST1 can be verified by using the <i>DSPSFWRSC</i> command.</th> <th>Confirmed (Production LPAR / Environment)?</th> <th>Confirmed (Test LPAR / Environment)?</th> </tr> </thead> <tbody> <tr> <td>57xx SS1 (Digital Certificate Manager (DCM))</td> <td></td> <td></td> </tr> <tr> <td>57xx TC1 (TCP/IP Connectivity Utilities)</td> <td></td> <td></td> </tr> <tr> <td>57xx DG1 (IBM HTTP Server)</td> <td></td> <td></td> </tr> <tr> <td>57xx JV1 (IBM Developer Kit for Java™) – Version 6.0 or higher <i>NOTE: Please specify Java Version</i></td> <td></td> <td></td> </tr> <tr> <td>57xx NAE (IBM Network Authentication Enablement)</td> <td></td> <td></td> </tr> <tr> <td>57xx ST1 (DB2 Query Manager and SQL Development Kit) <i>NOTE: Verify this by accessing a command line and type WRKLCINF. Page down until you see Product ID 57xx-ST1. Take Option 5 by this product and make sure the license key expiration is set to *NONE or *NOMAX.</i></td> <td></td> <td></td> </tr> </tbody> </table>				Licensed Program / Description Note: All except ST1 can be verified by using the <i>DSPSFWRSC</i> command.	Confirmed (Production LPAR / Environment)?	Confirmed (Test LPAR / Environment)?	57xx SS1 (Digital Certificate Manager (DCM))			57xx TC1 (TCP/IP Connectivity Utilities)			57xx DG1 (IBM HTTP Server)			57xx JV1 (IBM Developer Kit for Java™) – Version 6.0 or higher <i>NOTE: Please specify Java Version</i>			57xx NAE (IBM Network Authentication Enablement)			57xx ST1 (DB2 Query Manager and SQL Development Kit) <i>NOTE: Verify this by accessing a command line and type WRKLCINF. Page down until you see Product ID 57xx-ST1. Take Option 5 by this product and make sure the license key expiration is set to *NONE or *NOMAX.</i>		
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Task Description	Responsible Party	Response (Who Completed)?	Additional Notes:																					
Network / Proxy Server Questions:																								
C2G3 URL/IP– INBOUND TRAFFIC FROM PAYMENTUS FOR RT NOTIFICATIONS - Please specify the external URL AND IP of the server(s) that will be used to proxy traffic FROM Paymentus TO the iSeries (typically C2G3 server) IMPORTANT: If Test and Prod C2G3 instances involved, using different external addresses / IP's, please indicate BOTH	Customer (or Cloud team Resource if Cloud Customer)																							
OUTBOUND EXTERNAL IP ADDRESS (VOIDS AND OTHER PROCESSES)– Please follow the steps in Appendix D to determine the correct IP address for	Customer (or Cloud team Resource if																							



traffic FROM the iSeries TO Paymentus, and note that IP in the columns to the right.	Cloud Customer)		
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Communication URLs:

Paymentus – Provide URL’s for communication **FROM C2G3 / iSeries TO Paymentus URL’s** (For Payment Authorizations, Voids, and recurring credit card (Auto Pay) setup). See [Appendix A](#) for more details on correct format / values

URL Type	Value (TEST):	Value (PROD):
C2G and/or POS Authorization:		
iSeries-based Void or Recurring CC (Auto Pay) Request:		
Recurring CC (Auto Pay) Schedule Request from C2G:		

NOTE: See Section “Traffic FROM C2G3 / iSeries TO Paymentus URLs” for example URL format and additional Info

CentralSquare PM – Provide URL’s for communication **FROM Paymentus TO C2G3 server** (for RT otification and Auto Pay setup notification). See [Appendix A](#) for more details on correct format / values

URL Type	Value (TEST):	Value (PROD – if Different):
Real-Time (RT) Notification for C2G3-based Payments:		
Auto Pay Setup Response / Notification:		

NOTE: See Section “External URLs – Traffic FROM Paymentus TO C2G3 Server / iSeries” for example URL format and additional Info



Network Topology (Organized by Product Type or Category)

Please confirm the below ports will be opened for bi-directional TCP communication between the devices specified.

