Create Tyro API passwords

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Use your Tyro eCommerce account to create Tyro API and Reporting passwords for Zedmed's Payment Gateway. The passwords are added to the Tyro account owner's bank account details in Zedmed.

Requirements

The practice or doctor must have a Tyro eCommerce Account. To get an account:

1. Send Zedmed a Payment Gateway application.
2. Zedmed will arrange for Tyro to send the applicant an eCommerce registration.
3. Once complete, Zedmed will email the practitioner/PM the login information and API creation instructions (this guide).
4. Add the API passwords to the Tyro account owner's bank account in Zedmed.

This guide uses Tyro's Merchant Portal, which allows a practice's Payment Gateway users to be administered in one place.

Step 1 - Log in to the Tyro account and add it to the Merchant Portal

Before creating the API and Reporting passwords, log in to the new Tyro account and link it to the Merchant Portal. The user can link it to their own portal, or a practice-managed portal. Zedmed recommends practices centrally manage their practitioners' Tyro accounts in a practice-managed Merchant Portal, due to the complexity of the API creation and ongoing administration.

The account owner or the PM (on the account owner's behalf) can perform these steps.

1. Using the credentials sent by Tyro/Zedmed (Requirements Step 3), log in to Tyro's eCommerce portal:
    - Merchant ID - enter in the format TYRO_340882.
    - Operator ID - will be 'Administrator'.
    - The password.
2. Change your password when prompted.
3. Log in with the new password.



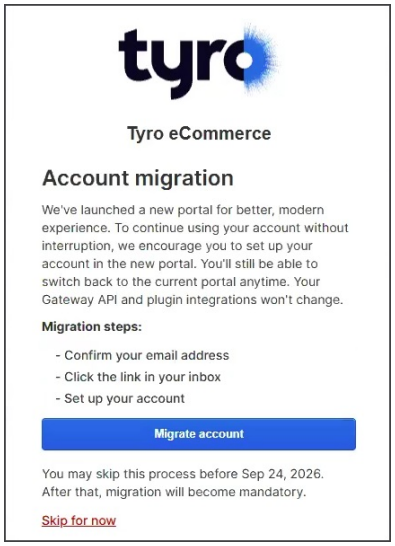
4. Add 2FA to your phone by scanning the QR code displayed with your preferred 2FA app.



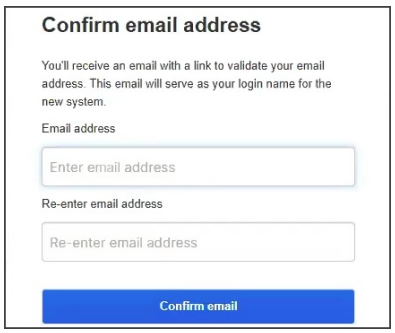
5. Enter the 2FA code on your phone.
6. Select **ENABLE** to return to the login screen.
7. Log in again using your new password and the 2FA code shown on your phone.
8. Select **Migrate account** when prompted.

   This will add the account to your Tyro Merchant Portal. If the account owner performs this task, it will be their own portal. For a practice Manager or Admin, it will add the user's Tyro account to the practice-managed Merchant Portal.

   Zedmed suggests PMs administer eCommerce accounts by adding them to a practice-controlled Merchant Portal.



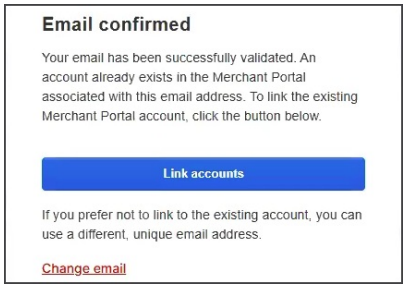
9. Enter the email address used to log into the Merchant Portal.
   - An individual will enter their own email address.
   - A PM/Admin would enter the email address used to log into the practice-managed Merchant Portal.



