Settings

General

Changing the password for entering your personal account

To change the password for access to your personal account, select the **General** tab on this page.

In this section, you can change the login password.

In field **Current password**, enter the current password. In the fields **New Password** and **New password again** enter a value for the new password. On the right, enter the email address where the new password will be sent. Click the **Save password** button.

The password must meet the following requirements

1. The password specified by the user must not contain the name of the store or the login of one of the users tied to the merchant, to which the user who changes the password belongs. The comparison is case insensitive.
2. Password must contain the following types of characters:
    - uppercase Latin characters (A-Z)
    - uppercase Cyrillic characters (А-Я);
    - lowercase Latin characters (a-z)
    - lowercase Cyrillic characters (а-я);
    - digits (0-9);
    - special characters (! « № ; : ? * ( ) + = /\ < > , . [ ] { }).
3. The password must be at least 8 characters long.

If you have configured [fiscalization](#) , you can enter the data for its connection through your personal account.

Fiscalization options

The **Fiscalization options** section allows you to specify the fiscal data operator who will register the merchant's receipts. To specify a fiscal data operator, follow these steps.

1. Log in to personal account.
2. In the side menu bar, select **Settings** > **General** (see image below).
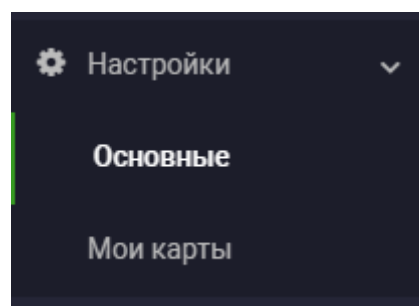
The following page will be displayed.

3. Make sure you are on the **Fiscalization** tab.
4. Fill in the required fields of the displayed form, referring to the table below.

Configuration	Description
OFD system	Select the used fiscal data operator: ○ **ATOL**; ○ **Business.Ru**; ○ **Evotor**; ○ **InitPro**; ○ **OFD.ru**.
FFD version	Fiscal document format version, the following values are available: ○ **1.05** ○ **1.2** (only for ATOL) The format of the version must match the format selected in the personal account of the bank and in the account of the fiscalization service. Not applicable for **OFD.ru**.
TIN	Enter tax identification number.
POS equipment group ID	Enter the ID of the POS equipment group. Not applicable for **OFD.ru**.
Login	Enter a login to access the system of the fiscal data operator (this field is displayed only after selecting the fiscal data operator).

Configuration	Description
Password	Enter the password to access the system of the fiscal data operator (this field is displayed only after selecting the fiscal data operator).
Tax rate	Select the tax rate, the following options are available: ◦ **Without VAT**; ◦ **VAT rate of 0%**; ◦ **VAT rate of 10%**; ◦ **VAT calculated rate of 10/110**; ◦ **VAT rate of 20%**; ◦ **VAT calculated rate of 20/120**.
Taxation scheme	Choose a tax system. Available values: ◦ **General tax system**; ◦ **Simplified tax system (income)**; ◦ **Simplified tax system (income with costs deducted)**; ◦ **Unified tax on imputed income**; ◦ **Unified agricultural tax**; ◦ **Patent tax system**.

Configuration	Description
Sign of the subject of calculation	The attribute of the subject of calculation, the list contains the following values: ○ **Product** ○ **Excisable product** ○ **Work** ○ **Service** ○ **Gambling bet** ○ **Gambling winnings** ○ **Lottery ticket** ○ **Lottery winnings** ○ **Intellectual property** ○ **Payment** ○ **Agent's fee** ○ **Several subjects** ○ **Other payment subject** ○ **Property rights** ○ **Non-operating income** ○ **Insurance premiums** ○ **Trade fee** ○ **Resort fee** ○ **Deposit** The following payment subject attributes are available only for FFD version 1.2 ○ **Expense**; ○ **Contributions for mandatory pension insurance for individual entrepreneurs** ○ **Contributions for mandatory pension insurance** ○ **Contributions for mandatory health insurance for individual entrepreneurs** ○ **Contributions for mandatory health insurance** ○ **Contributions for mandatory social insurance** ○ **Casino payment** ○ **Issuance of funds by a bank paying agent** ○ **Excisable goods subject to labeling with an identification tool that does not have a marking code** ○ **Excisable goods subject to labeling with an identification tool that has a marking code** ○ **Goods subject to labeling with an identification tool that does not have a marking code, with the exception of excisable goods** ○ **Goods subject to labeling with an identification tool that has a marking, with the exception of excisable goods**

Configuration	Description
Payment method attribute	The payment method attribute, the list contains the following values: ○ **Full prepayment**; ○ **Partial prepayment**; ○ **Advance payment**; ○ **Full payment**; ○ **Partial payment and credit**; ○ **Transfer on credit**; ○ **Credit payment**.
Product name	This field is required! This field should be used if you will be sending requests to register an order without submitting a shopping cart. In this case, the specified product name will always be registered.
URL	Enter the URL of your online store. Not applicable for **OFD.ru**.
Default e-mail	Enter the email address of your default online store.
OFD enabled	If the checkbox is checked, the settings are active.

Click on the **Save settings** button.

