PayPal Instant Payment Notification (IPN)

What is Instant Payment Notification (IPN)?

Instant Payment Notification integrates PayPal payment notification and authentication with your Event Wizard website's back-end operations. Instant Payment Notification (IPN) is PayPal's interface for handling real-time purchase confirmation and server-to-server communications. IPN delivers immediate notification and confirmation of PayPal payments you receive and provides status and additional data on **pending**, **cancelled**, or **failed** transactions.

Why Should You Enable IPN?

Enabling IPN is not mandatory, but we recommend that you enable it for your PayPal account. If you do not enable IPN then you have to manually check your PayPal transactions on a daily basis and manually flag each successful transaction as **Paid** in your Event Wizard attendee database using the Event Wizard Reports. If however you enable IPN then this process gets automated. Enabling IPN can save you a lot of time, specially if you have a high transaction volume.

How to Enable IPN:

1. Logon to your PayPal account
2. Click on the **cog** icon beside the **Logout** button
3. Click on **Account Settings**
4. Click on **Website Payments** under **PRODUCTS & SERVICES**
5. Click the **Update** link next to **Instant payment notifications**
6. Select **Receive IPN messages (Enabled)** and enter the following URL in the text box provided:
   https://event-wizard.com/app/form/process/connectors/paypal/
7. Click on the Save button to save your information

IMPORTANT: *With IPN enabled on your PayPal account, only the transactions from PayPal which have an IPN response for payment_status as Completed will be flagged as paid in the Event Wizard database. All other transaction with payment_status as Pending would be updated only after you manually Complete the payment in your PayPal account. Please ensure that your Payment Receiving Preferences (under Profile) within your PayPal account are correctly configured.*

How to Check Your Payment Receiving Preferences:

1. Logon to your PayPal account
2. Click on the **Profile** tab
3. Click on the Payment Receiving Preferences link under the header **Selling Preferences**
4. If you select **Ask Me** as any of the receiving preferences, then those payments will have an IPN response for **payment_status** as **Pending** and will not be automatically updated in the Event Wizard database.
5. Once you manually complete the transaction by accepting the transaction in your PayPal account, PayPal will automatically send another IPN response to Event Wizard, this time with **payment_status** as **Completed**; the record in the Event Wizard database will now be flagged as paid

How to Identify a Pending Payment in PayPal:

1. Logon to your PayPal account
2. Click on the **Overview** tab which will display a list of your transactions under **Latest Activity**
3. Look for payments with a **Status** of **Unclaimed**
4. **Accept** or **Deny** the transaction depending upon your policies by clicking on the appropriate button
5. Once accepted, the transaction record in the Event Wizard database will be flagged as paid on getting the new IPN response from PayPal

How to Test Your IPN Integration

1. Add a new **fee** field into your Event Wizard registration form with a value of $1.00
2. Register as an attendee for your event by completing your registration form on Event Wizard by selecting the $1.00 fee
3. The **Thank-you** page will show amount paid as 0
4. Click on **PayPal** icon on the **Thank-you** page
5. PayPal payment pages now have **Cancel** link that will bring you back to the Event Wizard **Thank-you** page.
6. Make $1.00 payment using a real credit card
7. After payment, click **Back to Merchant** on the PayPal thank you page to be brought back to the Event Wizard **Thank-you** page; the amount paid through PayPal will now be reflected here

After Testing

You may hide or delete the $1.00 fee form field on your registration form.
You may issue a refund for your $1.00 transaction using your PayPal account.