



# CLEARCHOICE<sup>TM</sup>

## CPC-116 Wordpress Plugin Guide

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Technical guide intended to aid in the implementation of the ClearChoice CPC-116 Website Plugin on WordPress website

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Author:	<b>ClearChoice</b>
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## Introduction

This document is intended for a technical audience and aims to provide assistance when implementing the ClearChoice-116 website plugin on your WordPress website. Successful implementation will result in a “Charges” link being displayed on your website (typically in the footer section), which when interacted with will open a page that displays charging information. On initial installation, this charging information will simply inform the user that this content is being worked on, but after its installed, brokers will be given access to tailor this information to their business.



To install the ClearChoice CPC-116 plugin you will need to enter an API Key Code as a part of the process. You should have received this API Key from your ClearChoice representative. If you have not received this API Key, please contact us on [support@clearchoice.ie](mailto:support@clearchoice.ie)



Your API Key is associated individually to your website / domain. This key will not work if used on a website / domain other than the one its been configured to work with.

If your website uses the Wordpress content management system, you (or your website administrator) will likely be very familiar with the use of Wordpress plugins. Wordpress plugins are a core component of the creation / setup of Wordpress websites. The ClearChoice CPC-116 Wordpress plugin aims to simplify the process of allowing our customers to add CPC-116 compliance declarations to their websites. The installation of this plugin is very straight forward and takes less than 10 minutes to setup.

## Support

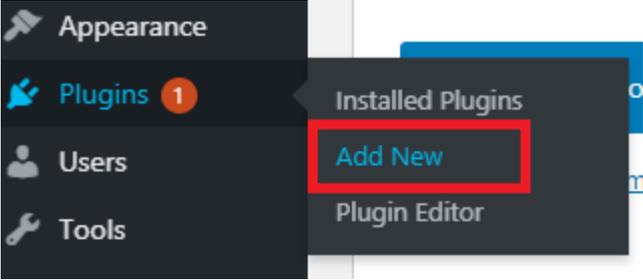
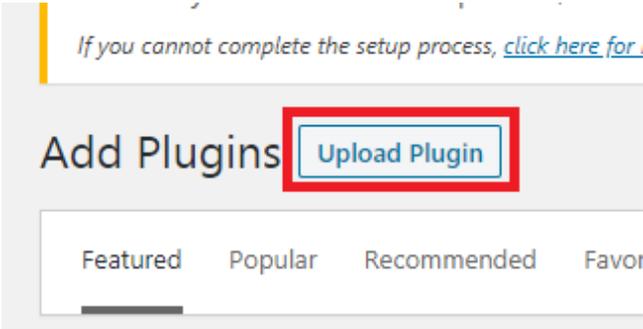
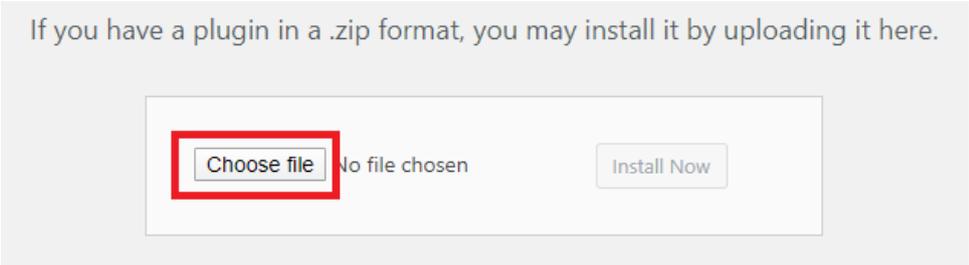
Naturally, every website is unique, and it’s reasonable to think that some people might have questions as they are implementing the steps below. If you do have queries, we would suggest that the quickest way to get an answer is to review the [FAQ section](#) below.

If you cannot find the answer to your question here, please send an email to [support@clearchoice.ie](mailto:support@clearchoice.ie). Our dedicated support team is standing by to work with you to resolve any issues that you may be experiencing.