Description	Port(s)	From	To	Confirm?
General (C2G3 or POS):				
iSeries DCM Console (setup tool)	2001 - 2005	C2G3 Server or other workstation	iSeries	
iSeries Data Communication (NaviLine / Select):				
JDBC to DB2 Connectivity (<i>these ports are shared with Client Access</i>)	8470 – 8476	Click2Gov Web Server	iSeries (AS/400)	
DB2 Connectivity	523	Click2Gov Web Server	iSeries (AS / 400)	
Distributed Relational Data Manager/Distributed Data Management (DRDM / DDM) Communication	446 – 449	Click2Gov Web Server	iSeries (AS / 400)	
Void (cancellation) requests from iSeries SEE NOTE BELOW	443	iSeries (AS / 400)	Outside Internet	
Traffic related to C2G3 ONLY :				
http or Internet Communication	80 and 443	Outside Internet	Click2Gov Web Server	
Internal iSeries RT payment notification	81	Click2Gov Web Server	iSeries (AS / 400)	
App Resolution from Internal Network (for inquiry and/or payments)	443, 7001, 7101	Internal Network	Click2Gov Web Server	
POS Communication:				
Agnostic Payment Listener (APL) Authorization Requests	443	Cashier Workstations	Outside Internet	

NOTE: If iSeries cannot be configured to communicate to outside internet (via SSL / 443), please consult SPS to see if other options are available

Point of Sale (POS) Additional Considerations:

Question / Task	Responsible Party	Response	Additional Notes:
Do you intend to take manual entry, swiped, or both types of POS payments?	Customer		
Number of card swipe devices required (if taking swiped payments)?	Customer		



Confirm ability to work with SPS on installing Agnostic Payment Listener (APL) on cashier workstations NOTE: Separate documentation and software will be provided by SPS	Customer		
Please use the below worksheet to specify Paymentus "Payment Types" and associated SPS Cash Receipts codes to be used for tracking / service fee calculation purposes. NOTE: See Appendix E for more info on Cash Receipts considerations and setup	Customer (with SPS Assistance)		

Point of Sale Payment Type / Cash Receipts Setup

Paymentus Payment Type Description	SPS Cash Receipts Assoc. Tender Code and Description	Merchant Code in SPS Cash Receipts (SPS will provide)

Fusion Additional Considerations

Question / Task	Responsible Party	Response	Additional Notes:
Install / testing Date of Fusion? NOTE: Please list Fusion version if already installed or known	CentralSquare		
Fusion URL(s) NOTE: Should install test and production instances if multiple data environments exist.	CentralSquare		
Please use the below worksheet to specify values needed by Paymentus for Fusion integration to Cash Receipts	Paymentus		



Fusion values for CentralSquare Cash Receipts RT notification

Paymentus – Provide Provide the below See [Appendix](#) for more details on correct format / values

CentralSquare Module and Application Code (“AppCode” value)	Origination Code (“OrigCode”)	Modifier (Future Use?)	Other Notes

Full URL(s) Query used with Communication to Fusion (for Cash Receipts RT notification) – note below

Appendix: URL and IP Values for Payment Traffic

Traffic FROM C2G3 / iSeries TO Paymentus URL’s

[Back to Communication URLs section](#)

Example URLs:

C2G and/or POS Authorization:

<https://secure1.paymentus.com/rotp/LKM>

iSeries-based Void or Recurring CC (Auto Pay) Request:

<https://secure1.paymentus.com/xotp/LKM>

Recurring CC (Auto Pay) Schedule Request from C2G:

<https://secure1.paymentus.com/cp/LKM/schedule-payment>

Considerations (see also examples below):

1. May require Paymentus at least a couple weeks to provide after completed Technical checklist provided
NOTE: Paymentus will email to confirm when below values are available
2. If **test**, should start with **secure1** or **secure2**
3. If **prod**, should start with **ipn** or **ipn2**
4. URL should typically reference Client Code (see note for variations below)
NOTE: Client code should be value agreed upon by SPS and Paymentus - Paymentus may not be able to use SPS client codes, AKA "TLA" (term on their end)
5. "rotp" = Regular One-Time Payment
6. "xotp" = cancellation of One-Time Payment
7. "schedule-payment" = How Paymentus represents Auto Pay setup



