



# **Shop logo customization**

## **Back Office user manual**

Document version 1.3

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## 1. HISTORY OF THE DOCUMENT

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Version	Author	Date	Comment
1.3	La Banque Postale	8/30/2019	Initial version

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## 2. CUSTOMIZING THE SHOP LOGO AND FAVICON

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To customize your logo or customize your shop favicon, select the **Logo** tab.

### 2.1. Where does the shop logo appear?

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The shop logo appears:

- in all the e-mails configured in the notification rules
- on payment pages

### 2.2. Characteristics

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In order to be imported, a logo must meet a certain number of characteristics:

- **size**: the logo must not exceed **1 Mb** n size
- **dimension**: the recommended dimension for this image is of **312** pixels wide x **104** pixels high
- **format**: the supported formats are **jpeg, gif, png, bmp, pgm** and **tiff**

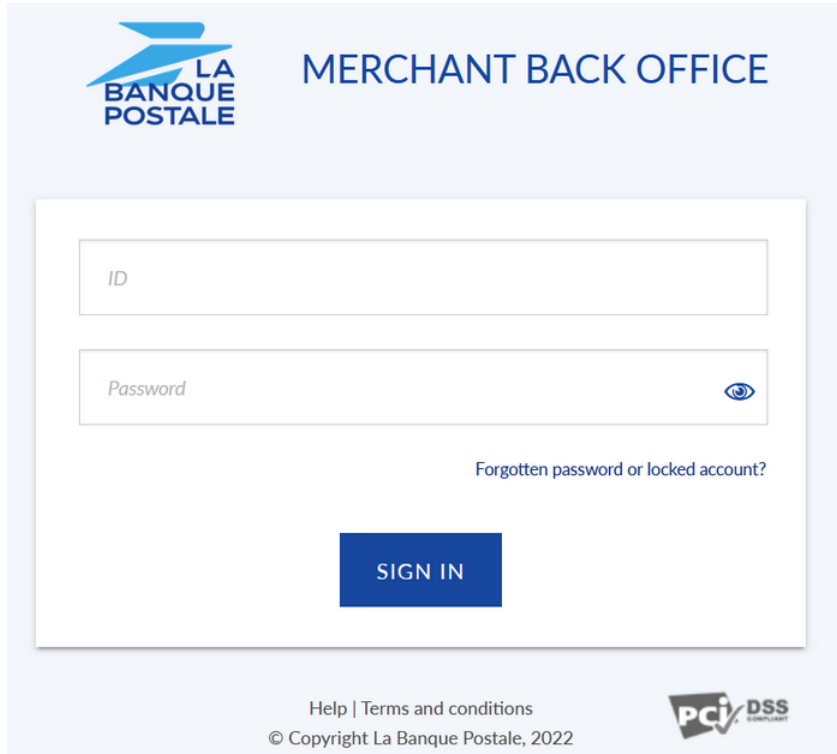
The merchant shall assume the full responsibility for using a logo.

### 3. SIGNING IN TO MERCHANT BACK OFFICE

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Sign in to the Back Office:

<https://scelliuspaiement.labanquepostale.fr/vads-merchant/>



The screenshot shows the login interface for the Merchant Back Office. At the top left is the La Banque Postale logo. To its right, the text 'MERCHANT BACK OFFICE' is displayed. Below the logo, there are two input fields: the first is labeled 'ID' and the second is labeled 'Password' with a visibility icon (an eye) on the right. Below the password field is a link that says 'Forgotten password or locked account?'. A blue 'SIGN IN' button is centered below the input fields. At the bottom of the page, there is a footer with the text 'Help | Terms and conditions' and '© Copyright La Banque Postale, 2022'. On the right side of the footer is the PCI DSS logo.

**1. Enter your login.**

The login is sent to the merchant's e-mail address (the subject of the e-mail is **Connection identifiers- [your shop name]**).

**2. Enter your password.**

The password is sent to the merchant's e-mail address (the subject of the e-mail is **Connection identifiers- [your shop name]**).

