

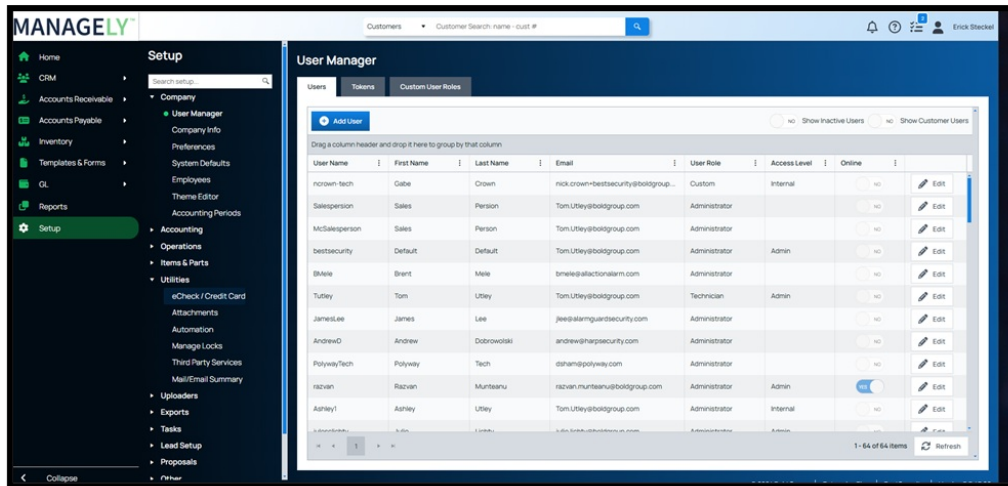
How to Set Up Forte

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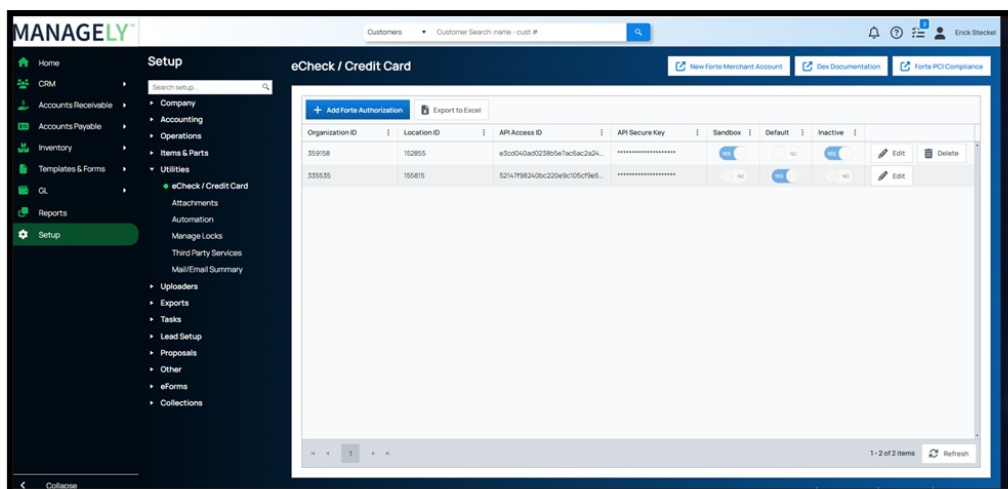
How to set up the Forte (payment processor) credentials using the information from DEX (Forte's tool) in Managely

In Managely, the Forte (payment processor) credentials are set under Setup> eCheck / Credit Card

Log into Managely, click on Setup>Utilities> eCheck/Credit Card



The following screen will open:



To set up the credentials, click the Add Forte Authorization. Key Information that will help identify the needed information in DEX:

1. **Organization ID** in Managely is the Company ID in DEX.
2. This information can be found under the company name in the top left corner in DEX.
3. **Location ID** in Managely is Merchant ID in DEX.

4. This information can be found under locations in DEX.
5. **API Access ID and API Secure Key** are under the developer menu options in DEX.

Once all the information has been filled in, click the checkmark icon to confirm and save the information entered.
