This article applies to:

If you utilize WePay to process payments in Keap, you will have access to the WePay Merchant Center. The WePay Merchant Center lets you generate reports, view activity, process refunds, and address any chargebacks. You will create your log-in credentials during your initial setup of WePay.

To access your WePay Merchant Portal

- Use direct link or navigate in your Keap application:
  - E-commerce > E-commerce setup > Payment Types > Under WePay box: Manage Accounts

- Login using the information created when signing up for your WePay Account.
  - If you are unable to remember your login information, utilize the “Forgot your password?” link.

Important Note! The Email and Password used to log into the WePay Merchant Center may be different than the your Keap login credentials.