



CLEARENT™ LEARNING

Virtual Terminal User Guide

12.14.20

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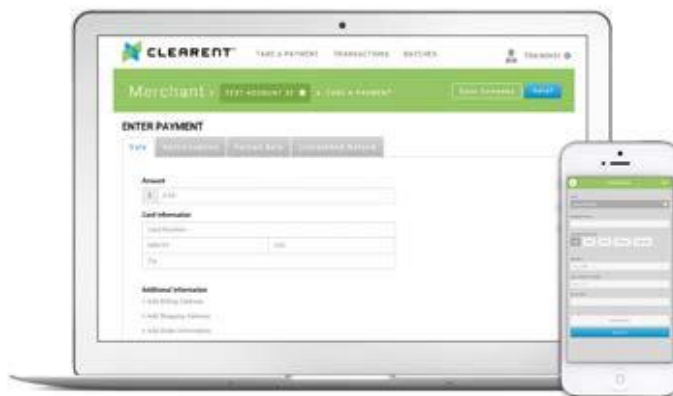
Virtual Terminal User Guide

Overview

With the Clearent Virtual Terminal, merchants can accept credit card payments using the web browser on a computer, tablet, or mobile device. In this guide, you will find step-by-step instructions for using the Virtual Terminal. If you have questions or need more information, please contact the Clearent Virtual Terminal Support team at virtualterminal@clearent.com.

In this guide you will learn how to:

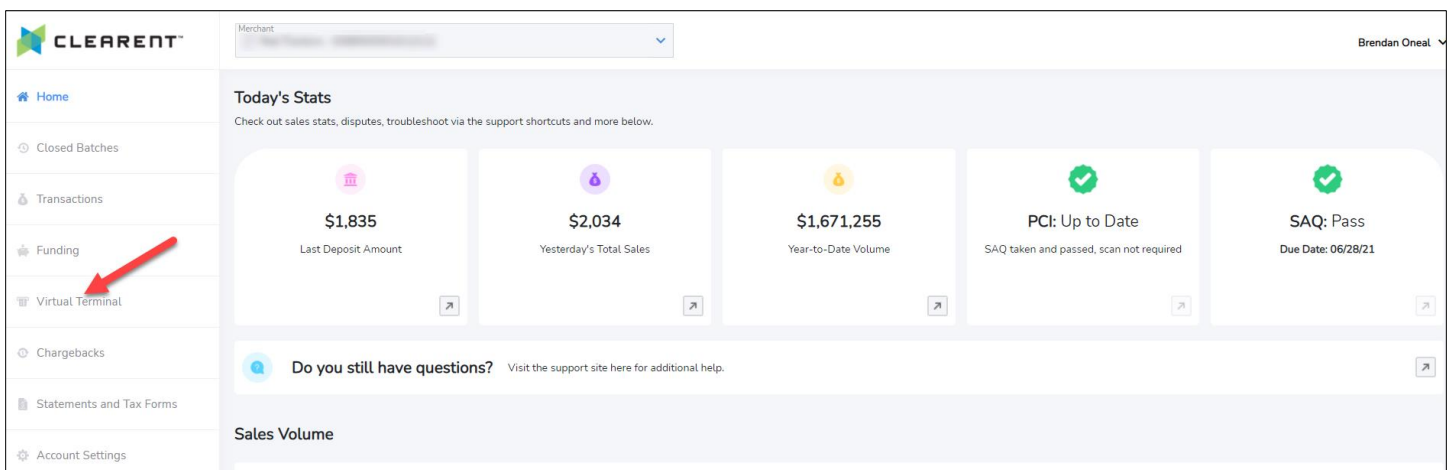
- Sign In
- Modify Default Settings
- Take a Payment
- Select Receipt Options
- Void a Transaction
- Refund a Transaction
- Identify Pending Authorizations
- Process Recurring Payments
- Process Ad-Hoc Card On File Payments



How to Sign In

To begin, the Virtual Terminal (VT) is accessible through the Home screen of Compass.

Click on the Virtual Terminal option as shown below and a new tab opens taking the user to the Virtual Terminal Home Page.