Where possible, please avoid sending support requests directly to individual ClearChoice staff members as our experience has shown that doing so can often result in a slower response time

## WordPress Plugin – Step by Step Guide

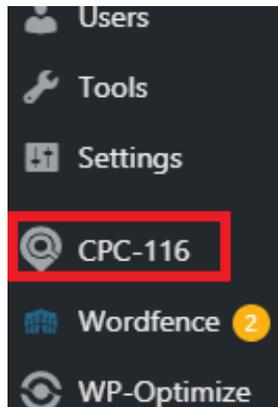
Step No.	Description
1	<p>Download the ClearChoice CPC-116 Wordpress Plugin ZIP file, and save it to your local file system. Click <a href="#">here</a> to download the file or alternatively, paste the URL below into your web browser.</p> <p style="text-align: center;"><b><a href="http://cpc116api.clearchoice.ie/plugins/wordpress/clearchoice-cpc116/releases/latest.php">cpc116api.clearchoice.ie/plugins/wordpress/clearchoice-cpc116/releases/latest.php</a></b></p> <p> Do not extract the contents of the ZIP file. The ZIP file (in its original state) will be required in a subsequent step below.</p> <p> From time to time, ClearChoice may issue updates to the CPC-116 plugin for Wordpress. The latest version will always be available at the URL / location outlined above.</p> <p> If you already have the ClearChoice CPC-116 plugin installed on your Wordpress website, you do not need to worry about downloading future updates to the plugin from the URL above. Once initially installed, the CPC-116 plugin will automatically notify you (within your Wordpress admin site) when an update is available and allow you to automatically install any such updates.</p>
2	<p>Login to the administrative section of your WordPress site. The URL is typically one similar to the example shown below (assuming your website is <i>www.AcmeBrokers.ie</i>)</p> <p style="text-align: center;"><b><a href="http://www.AcmeBrokers.ie/wp-admin">www.AcmeBrokers.ie/wp-admin</a></b></p> <p> The format of the administrative URL is based on a typical Wordpress installation. In some cases, this may have been changed to a non-standard URL to increase the security of your website.</p> <p>You will be prompted to enter your administrative username and password. If you do not know this information, please first contact the person or organisation that is responsible for creating / managing your website. If you continue to have issues acquiring the information, please contact <a href="mailto:support@clearchoice.ie">support@clearchoice.ie</a> and we will endeavour to assist if we can.</p>

3	<p>Once you have successfully logged into your Wordpress administrative site, look for the menu item called "Plugins". Typically, this appears on the menu on the left hand side of the screen.</p> <p>Click the "<b>Plugins</b>" menu option and the select the, "<b>Add New</b>" sub-menu option.</p>  <p>The image shows a dark sidebar menu with icons for Appearance, Plugins (with a red notification badge '1'), Users, and Tools. A sub-menu is open for 'Plugins', showing 'Installed Plugins', 'Add New' (highlighted with a red box), and 'Plugin Editor'.</p>
4	<p>You should now see an option / button to allow you to upload a plugin. Click on the "<b>Upload Plugin</b>" button.</p>  <p>The image shows the 'Add Plugins' section of the WordPress dashboard. It includes a link for setup issues, the 'Add Plugins' heading, and a button labeled 'Upload Plugin' (highlighted with a red box). Below are tabs for 'Featured', 'Popular', 'Recommended', and 'Favorite'.</p>
5	<p>Click on the "<b>Choose File</b>" button, and choose the ZIP file that you downloaded in Step 1 above.</p>  <p>The image shows the plugin upload form with the text: 'If you have a plugin in a .zip format, you may install it by uploading it here.' Below is a file selection area with a 'Choose file' button (highlighted with a red box), the text 'No file chosen', and an 'Install Now' button.</p>

