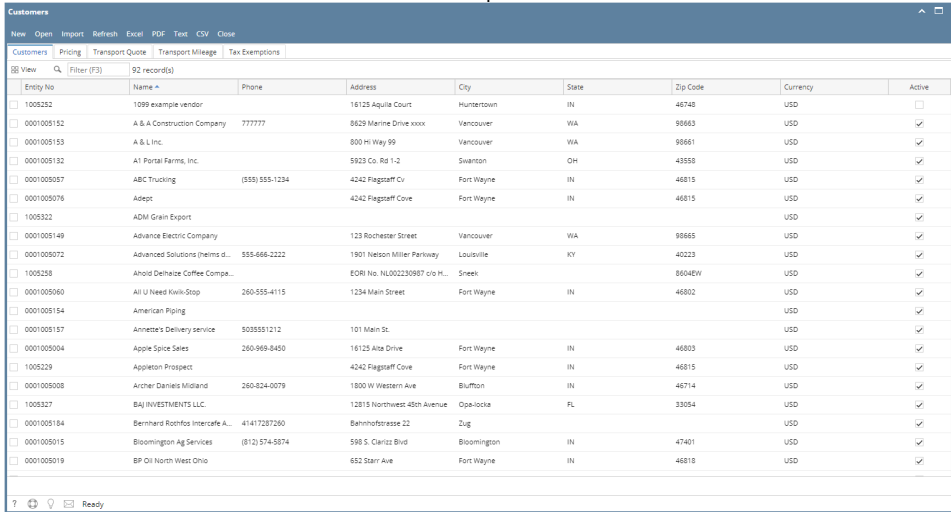


How to Add Credit Card to Customer

Here are the steps on how to add a credit card to the customer:

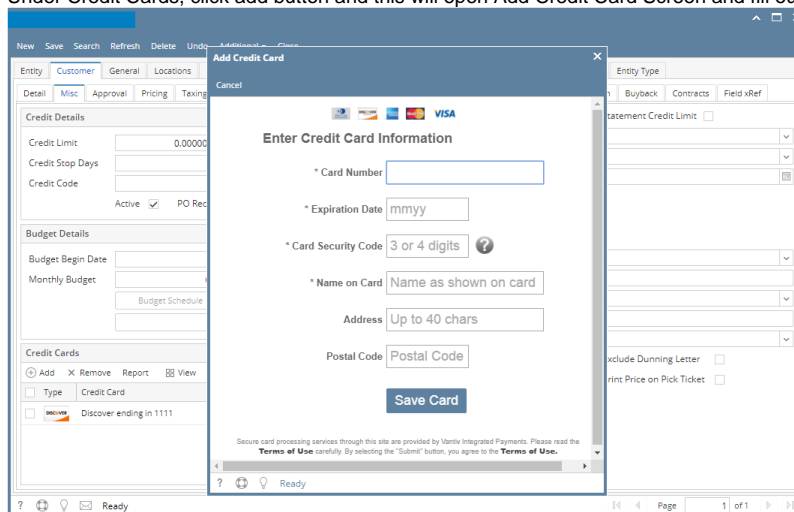
1. Click the **Sales menu** and Click Customers. This will open the Customer Search screen.



The screenshot shows the 'Customers' window with a table of 92 records. The table has columns for Entity No, Name, Phone, Address, City, State, Zip Code, Currency, and Active. The first few rows are as follows:

Entity No	Name	Phone	Address	City	State	Zip Code	Currency	Active
1005262	1099 example vendor		16125 Aquila Court	Hunterstown	IN	46748	USD	<input type="checkbox"/>
0001005152	A & A Construction Company	777777	8629 Marine Drive xxxx	Vancouver	WA	98663	USD	<input checked="" type="checkbox"/>
0001005153	A & L Inc.		800 Hi Way 99	Vancouver	WA	98661	USD	<input checked="" type="checkbox"/>
0001005132	AI Portal Farms, Inc.		5923 Co. Rd 1-2	Swanton	OH	43858	USD	<input checked="" type="checkbox"/>
0001005087	ABC Trucking	(555) 555-1234	4242 Flagstaff Cv	Fort Wayne	IN	46815	USD	<input checked="" type="checkbox"/>
0001005076	Adept		4242 Flagstaff Cove	Fort Wayne	IN	46815	USD	<input checked="" type="checkbox"/>
1005322	ADM Grain Export						USD	<input checked="" type="checkbox"/>
0001005149	Advance Electric Company		123 Rochester Street	Vancouver	WA	98665	USD	<input checked="" type="checkbox"/>
0001005072	Advanced Solutions (helmo d...	555-666-2222	1901 Nelson Miller Parkway	Louisville	KY	40223	USD	<input checked="" type="checkbox"/>
1005258	Aroid Dehaize Coffee Compa...		EORI No. NL002230987 c/o H...	Sneek		8604EW	USD	<input checked="" type="checkbox"/>
0001005060	All U Need Kwik-Stop	260-555-4115	1234 Main Street	Fort Wayne	IN	46802	USD	<input checked="" type="checkbox"/>
0001005184	American Piping						USD	<input checked="" type="checkbox"/>
0001005197	Annettes Delivery service	\$035551212	101 Main St				USD	<input checked="" type="checkbox"/>
0001005004	Apple Spice Sales	260-969-8450	16125 Alta Drive	Fort Wayne	IN	46803	USD	<input checked="" type="checkbox"/>
1005229	Appleton Prospect		4242 Flagstaff Cove	Fort Wayne	IN	46815	USD	<input checked="" type="checkbox"/>
0001005008	Archer Daniels Midland	260-824-0079	1800 W Western Ave	Bluffton	IN	46714	USD	<input checked="" type="checkbox"/>
1005327	BAJ INVESTMENTS LLC.		12015 Northwest 45th Avenue	Opa-locka	FL	33054	USD	<input checked="" type="checkbox"/>
0001005184	Bernhard Romfos Intercafe A...	41417287280	Bahnhofstrasse 22	Zug			USD	<input checked="" type="checkbox"/>
0001005015	Bloomington Ag Services	(812) 574-5874	598 S. Clarice Blvd	Bloomington	IN	47401	USD	<input checked="" type="checkbox"/>
0001005019	BP Oil North West Ohio		652 Starr Ave	Fort Wayne	IN	46818	USD	<input checked="" type="checkbox"/>

2. Select Customer and click open toolbar button.
3. Navigate to **Customer tab | Misc tab**
 - a. Under Credit Cards, click add button and this will open Add Credit Card Screen and fill out the required fields.



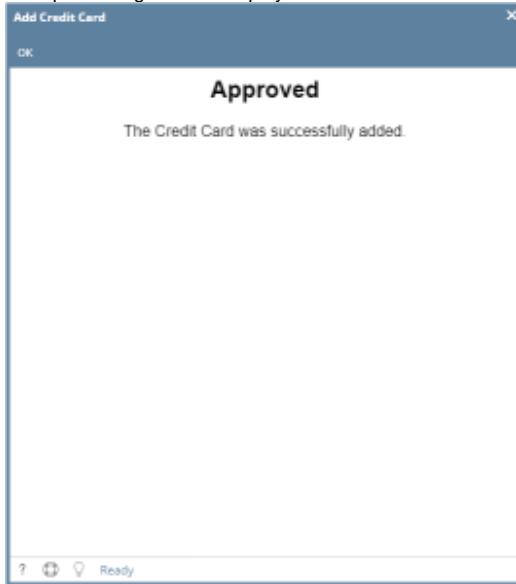
The screenshot shows the 'Add Credit Card' window with the 'Enter Credit Card Information' dialog box open. The dialog box contains the following fields:

- * Card Number
- * Expiration Date (mm/yy)
- * Card Security Code (3 or 4 digits)
- * Name on Card (Name as shown on card)
- Address (Up to 40 chars)
- Postal Code (Postal Code)

There is a 'Save Card' button at the bottom of the dialog box. The background window shows the 'Credit Cards' section with an 'Add' button.

- b. Click **Save Card**

- c. Prompt message will be displayed once card is successfully added



- d. Click **Ok** toolbar button and Add Credit Card screen will be closed. Added credit card is now available under Credit Cards grid.