External URLs – Traffic FROM Paymentus TO C2G3 Server / iSeries

[Back to Communication URLs section](#)

Example URLs:

Real-Time (RT) Notification for C2G3-based Payments:

<https://<<MainC2G3URL>>/hstepgm/crwebpymtc>

Auto Pay Setup Response / Notification

<https://<<MainC2G3URL>>/ePortalLocalService/services/ILocalDataService>

Considerations (see also examples below):

1. Values will not resolve externally until setup steps (in this worksheet) completed
2. Auto Pay value will NOT resolve externally (in a browser) at all
NOTE: Can still test externally by cropping "/services/ILocalDataService" from URL
3. IMPORTANT: URLs below are **cASE sEnSitive**
4. RT Notification URL should ALWAYS use "hstepgm/crwebpymtc" after the external FQDN portion
NOTE: Rare exceptions are outside scope of this doc
5. URL should end with Client Code or "TLA" value as described below
NOTE: Client code should be collective value agreed upon by SPS and Paymentus - Paymentus may not be able to use SPS client codes, AKA "TLA" (term on their end)

Appendix: Cash Receipts and “Payment Type” Considerations:

Explanation of Cross-Referencing:

Paymentus “Payment Types” are used to help track transactions and to calculate service fees. Paymentus uses these distinctions as a lookup / tracking mechanism within their Agent Dashboard interface. These values tie to unique values in Cash Receipts for auditing and tracking purposes. NOTE: Cash Receipts also uses the term “Payment Type”, but this term has a different meaning on the CR end versus the Paymentus’ end.

Each Click2Gov app is treated as a separate Paymentus payment type – some C2G modules (like Business Licenses communicate more than one Payment Type to Paymentus. Click2Gov payments, once approved, write to Cash Receipts with unique batch operators and Tender Code values (distinguished by C2G3 app, as well as card versus eCheck). The Tender Code in Cash Receipts is representative of the Paymentus Payment Type identifier on their end.

Point of Sale (over the counter) transactions can often be tracked with a single Payment Type for ALL POS payments. Be aware that each Payment Type will require a **separate** Tender Codes be defined in Cash Receipts (CR). Cashiers will need to be familiar with the different tender codes and the Payment Types they represent

Unlike C2G transactions, with POS transactions, the Tender Code is an indirect identifier. Paymentus ultimately uses the four-digit Merchant Code value (this tied to the Tender Code in CR code setup) to distinguish between different POS Payment Types on their end.



Cash Receipting Processes and Voids

Click2Gov batches and those containing Point of Sale transactions can be handled like normal Cash Receipts batches. Edits and Posting should be run as normal. Be aware that the posting of the batch in CR has no effect on the settlement of funds on the Paymentus end. Paymentus automates this process at a pre-agreed-upon cutoff time. Please consult Paymentus if more info is needed on the cutoff processes on their end.

Voiding a receipt (prior to batch posting) or performing a Credit / Reversal on the receipt (after batch posting) will result in a cancellation request being submitted to Paymentus. The void or reversal attempt will FAIL if a response is not received from Paymentus confirming the request was successful.

Service Fee Details

Service Fees will write to the Cash Receipts transaction as a separate line item on the receipt. As the service fee portion of the card payment does NOT channel to the customer at any point (they go directly to Paymentus) , the line item for this fee does NOT tie to any GL account or anything like that.

Service fees are considered non-refundable by Paymentus. Based on this, voiding a receipt that includes a service fee line item (in addition to the standard amount being pad) will result in the void being processed on both. However, a Cancel request will only be processed for the initial amount / item being paid – NOT the service fee portion.

More Info on Cash Receipts Code Setup

Please consult your SPS Project Manager if you would like more info on code setup.

Appendix: Confirming Outbound External IP Address from iSeries to Internet:

[Back to iSeries Setup Section](#)

Explanation

These steps may be needed for communication from iSeries to various providers on the outside Internet. If the provider protected this communication by IP address these steps will confirm the correct address to provide. NOTE: If the iSeries cannot communicate TO the outside internet, other components (such as a Proxy server) may be required along with additional setup. See Additional Steps heading to determine if iSeries is setup for outbound routing.

