

The installation and setup process requires the installation file for the plugin <u>FarPay-Donation-WP-Plugin.zip</u>, and the customer API-key token for FarPay.

The plugin can be used in two ways: as a Gutenberg block or a widget. This guide will focus on the block implementation.

- 1. Go to the WordPress backend (<u>https://www.yourwebsite.com/wp-admin</u>) and login.
- 2. Go to Plugins on the left side panel and choose Upload Plugin.
- 3. Choose the installation file and press **Install Now**.

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4. When the plugin is installed press the Activate Plugin button.



- 5. Go to the page where the donation module will be displayed.
- 6. Press the + where you wish to display the plugin and search for **FarPay Donation**.

Gotham community.	
As a new WordPress user, you should go to <u>your dashboard</u> to delete this par and create new pages for your content. Have fun!	ge
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- 7. Click on the plugin container and the settings will appear on the panel to the right.
- 8. Add the following values: Title, description, amounts and choose which fields to show.
- 9. Under the **Settings tab** you will need to add the **FarPay Token**, **Success message** and **Error message**. Optionally you may add a **Note** on invoice which will be shown the the FarPay invoice.
- 10. Under the **Layout tab** you can change the **Theme color** to match your brand.

If you need further help or instructions regarding this, please send an e-mail to <u>support@farpay.dk</u>, and we will contact you as soon as possible.