Default Settings

1. Select the drop-down arrow next to your Username to reveal the “Settings” section.
2. Select “Settings.”

CLEARENT™ TAKE A PAYMENT TRANSACTIONS BATCHES CUSTOMERS PLANS

BED BUG PLANET > BED BUG PLANET 2

Open Compass

PBURCH ▾

SETTINGS
LOGOUT

ENTER PAYMENT

Sale Authorization Forced Sale Unmatched Refund

Card Information Swipe Card Find Customer

Card Number
MM/YY CSC
Zip

Amount ☐ Tax Exempt

Amount	0.00
Sales Tax	0.00
Tip	0.00

Total Amount To Charge To Card
\$ 0.00

Additional Information
 + Add Billing Address
 + Add Shipping Address
 + Add Order Information

Run Transaction

General Settings

Within the “General” tab, the following options are available:

- Terminal Name – This is the terminal name used on receipts
- Time Zone - This is the time zone displayed within the Virtual Terminal
- Enable Auto Close Batch – When auto close is turned on, the Gateway will automatically submit open batches of transactions for settlement at a designated time each day
- Auto Close Batch Time – Select the time you want to auto close batches
- Enable Batch Close Report – Select to enable automatic sending of daily batch reports via email
- Batch Report Recipients – Enter and add the email address for each person who should receive the daily batch report

CLEARANT TAKE A PAYMENT TRANSACTIONS BATCHES

BED BUG PLANET > BED BUG PLANET 1 Open Compass Help?

SETTINGS

General **Address Verification (AVS)** Card Security Code (CSC)

Merchant DBA Name: Bed Bug Planet

Terminal Name: Bed Bug Planet 1

Merchant ID: 000000502914

Terminal ID: 22122220

Time Zone: Default (UTC)

Enable Recurring Payment Services: ☐

Enable Auto Close Batch (UTC): ☒ 10 : 00 PM

Enable Batch Close Report (UTC): ☒ 11:00 PM
When auto-batch is enabled, batch close report is generated approximately 1 hour after batch close.

Batch Report Recipients:

Recipient's email address: Add

youremail@yourcompany.com Remove

Save All

Address Verification (AVS)

Address Verification (AVS) is a security feature designed to reduce fraud. AVS helps ensure that the customer using the credit card is the actual owner of the card by matching the billing address entered with the address on file at the cardholder's issuing bank. AVS information is also required to reduce processing costs for key entered, card not present, and e-commerce transactions.

Within the "Address Verification (AVS)" tab the following options are available:

1. Enable AVS – The default setting for CSC is **Disabled**.
 - a) When AVS is disabled, Clearant will not stop transactions that receive an approval from the cardholder's issuing bank. Clearant will send the address information if it is provided, which may be used by the bank in making its approval decision.
 - b) When AVS is enabled, Clearant will void the transaction unless certain AVS responses are received, even when the transaction receives an approval from the cardholder's issuing bank.
2. If AVS is **enabled** – the following AVS options will be selected by default. For advanced users, these are the standard AVS response codes used by the payment networks and issuing banks.

CLEARENT TAKE A PAYMENT TRANSACTIONS BATCHES CUSTOMERS PLANS

BED BUG PLANET > BED BUG PLANET 2 Open Compass Help?

SETTINGS

General Address Verification (AVS) Card Security Code (CSC) Hosted Payment Page (HPP)

When AVS is enabled, Clearent will void the transaction unless certain AVS responses are received, even when the transaction receives an approval from the cardholder's issuing bank.

☒ Enable AVS

ALLOW APPROVAL OF TRANSACTIONS WHEN...	AVS CODE
<input checked="" type="checkbox"/> Match of address and 9-digit zip code	X
<input checked="" type="checkbox"/> Match of address and 5-digit zip code	Y
<input checked="" type="checkbox"/> Match of 9-digit zip code; address does not match	W
<input checked="" type="checkbox"/> Match of 5-digit zip code; address does not match	Z
<input type="checkbox"/> Address: Address Matches ZIP Does Not Match	A
<input type="checkbox"/> No: Address and ZIP Do Not Match	N
<input type="checkbox"/> Address information not verified	G
<input type="checkbox"/> Service Not Supported: Issuer does not support address verification	S
<input checked="" type="checkbox"/> Address information is unavailable	U
<input type="checkbox"/> Error: Transaction ineligible for address verification	E
<input type="checkbox"/> Retry: System Unavailable or Timeout	R

Cad Security Code (CSC)

Card Security Code (CSC) is a security feature designed to reduce fraud. The CSC is a 3 or 4-digit number on the card, which is used to verify that the customer has the card in his or her possession. The CSC is printed on the back of the card in the signature panel for Visa, MasterCard, and Discover. The CSC is printed on the front of American Express cards in the upper right. The CSC has different names used by different networks. For example, Visa calls it the Card Verification Value (CVV2) and MasterCard calls it the Card Validation Code (CVC2).