**3. Click Sign in.**

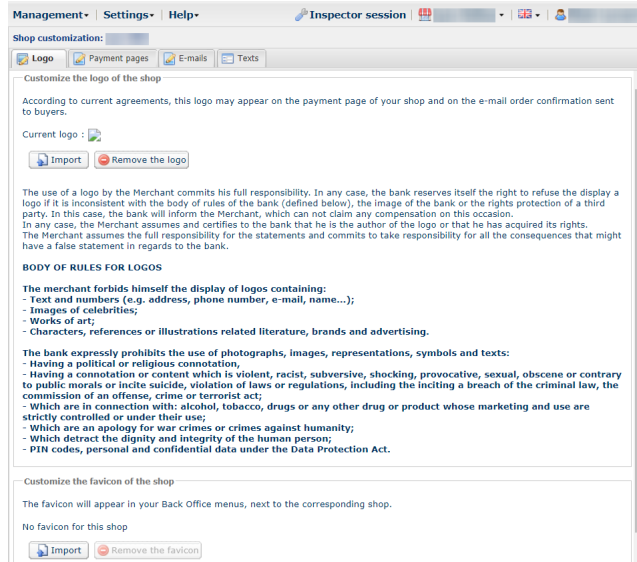
After 3 password entry errors, the user's account is locked. Click on the link **Forgotten password or locked account** to reset it.

## 4. ACCESSING LOGO CUSTOMIZATION

To access logo customization:

1. Select the **Settings > Customization > [your shop]**.

By default, the **Logo** tab appears.



2. Take the time to read the body of rules for logos before **Import** your logo.

## 5. INTEGRATING THE SHOP LOGO INTO E-MAILS AND PAYMENT PAGES

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1. Click on **Import** in the **Customize the logo of the shop** window.

The **Logo import** dialog box appears.

2. Click **Browse**.

**Note:**

- **size:** the logo must not exceed **1 Mb** n size
- **dimension:** the recommended dimension for this image is of **312** pixels wide x **104** pixels high
- **format:** the supported formats are **jpeg, gif, png, bmp, pgm** and **tiff**

3. Select the file.

The file name is displayed in the **Logo import** dialog box.

4. Click **Import** to finalize the selection.

A message appears to inform you of the status of the import.

Once the download is completed, the logo will be displayed in the tab.

**Note:**

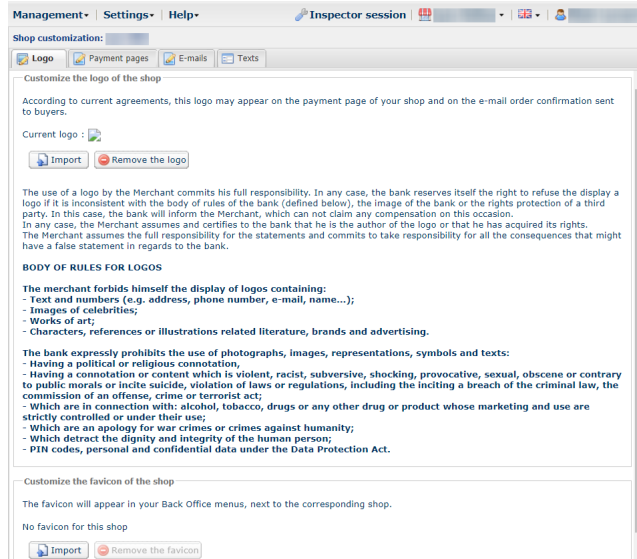
The logo is automatically resized to 104 pixels high \* 312 pixels wide and converted to PNG.

## 6. DELETING THE SHOP LOGO

To delete a previously imported logo:

1. Select the **Settings > Customization > [your shop]**.

By default, the **Logo** tab appears.



2. Click **Remove the logo**.
3. Confirm your choice by clicking **Yes**.

**Note:**

The message *No logo has been defined for this shop* appears in the **Customize the logo of the shop** view.



## 7. ICON CUSTOMIZATION

### 7.1. Where does favicon appears?

The favicons appear:

- in various menus of the Merchant Back Office such as **Settings**, **Risk assessment**, etc.
- in different windows of MOTO payment.
- in search panels.