Local DNS in Place?

(From iSeries)

NOTE: Other setup aspects such as network routes, etc may be outside the scope of this document

1. Run the following command:
CFGTCP
2. Option 12 – Change TCP/IP domain information
3. Page Down to proceed to second screen
4. Review Internet Address values for Domain Name Server and update as needed
 - a. NOTE: Recommend making note of old values in case they are updated to an incorrect address and cause issues
5. After exiting out of TCP configuration, can test resolution of external URLs with the following command
PING `www.yahoo.com`

Should output *Verifying connection to host system fd-fp3.wg1.b.yahoo.com at address 98.139.183.24* and present ICMP responses.



Steps to Complete / Determine:

(From iSeries)

1. Run following command and hit enter:
FTP RMTSYS ('170.225.15.31')
2. From FTP Command Prompt, type “anonymous” as the login ID:
 - a. Type your email address as the password
3. The status command shows your external IP address. Example:
211-Connected to 193.158.21.21
4. Make not of above address, and Type “quit” to exit FTP session.

Appendix: Confirm Digital Certificate Manager Functionality

[Back to iSeries Setup Section](#)

1. Access a command line and enter the following command:
 - a. STRTCPSVR SERVER(*HTTP) HTTPSVR(*ADMIN)
2. Please verify that you can access the iSeries Admin Console on port 2001 from a browser. You can use the Local IP or Host Name of the **iSeries** using the following format: <http://<<iSeriesName>>:2001> or <https://<<iSeriesIP>>:2005/ibm/console/logon.jsp> or <http://<<iSeriesIP>>:2001/QIBM/ICSS/Cert/Admin/qycucm1.ndm/main0> (replace <<iSeriesIP>> with your iSeries name or DNS address)
*Note: To have full access to the features of DCM, your iSeries user profile must have special authorities *ALLOBJ and *SECADM*
3. You will be prompted for a username and password. Enter in QHTE and the associated password. The screen that comes up should look similar to the screenshot below (yours may have more menu options):
Note: IBM Operating System V6.1 provides a newer set of browser interface options that precede the below. See the additional info at the bottom of this section.



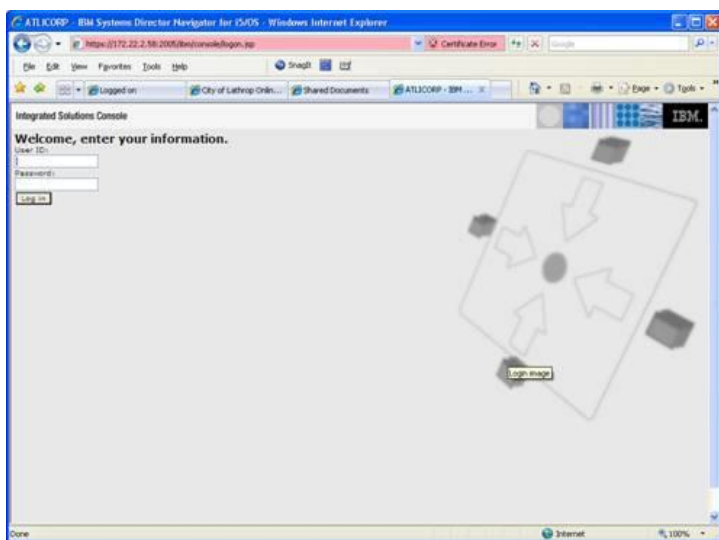
Please cut and paste your above menu (containing the Digital Certificate Manager Menu option) to the end of this checklist.