Within the "Card Security Code (CSC)" tab the following options are available:

1. Enable CSC – The default setting for CSC is **Disabled**.
 - a) When CSC is **enabled**, Clearent will void the transaction for any CSC responses that are not allowed, even if the transaction receives an approval from the cardholder's issuing bank.
 - b) When CSC is **disabled**, Clearent will not stop transactions that receive an approval from the cardholder's issuing bank. Clearent will send the CSC if it is provided, which may be used by the bank in making its approval decision.
2. If CSC is **enabled** – the following CSC options will be selected by default. For advanced users, these are the standard CSC response codes used by the payment networks and issuing banks.

CLEARENT™ TAKE A PAYMENT TRANSACTIONS BATCHES CUSTOMERS PLANS PBURCH

BED BUG PLANET > BED BUG PLANET 2 Open Compass Help?

SETTINGS

General Address Verification (AVS) **Card Security Code (CSC)** Hosted Payment Page (HPP)

When CSC is enabled, Clearent will void the transaction for any CSC responses that are not allowed, even if the transaction receives an approval from the cardholder's issuing bank.

☒ Enable CSC

ALLOW APPROVAL OF TRANSACTIONS WHEN...	CSC CODE
<input checked="" type="checkbox"/> The CSC matches the issuing bank's records	M
<input type="checkbox"/> The CSC does not match the issuing bank's records	N
<input checked="" type="checkbox"/> The CSC was not processed	P
<input type="checkbox"/> The card should have a CSC, but merchant indicated it was not present	S
<input checked="" type="checkbox"/> Card issuing bank does not participate	U
<input checked="" type="checkbox"/> Unknown / No response	X

Save All

Hosted Payment Page (HPP)

If you have signed up for Clearent's Hosted Payment Page (HPP) you will find this tab under Settings.

Within the "Hosted Payment Page (HPP)" tab the following options are available:

1. Enable HPP – The default setting for CSC is **Enabled** and is initially set by our provisioning team.
 - a) To disable HPP, uncheck the Enabled box and select "Save All."
2. Hosted Payment Page Domain – This is the website URL where you will use the Hosted Payment Page. This is initially set by our provisioning team.
 - a) To change the website URL, replace the URL in the dialog box and select "Save All."
3. Public Key – You will use this public key in your code so we can link your Hosted Payment Page to your account. Please do not publish this key outside of your code.
 - a) To copy the public key to your clipboard, select the clipboard icon.

CLEARENT™ TAKE A PAYMENT TRANSACTIONS BATCHES CUSTOMERS PLANS PBURCH

BED BUG PLANET > BED BUG PLANET 2 Open Compass Help?

SETTINGS

General Address Verification (AVS) Card Security Code (CSC) **Hosted Payment Page (HPP)**

Enabled ☒

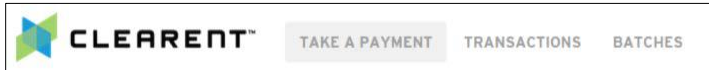
Hosted Payment Page Domain

Public Key

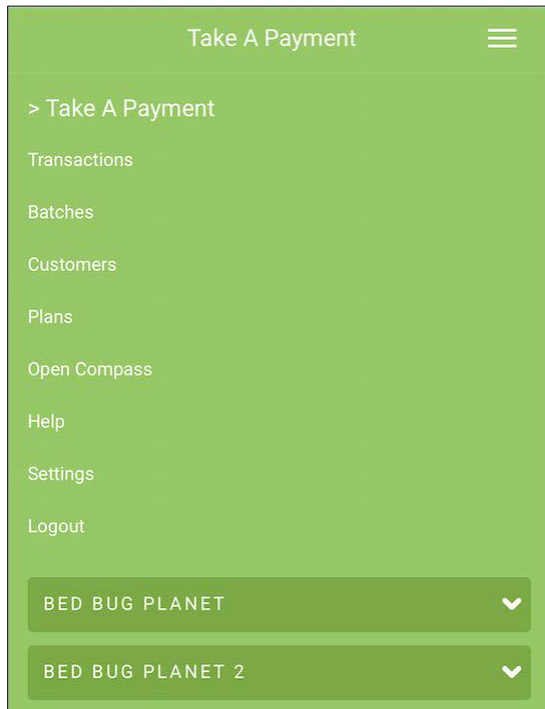
Save All

Take a Payment

1. After you sign in, select a MID and a TID, if there is more than one option.
2. By default, "Take a Payment" is selected when you sign in
 - a) PC View