Additional parameters

Additional parameters are used to search transactions in the «Additional parameters» filter.

Настройки

| Основные | Фискализация | Дополнительные параметры |

Дополнительные параметры используются для поиска транзакций в фильтре «Дополнительные параметры».
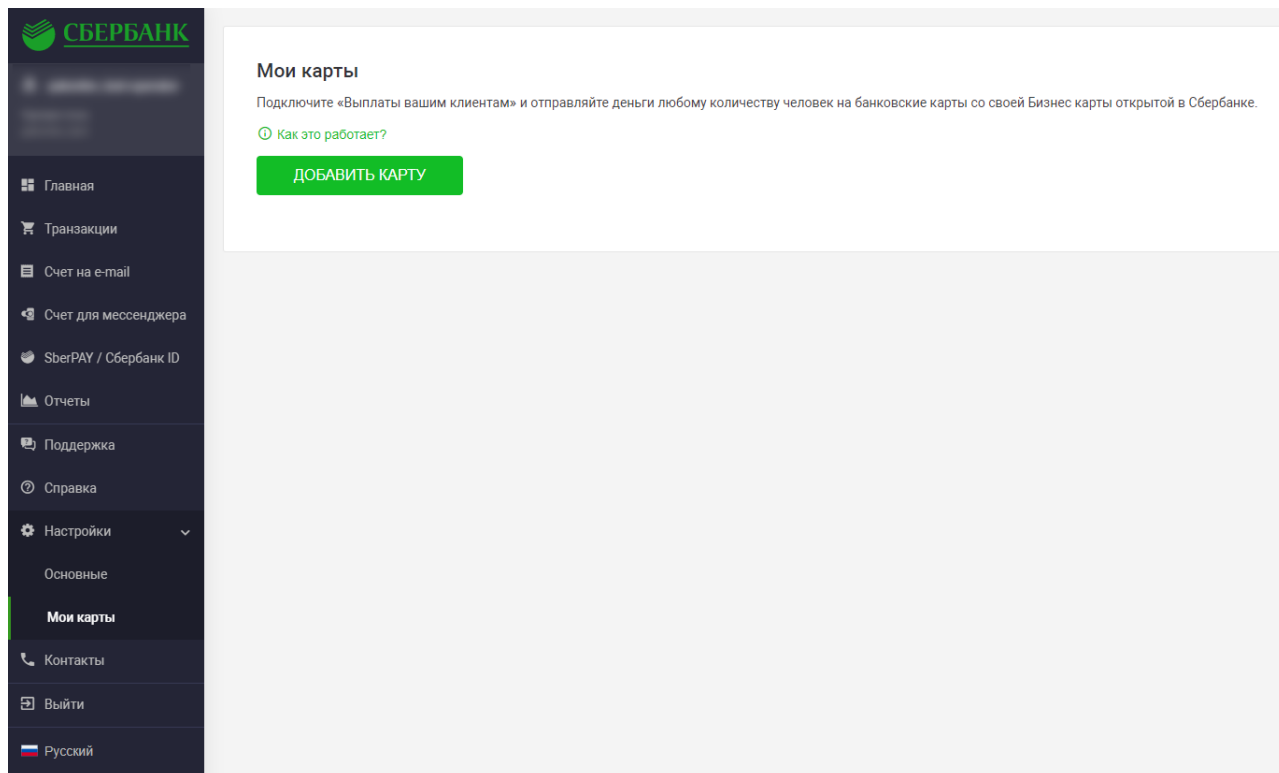
Параметр 1

Параметр 2

Параметр 3

СОХРАНИТЬ

УДАЛИТЬ ВСЕ

If necessary, enter the names of the new parameters and save by clicking the **Save** button.

My cards

This section presents the functionality of binding a corporate bank card for P2P transfers. This functionality becomes available only with the respective access rights.

In order to link a bank card, you need to click on the button **Add card**. By clicking on the button, the following window opens, where you must fill in all the fields:

- Card number – enter the numerical value of your card number.
- Month – from the drop-down list, select the month the card expires.
- Year – select the card expiration year from the drop-down list.
- CVC – enter the bank card code – three digits indicated on the back of the card.

After filling in all the fields in the form, click the button **SAVE CARD**. Then a confirmation window appears:

Добавление карты
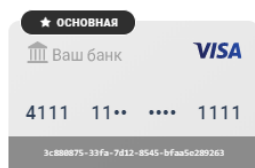

In the **Password** field enter the password sent via SMS to your mobile number, to which this card is directly linked. After entering the password, click on the **Submit** button. After that, the added card will be displayed on the page:
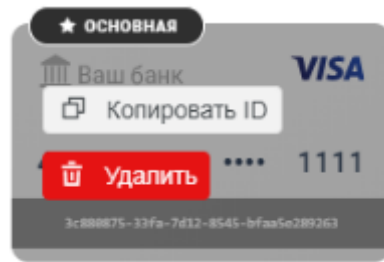

When moving the cursor to the linked card, two buttons appear:

1. Copy ID – copy the binding ID (in the image above, this is the number indicated on the gray bar of the bound card);
2. Delete – delete the card.

Was this page helpful?

(1) (1)