

<u>Reference Guide</u>

Adding a Spark Pay Store



Adding a Spark Pay Store

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Background

ShipWorks connects directly to your Spark Pay account. With one click, or on an automated schedule, your orders are downloaded from Spark Pay. As soon as you process a shipment, ShipWorks communicates the updated order status, shipping method and tracking information back to Spark Pay.

First Things First

Before you set up your Spark Pay store in ShipWorks you will need to obtain connection information from within your Spark Pay administration / Dashboard webpage. Please also be sure that you can launch ShipWorks and log in with administrator rights.

The Process

Configuring Spark Pay

1. Log into your Spark Pay administration / Dashboard page. Near the bottom of the Spark Pay Dashboard navigation menu click **Tools > Apps & Addons**.



SPARK PAY	Apps & Addons
	Apps & Addons
	Data Import
	Data Export
💸 Tools >	Send Email

2. Scroll to the bottom of the Application List and click **API Apps & Integrations**.

SP&RK PAY [∞]	API Apps & Integrations
🕅 Tools	Tax Cloud
Themes	Yahoo Live Web Insights YOTPO
දිරූ Settings >	Other
	API Apps & Integrations

3. Click the **New** button at the top right.



4. Input **ShipWorks** as the App Name and **ShipWorks** as the App Description. Then click **Next**.



New App	Next
Step 1: Choose an app name	123
About Your App App Name ShipWorks App Description ShipWorks	

5. Click the **Select** button in the **Single Token Flow** section.

ShipWorks		
Saved successfully		
Step 2: Choose y	our authentication	flow 1 2 3
	Authentication Flor	w
Single Token Flow Utilizes a single token for authentication.	OAuth2 Flow Utilizes an app secret for authentication.	Implicit OAuth2 Flow Utilizes an app secret for authentication directed towards Javascript use.
Simple AppsSingle-UserHeadlessServices	 Secure Apps Multi-User Sign-in Management 	Coming Soon!
Select	Select	Select

6. Setup the permissions to grant full access to all modules. Specifically, check the boxes for all the following listed below.

- » View and change customer, user, or profile data
- » View and change order data
- >> View and change catalog data



- >>> View and change blog, page, and other content-related data
- >>> View and change adcode, discount, and other marketing-related data
- >>> View and change theme data
- » (Tools Permission) Send email on behalf of the store Perform
- bulk data imports
- Manage custom fields
- » Manage custom rules
- » (Other Permissions) View and change configuration settings
- Perform system tasks
- >>> View encrypted data
- >> Stay logged in without expiration
- 7. After all the above noted options are checked, click the **Save** button.
- 8. Locate and copy (to your clipboard, CTRL+C) the **Access Token** value.

Jul	pWorks	Finis
Saved	successfully	
	Step 3: Setup Instructions	1 2 3
 S F T k k	Information for store owner You can manage tokens for this app by clicking on the access toker From the access tokens menu, you can refresh, delete, and create These tokens are used to grant the application access to your site, keep these safe. For more information about authorization please Authentication Docs	ns icon on the apps page. new tokens for this app. so it is very important to refer to our
4	Access Token	

9. Click Finish.

×	ShipWorks	Finish
	Saved successfully	×



Adding Spark Pay to ShipWorks

1. Open **ShipWorks** and navigate to **Manage > Stores > Add Store**. (If you don't have a store already setup in ShipWorks, open ShipWorks and click the **ShipWorks Logo button > Log On**. This will take you to your Add Store Setup.)

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Home Output M	lanage View Help					
Stores Users Email Accounts	Templates Actions Shippi Settin	ng Options Audit	Download Log	Configuration	Backup Restore	🐍 Change SQL Login 😴 Windows Firewall
Cont	figuration		History	1	Database	
Manage Stores						×
Store Name	Store Type	Last Download			Edit	
ChannelAdvisor	ChannelAdvisor	Today 12:03 PM			1	Edit
a, JJ Doors	Amazon	Today 12:03 PM			ABC R	ename
eb¥]] Doors on eBay	eBay	Today 12:04 PM				- nome
Doors on LemonStand	LemonStand	Today 12:05 PM			💥 с	elete
زل الآ الآي Doors on Shopify	Shopify	Today 11:47 AM			Add	d Store
						Close

2. Select **Spark Pay** from the drop-down menu and click **Next**.



- 3. Input your Spark Pay Store URL (like: https://shipworks.shipworks.com, or similar).
- 4. Paste (from your clipboard, CTRL+V) in your **Access Token** that you found from step 8 above.



ShipWorks Setup		×
Store Setup Enter the follow	wing information about your online store.	
Enter your SparkPa	ay account information	
Store UR	L: https://shipworks.shipworks.com	
Access Toke	n: 4ce17a15d44b195a560d055fc353febf	
	For help adding your SparkPay store, <u>click here.</u>	

5.Continue entering the information requested by the Setup Wizard, clicking Next to proceed to each next



Still Need Help?

Please feel free to <u>reach out to one of our awesome Customer Care representatives in St. Louis</u>. We are happy to assist you.