- b) Mobile View



3. Select the payment type
4. Enter the amount
5. Enter the card information, or if you have an encrypted card reader attached to your device, click the "Swipe" button
 - a) At a minimum, you must complete the following fields:
 - i) Amount
 - ii) Card Number
 - iii) Expiration – MM/YY
 - iv) CSC – Security code on the back of the card
 - b) You can also add information such as a billing address, shipping address, or additional order information.

Select Receipt Options

After a successful transaction, you can print or email the receipt from the Transaction Detail page.

1. If you need a receipt for a transaction later, you can search for the transaction and navigate to the Transaction Detail page to email or print the receipt. To begin your search, select “Transaction” in the main navigation at the top of the screen, or from the hamburger menu on a mobile device.
2. Use the filters to help find the appropriate transaction

3. When you see the transaction you want, simply click on the corresponding row.

TRANSACTION ID	AMOUNT	LAST 4 DIGITS OF CARD	TRANSACTION TYPE	AUTH CODE	DATE	STATUS	
333256	\$5.00	1111	Sale	TAS618	09/12/2016 at 2:11 PM	Transaction approved	Void ▾
332055	\$3.33	1111	Void	TAS094	09/08/2016 at 8:17 PM	Advice accepted	
332051	\$3.33	1111	Sale	TAS094	09/08/2016 at 8:16 PM	Transaction approved	VOIDED
332047	\$3.33	1111	Sale	TAS086	09/08/2016 at 8:16 PM	Transaction approved	Void ▾
332046	\$3.33	1111	Sale		09/08/2016 at 8:16 PM	Could not decrypt card data	
332045	\$3.33	1111	Unmatched Refund	392954	09/08/2016 at 8:16 PM	Transaction approved	

4. The transaction page for your chosen transaction appears. In the right corner of the screen, you will see the option to print or email the receipt.

The screenshot shows a web interface for a transaction. At the top, there are two green tabs labeled 'BED BUG PLANET' and 'BED BUG PLANET 1', with an 'Open Compass' button to the right. Below the tabs, there are two buttons: 'Void' and 'Refund'. To the right of these is a button labeled 'Print/Email Receipt', which is highlighted with a red rectangle. The main content area displays 'TRANSACTION: 333256' followed by details: Amount: 5.00, Type: SALE, Card: **** * 1111 VISA, Result: Transaction approved, Batch: 000125, Entry Method: 0, and Auth Code: TAS618. At the bottom, under 'ORDER INFORMATION', the Order ID is 333256.

5. Click on the button and you will have the option to print a customer receipt that has a signature line for the customer to sign or a business receipt for the business' records. You may also choose to print both types of receipts. If you would like to email the receipt, enter the email address for the recipient and click "Email." If you are enrolled in Clearent's Cash Discount Program, the receipt will also include the service fee and cash discount on emailed and printed receipts.

Regular Receipt

Print Email Address... Email

RECEIPT PRINTING

BUSINESS COPY

BED BUG PLANET 1
4023 MacArthur Ave
Richmond, MO 23227

Transaction ID: 333256
09/12/2016 02:11 PM

Order id: 333256

SALE APPROVED
1111
AUTH: TAS618

Amount: \$5.00

X _____

Important: retain this copy for your record

CUSTOMER COPY

BED BUG PLANET 1
4023 MacArthur Ave
Richmond, MO 23227

Transaction ID: 333256
09/12/2016 02:11 PM

Order id: 333256

SALE APPROVED
1111
AUTH: TAS618


Amount: \$5.00


Important: retain this copy for your record

Cash Discount Receipt (service fee applied)

BUSINESS COPY

CLEAR FITNESS
4023 MacArthur Ave
Richmond, MO 23227
(804) 303-2751

Terminal: Clear Fitness O'Fallon
Transaction ID: 2053766
Transaction Date: 09/11/2018 10:05 AM
Transaction Type: SALE - APPROVED
Card Number: **** * 5439 
AUTH: TAS383


Amount: \$ 5 0 . 0 0
Service Fee: \$ 1 . 9 5 
Total: \$ 5 1 . 9 5


I agree to pay the above total amount according to the card issuer agreement.

