p. 800.467.0253
f. 480.449.8801
clientsupport@ecsuite.com

EC Suite, LLC.
2353 W. University Dr.
Tempe, AZ 85281-7223

Subscription Management System

Addendum C: Client-Driven Settlement

Overview

The EC Suite **Client-Driven Settlement**, or **CDS**, feature allows EC Suite clients the ability to pre-authorize a credit card transaction initiated by a consumer and delay collection on the funds from the credit card until the consumer actually logs into the member's area for the first time, thus helping to reduce chargebacks by verifying subscription use before collecting funds from the consumer account.

Types of CDS Transactions

There are two types of CDS transactions, each type having a different rule as to when the **Rebill** will start for the consumer:

- **Auth**- "Auth" transactions have a **Next Payment Date** (**rebill**) based on the date of the consumer's initial pre-approval
- **Capture**- "Capture" transactions have a **Next Payment Date** (**rebill**) based on the date of the **Client-Driven Settlement** (the date the funds were actually taken from the consumer's account

Enabling CDS

If you wish to enable the **CDS** feature on your account you must first contact **Client Support** for activation of the service. Once the feature has been enabled, you will need to set up **Pricing Options** for the CDS feature:

1. Log in to the **Admin Portal**.
2. Select the **Subaccount** that you wish to set up Pricing Options for.
3. From the **Account Info** menu, choose **Account Admin**.
4. Click on **Pricing Admin** in the left navigation.

At this point you can choose to create a new billing option or edit an existing pricing option.

Create New Pricing Option

5. Choose the **Billing Type** that you wish to use from the drop-down menu:
    - Add Single Billing Type
    - Add Recurring Billing Type

> *CDS will not work with the Telephone Billing Type.*

6. Click **Create**.
7. Enter your pricing options in the appropriate fields.
8. Choose **Client Driven Settlement – Auth** or **Client Driven Settlement – Capture** from the **Subscription Service Type** field.
9. Click **Insert**.

Edit Existing Pricing Option

6. Select the **Pricing Option** that you wish to edit by clicking the linked ID in the **Select ID** column.
7. Choose **Client Driven Settlement – Auth** or **Client Driven Settlement – Capture** from the **Subscription Service Type** field.
8. Click **Update**.

CDS Notification

Clients are notified of pending CDS transactions via the **Approval Post System**. A variable titled clientDrivenSettlement with a value of 1 is posted to the client's approval post URL along with all of the standard approval post data. The client is responsible for parsing this data and can set up a notification system on the client side to notify them when there is a pending CDS transaction or automate the process at their discretion.

Once the pre-authorization has been obtained, clients have 7 days to process the CDS transaction. After 7 days the pre-authorization will expire and you will not be paid for the transaction, nor will the consumer be billed for the transaction.

Processing CDS Transactions

To process a CDS transaction, post the following URL to our system:

> https://datalink.ecsuite.com/utils/subscriptionManagement.cgi?action=billSubscription&clientAccnum=<clientAccnum>&username=<username>&password=<password>&subscriptionId=<subId>

A successful post will receive a result of 1. Failed posts receive a -7 response. This process returns the same codes as the **Subscription Management System.** In addition, the following codes can also be returned:

-13: Subscription has already been settled

-14: Subscription has passed its forfeit date and will not be settled.

All CDS posts are sent without time restrictions; however, if three consecutive incorrect strings are entered, you will be locked out for one hour.

Reports

Reports for CDS transactions will show two records on the **Subscription Details** screen—one for the pre-authorization and one for the processed transaction. Timestamp information will always display for the processed transaction unless the transaction is declined by VScrub, in which case the **Declines Report** will display timestamp information for the initial submission.