10. Check the email account's inbox for the confirmation.

    This email will contain a link that will open your Tyro Merchant Portal and trigger a Link accounts prompt.
11. Select **Link accounts** to add the eCommerce account to the Merchant Portal.

    This step lets a user link their account to a practice-managed Merchant Portal by providing the email the practice uses.

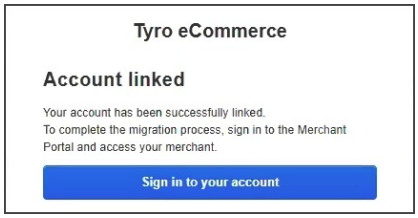


Step 2 - Create the API and Reporting API passwords

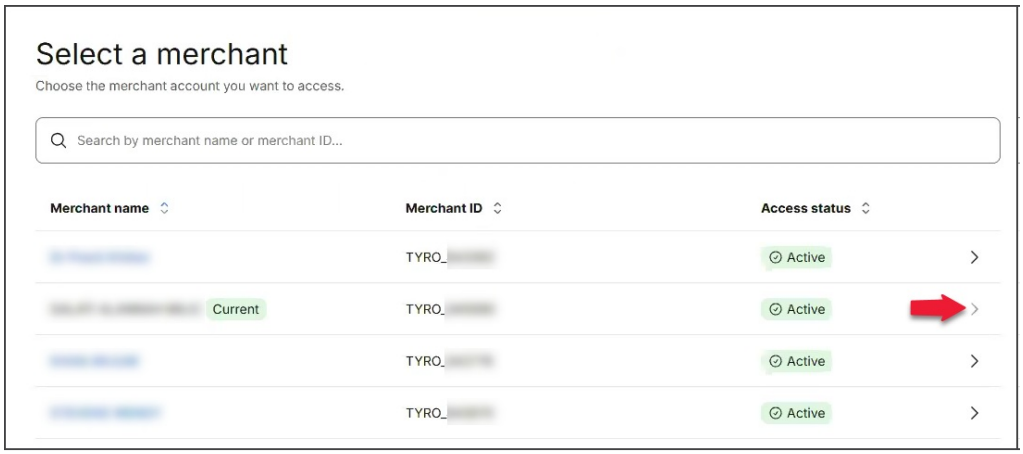
This step follows directly from the Link account dialogue, and is performed by the account owner or by the practice admin/PM, depending on the email address provided in step 9.

1. **Sign into your account.**

This step logs you into the Merchant Portal, that the new Tyro account has just been linked to.