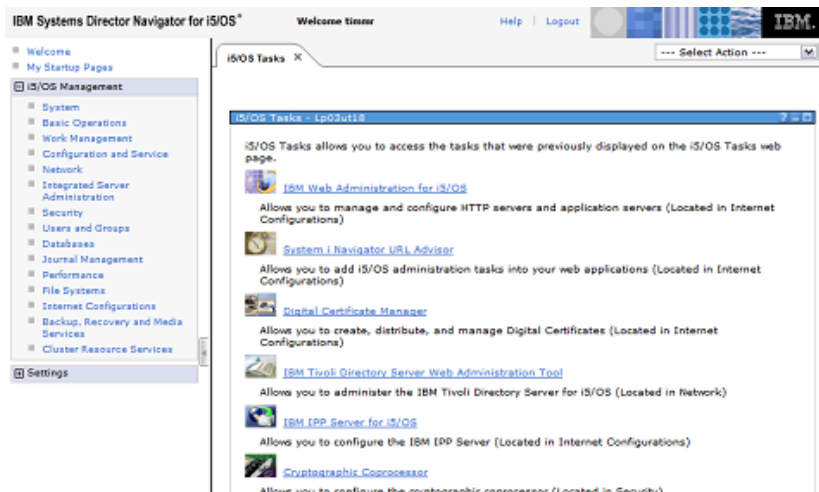


Important Note:

If you do not get this screen, or
“Digital Certificate Manager” is not an option, or
you receive an error after choosing the Digital Certificate Manager Menu option:
We would recommend you contact IBM Support for assistance. The most likely cause would be that one of the required iSeries Licensed Software Products (outlined in the Scope of Work or eGov Upgrade Checklist) is missing.

Changes with i5 OS V6.1 – The console (called IBM Systems Director Navigator) changes with i5 OS V6.1. You can still use the original URL format but it will automatically redirect you to the secure format (see screenshot below). Also, to get to the Digital Certificate Manager piece, click on the “i5/OS Tasks Page” link in the main content section of the page after signing in. Once we click on Digital Certificate Manager, the remaining screens should look the same.





Please see the below PDF link for more info:

<http://www.omniuser.org/downloads/IBM%20Systems%20Director%20Navigator%20for%20i5OS.pdf>

Allowing the Appropriate Authority to the SYSTEM Certificate Store and Folder

The following steps must be completed to allow any user in the group *PUBLIC the appropriate authority to the SYSTEM Certificate Store on the iSeries and the Integrated File System (IFS) folder where it is contained.

Users will need *RX (read and execute) privileges to the folder where the keystore resides:
/QIBM/USERDATA/ICSS/CERT/SERVER/

Users will also need *RX (read, write and execute) privileges to the actual keystore itself:
/QIBM/USERDATA/ICSS/CERT/SERVER/DEFAULT.KDB

Following these steps any users affected by the changes may have to sign off and back on for the changes to take effect.

To get to the above file and folder use the Integrated File System tool with the following steps on the iSeries:

1. Type the command GO MAIN
2. Take a "4" option for "Files, Libraries and Folders"
3. Take a "5" option for "Integrated File System"
4. Take a "3" option for "Security Commands"
5. Take a "1" option for "Work with Authority"
6. Add *PUBLIC to the list and make sure they have *RX authority as needed.

Appendix: Fusion Setup – Paymentus info for Cash Receipts Setup

Back to Fusion Values Section

1. **AppCode:** - Designates the CentralSquare module the payment will be tied to. EX: if allowing Utility and Permit payments to be processed, CX and BP app codes would be passed respectively
2. **OrigCode:** This should be 11 typically. Important: This can be used to distinguish between third party "sources" (ex: IVR versus standalone website). If defining a different code for a second "source" please use values >11 (12 – 99).



3. Modifier: May not be used in current design, but CAN be passed to allow us to distinguish between card and eCheck payments (this is currently being done for C2G-based notifications). Please pass a “C” value for checking account payment (and “S” for savings account payment if you’d like) If you’d like us to distinguish this.
4. Full URL: Paymentus Communicates with Cash Receipts for notifying transactions to write to a CR batch via a POST request. Here is an example:
*<https://www.rmufusion.org/FusionServicesPROD/v2/Naviline/Payment/Utilities>
CustomerID=12929&LocationID=9146&TotalPaidAmount=-20.00&PaymentAmount=-
20.00&PaymentDate=20170710&PaymentTime=173012&PaymentStatus=99&OrigCode=11&ApplCode=CX&Fore
ignKey=158931467&ReferenceNumber=158931467&CardNumber=***5454&CardType=C*

Appendix: Additional Space for Notes / Screenshots etc