6	<p>Once you have selected the file, click on the <b>“Install Now”</b> button.</p> <div data-bbox="424 300 1259 533" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>If you have a plugin in a .zip format, you may install it by uploading it here.</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center; justify-content: center;"> <input type="button" value="Choose file"/> clearchoice-cpc116.zip <input style="border: 2px solid red;" type="button" value="Install Now"/> </div> </div> <p style="text-align: center;">↑ Zip file that was selected from step 5</p>
7	<p>Having installed the plugin from the previous step, you should see a message that confirms that the plugin was successfully installed. Now you need to activate the plugin by clicking on the <b>“Activate Plugin”</b> button.</p> <div data-bbox="424 819 1259 1072" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Installing Plugin from uploaded file: clearchoice-cpc116.zip</p> <p>Unpacking the package...</p> <p>Installing the plugin...</p> <p>Plugin installed successfully.</p> <div style="display: flex; align-items: center;"> <input style="border: 2px solid red;" type="button" value="Activate Plugin"/> <span style="margin-left: 20px;"><a href="#">Return to Plugin Installer</a></span> </div> </div>
8	<p>Having successfully activated the plugin, you should now be presented with an error message that informs you that you need to configure the plugin.</p> <div data-bbox="296 1252 1386 1458" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Plugins <input type="button" value="Add New"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="color: red; margin: 0;">You must configure the ClearChoice CPC-116 plugin and specify a valid API Key. Please contact your ClearChoice representative to obtain one.</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="color: green; margin: 0;">Plugin activated.</p> </div> </div>

To configure the plugin, simply click the newly added “CPC-116” menu item that should now be visible on the left menu of your Wordpress admin site.

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You will be presented with the Plugin Setting Screen, as shown below.

Please enter the API key that was provided to you by your ClearChoice representative and click the “Save Settings” button.

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A screenshot of the 'Plugin Settings' screen for the ClearChoice CPC-116 plugin. The screen displays a message: 'You must configure the ClearChoice CPC-116 plugin and specify a valid API Key. Please contact your ClearChoice representative to obtain one.' Below this, the 'ClearChoice CPC-116' settings are shown. The 'API Key' field contains the placeholder text 'aaaa-bbbb-cccc-dddd-eeee-ffff-gggg' and is highlighted with a red box. The 'API Endpoint' field is empty. The 'Clear Cache' section has an unchecked checkbox labeled 'Force clearing of the local CPC 116 data cache. Only choose this option if requested to do so by your ClearChoice representative'. A 'Save Settings' button is at the bottom.

The “API Endpoint” and “Clear Cache” options should be left blank / unticked unless you have been given a specific instruction by your ClearChoice representative to enter specific values in these fields.

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At this point your ClearChoice CPC-116 plugin should be correctly installed. The next step is to choose where you wish to place a specific link on the footer of your website (or elsewhere), that users can click on to view your charges.

This is accomplished by adding a Wordpress “shortcode” to the relevant location where you wish the content to be displayed.



The following steps are shown as an illustrative guide only. You should contact your website designer / developer for assistance in placing the Wordpress “shortcode” in an appropriate location on your website.

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The following steps assume that you wish to place the link to the CPC-116 content in the footer of your website. They further assume that you know how to (and are comfortable with) editing an existing page / content block on your Wordpress website.

From within your Wordpress admin site, find the page / settings that govern the content of your websites footer and edit this page / setting / content block.

Examine the existing content and using an appropriate mechanism either choose to inset a wordpress “shortcode” or explicitly type in the shortcode text below:

**[cc-cpc116-link]**

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Save your page / settings / content block for the footer and now preview your site. If everything has worked correctly, the footer area of your website should now have a hyperlink called “Charges”.

Clicking on the “Charges” hyperlink should bring you to a page that initially displays a message indicating:

**“We are currently working to update this information on our website. Please check back soon.”**

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Let us know that you have successfully implemented the plugin and can see the message above by sending an email to [support@clearchoice.ie](mailto:support@clearchoice.ie) stating

“Website plugin installed on: [www.yourwebsitename.ie](http://www.yourwebsitename.ie)

## Frequently Asked Questions

This section will be updated periodically over time.

If you cannot find the answer to your question in this document, please send an email to [support@clearchoice.ie](mailto:support@clearchoice.ie). Our dedicated support team is standing by to work with you to resolve any issues that you may be experiencing.

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