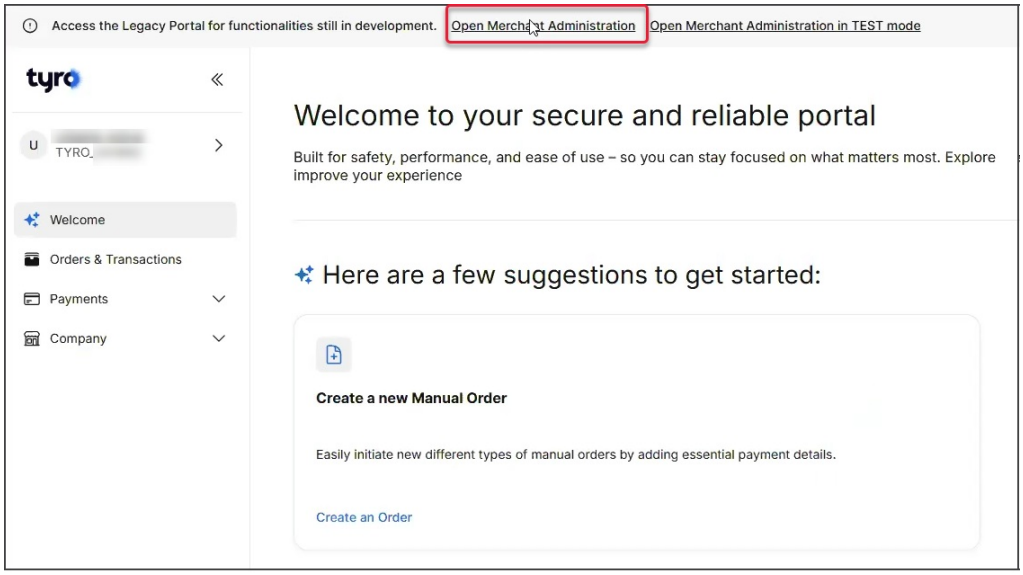


2. Navigate to the **Merchant Portal** home page where all linked users are shown.
3. Select the Merchant to administer, i.e., the new account you added to the portal.



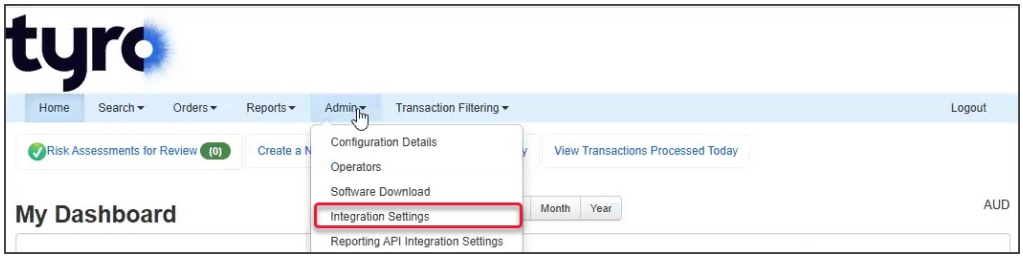
This opens the Merchant Portal menu for that user.

4. Select **Open Merchant Administration.**



5. The Tyro admin page will open for that user. The Merchant Portal has an Operator account, which you will use to create the API and Reporting API passwords.

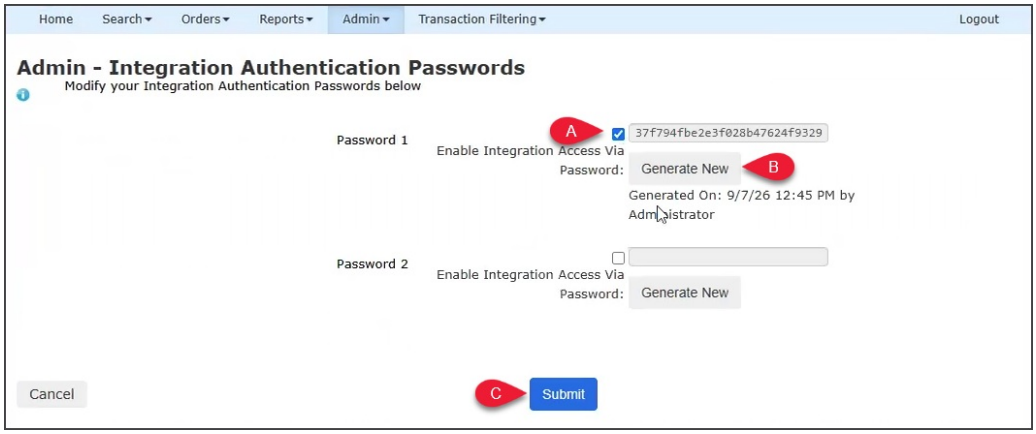
6. Select **Admin** > **Integration Settings**.



7. Select **Edit.**



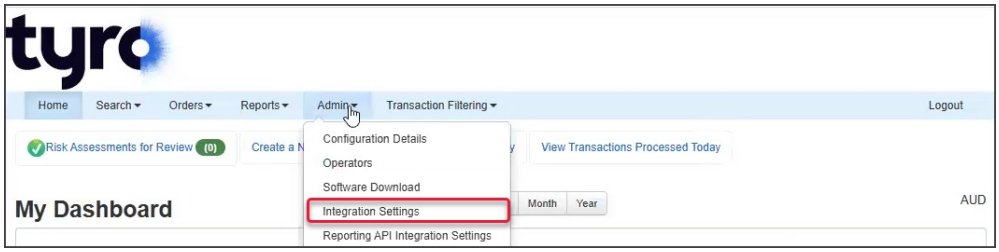
8. Create the password:
    a. Tick the **box** next to Password 1
    b. Select **Generate** to create the password.
    c. Select **Submit** to activate the password.
9. This password will be copied into Zedmed when the PM configures the bank account.



