



## Non-Preferred Gateway Disclaimer

The MyRec.com system works best when it is used with our preferred gateway\*, Authorize.net, for credit card processing. This setup is provided by our facilitating partner, GovtPortal. If you choose to utilize a different gateway, you will receive decreased capabilities as outlined below.

### Features Not Available for Non-Preferred Gateways

- Refunding directly to credit card on cancellation
- Autopay payments for memberships and advanced activities (like after school or camp)
- Reporting of settled transaction batches without needing to leave the system
- Reporting of unsettled transaction status in gateway directly in-system
- Ability to receive only net income with no convenience fee bank withdrawal
- Flexibility regarding convenience fees, whether passing on to customers or absorbing
- Quick checkout for point of sale without address requirements
- The ability to store credit cards for future use

Additionally, many non-preferred gateways require the customer to leave our system to process their credit card payments. **This can result in payments not being transmitted back to the MyRec.com system to be finalized and recorded as completed payments.** Because of this, it is essential that you compare your gateway batch statements to the MyRec.com financial reports on a daily basis to confirm that all successful transactions are reflected in both places. Failure to do this may result in the situations detailed below.

### Possible Repercussions of a Non-Return

- Registrants missing from rosters
- Balances owed that were already paid
- Double payments or other overpayments
- Duplicate processing of a registration
- Missing income in financial reports

If you proceed with a non-preferred gateway, we at MyRec.com are not responsible for any losses related to communication problems between the gateway and the MyRec.com system. This includes, but is not limited to, transactions whose status was not returned to us.

**Please sign below if you wish to proceed with a non-preferred gateway.**

I, \_\_\_\_\_ have read the aforementioned warnings about non-preferred gateways as stated in this document and choose to proceed with \_\_\_\_\_ (choice of gateway). I release MyRec.com and all related entities from liability for problems with registrations and payments related to my choice of gateway.

Signature \_\_\_\_\_

Date \_\_\_\_\_



\* A gateway is a web service, separate from the MyRec.com system, that approves or declines credit card payments. On successful transactions, gateways feed into processors, which deposit income into your designated bank account. Authorize.net works with many processors, including, but not limited to, Chase Paymentech, Elavon, First Data Merchant Services, Global Payments, Heartland Payment Systems, WorldPay, and TSYS Acquiring Solutions.

Essentially, any processor that utilizes one of these four platforms can connect to Authorize.net:

- First Data – Omaha
- First Data – Nashville
- Chase Paymentech
- TSYS Acquiring Solutions.

To find out what your processor uses, please contact them directly.

Your bank or town may already be working with a processor that can work with Authorize.net. This would allow you to take full advantage of MyRec.com features while keeping a service you're familiar with. Even if your town uses a processor that does not work with Authorize.net or a different gateway altogether, your department may still be able to use our preferred gateway.