### 7.2. Characteristics

In order to be imported, an icon must meet a certain number of characteristics:

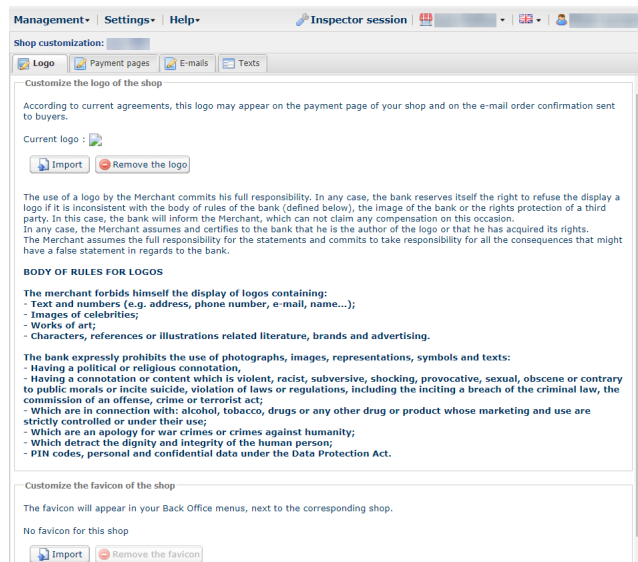
- size: the icon must not exceed **1 Mb** in size
- dimension: the recommended dimension for this image is of **16 x 16 mm**
- format: the supported formats **ico**, **jpeg**, **gif**, **png**, **bmp**, **pgm** and **tiff**.

### 7.3. Importing a favicon

To import an icon:

1. Select the **Settings > Customization > [your shop]**.

By default, the **Logo** tab appears.



2. Click **Import** in the **Customize the favicon of the shop** window.

The dialog box **Import of the favicon** appears.

3. Click **Browse**.

**Notes:**

- size: the icon must not exceed **1 Mb** in size

- dimension: the recommended dimension for this image is of **16 x 16 mm**
- format: the supported formats **ico, jpeg, gif, png, bmp, pgm** and **tiff**.

#### 4. Select the file.

The file name is displayed in the **Import of the favicon** dialog box.

#### 5. Click **Import** to finalize the selection.

A message appears to inform you of the status of the import.

**Note:**

The logo icon is automatically resized to **16 x 16 mm** and converted to **.ico**.

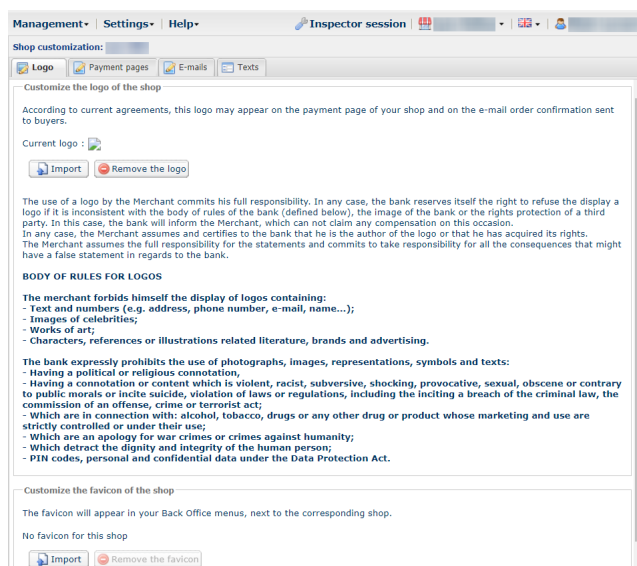
## 7.4. Deleting an icon

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To delete a previously imported icon:

### 1. Select the **Settings > Customization > [your shop]**.

By default, the **Logo** tab appears.



### 2. Click **Remove the favicon**.

### 3. Confirm your choice by clicking **Yes**.

## 8. TRACKING THE CHANGES MADE TO THE LOGO AND THE ICON

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1. Select the **Settings > Company** menu.

By default, the **Company details** tab appears.

2. Select the **Event log** tab.

All actions are recorded to allow full traceability of all changes made by every user.

## 9. OBTAINING HELP

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Looking for help? Check our FAQ on our website

<https://scelliuspaiement.labanquepostale.fr/doc/en-EN/faq/sitemap.html>

For any technical inquiries or if you need any help, contact [technical support](#).

In view of facilitating the processing of your requests, please specify your shop ID (an 8-digit number) in your query

This information is available in the “registration of your shop” e-mail or in the Merchant Back Office (**Settings > Shop > Configuration**).