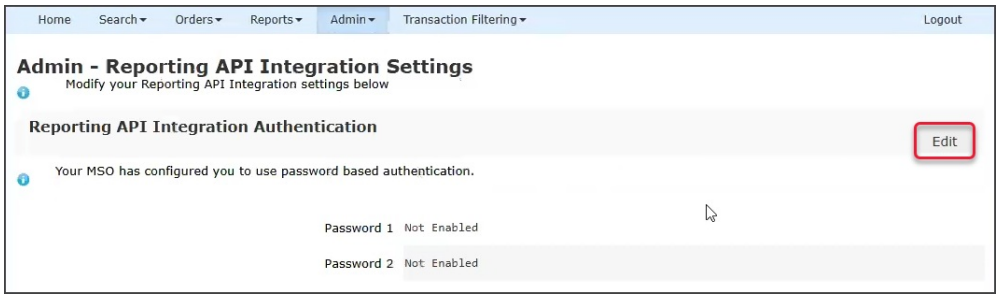
Often, you'll create this password while Zedmed is open in another tab or on another monitor, and copy it directly to Zedmed from there. Ensure no spaces are copied. (e.g., double-click on it and use the mouse to right-click and copy).

You can now create an API reporting password.
This is not mandatory, but it is required to use the ePayment Reconciliation report.

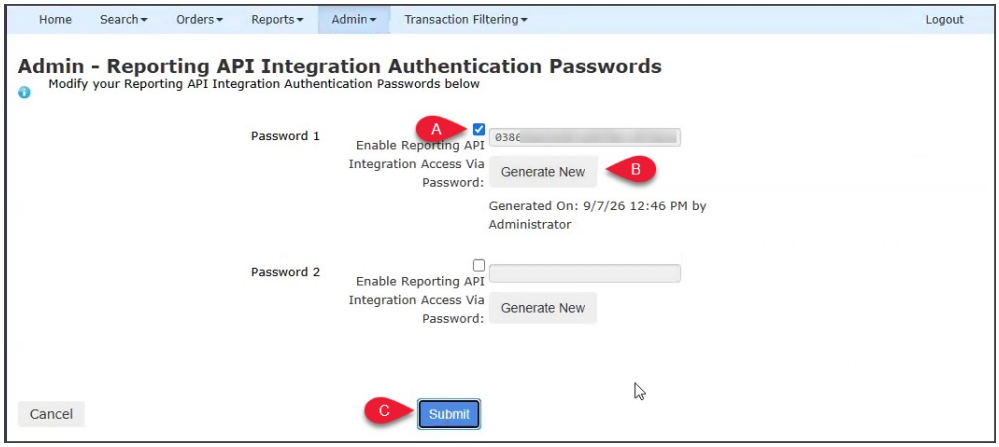
10. Select **Admin** > **Reporting API Integration Settings**.



11. Select **Edit.**



12. Create the password:
    a. Tick the **box** next to Password 1.
    b. Select **Generate** to create a password.
    c. Select **Submit** to make it the active password.
13. This password will be copied into Zedmed when the PM configures the bank account.



Often, this password will be created while Zedmed is open on the other TV or monitor, and the password is directly copied from there once created. Ensure no spaces are copied. (e.g., double-click on it and use the mouse to right-click and copy).

Follow the steps in the Set up Zedmed for Payment Gateway guide to add the merchant ID and passwords to Zedmed.