X _____

CUSTOMER COPY

CLEAR FITNESS
4023 MacArthur Ave
Richmond, MO 23227
(804) 303-2751

Terminal: Clear Fitness O'Fallon
Transaction ID: 2053766
Transaction Date: 09/11/2018 10:05 AM
Transaction Type: SALE - APPROVED
Card Number: **** * 5439 
AUTH: TAS383

Amount: \$ 5 0 . 0 0
Service Fee: \$ 1 . 9 5 
Total: \$ 5 1 . 9 5

Important: Retain this copy for your records

Void a Transaction

1. Find the transaction using the transaction search functionality.
2. Use the filters to find the transaction to void.

DATE
Last 180 Days

TRANSACTION ID

AMOUNT
e.g. 2.00

TRANSACTION TYPE
All Sale Auth Refund Capture Pending Auth

LAST 4 DIGITS OF CARD
e.g. 1111

AUTH CODE

More Filters Choose Columns Search

3. Locate the correct transaction from the list. On the right-hand side of the list there is a drop-down menu with follow-on transaction options. "Void" will be an option if the transaction hasn't been settled in a batch.

333256	\$5.00	Sale	TAS618	09/12/2016 at 2:11 PM	Transaction approved				Void
332051	\$3.33	Sale	TAS094	09/08/2016 at 8:16 PM	Transaction approved	771	703	William Biller 123 Bill St. Richmond, MO 85284	VISA VOIDED

Refund a Transaction

There are two types of refunds - matched refunds and unmatched refunds. The refund described below is for a matched refund, which means that the refund is for a specific transaction and the card does not need to be represented in order to complete the refund. The amount of the refund can be for a partial amount or the entire transaction. It cannot be for more than the original transaction.

An unmatched refund is a credit on an account and is not related to any previous transaction. This type of transaction is also highly associated with employee fraud, so by default the ability to perform unmatched refunds is turned off for most accounts. If you need it turned on, please contact the Clearent Virtual Terminal Support team at virtualterminal@clearent.com.

1. Find the transaction you wish to refund by using the Transaction search feature as described above.
2. Once you find the transaction, click on the drop-down menu and select "Refund".

TRANSACTION ID	AMOUNT	LAST 4 DIGITS OF CARD	TRANSACTION TYPE	AUTH CODE	DATE	STATUS	
333256	\$5.00	1111	Sale	TAS618	09/12/2016 at 2:11 PM	Transaction approved	Void
332055	\$3.33	1111	Void	TAS094	09/08/2016 at 8:17 PM	Advice accepted	Refund
332051	\$3.33	1111	Sale	TAS094	09/08/2016 at 8:16 PM	Transaction approved	VOIDED
332047	\$3.33	1111	Sale	TAS086	09/08/2016 at 8:16 PM	Transaction approved	Void
332046	\$3.33	1111	Sale		09/08/2016 at 8:16 PM	Could not decrypt card data	

3. Click on "Refund" and a new window will appear. The amount will be for the full amount by default. If you want to change the amount, simply click in the "Amount" field, and change the amount. You can add notes to the transaction as well. Then click "Process Refund" to complete the transaction.

BED BUG PLANET > BED BUG PLANET 1

Open Compass

REFUND: 333256
Amount:

Comments:

Process Refund Go Back

TRANSACTION: 333256
Amount: 5.00
Type: SALE
Card: **** * 1111 VISA
Result: Transaction approved
Batch: 000125
Entry Method: 0
Auth Code: TAS618
ORDER INFORMATION
Order ID: 333256

Identify Pending Authorizations

Businesses that run authorizations and capture the amount later can occasionally miss an authorization. Clearent has created a filter in the Transaction search to make sure that doesn't happen to your business.

1. Click on the "Transactions" link in the top menu.
2. Click on the "Pending Auth" button in the transaction search area and then click "Search."

BED BUG PLANET > BED BUG PLANET 1

Open Compass

DATE: Last 180 Days

TRANSACTION ID:

TRANSACTION TYPE: All Sale Auth Refund Capture **Pending Auth**

AMOUNT: e.g. 2.00

LAST 4 DIGITS OF CARD: e.g. 1111

AUTH CODE:

More Filters Choose Columns Search

- The results include transactions that have not been captured. You can capture an authorization for less than the full amount or the full amount. To capture more than the full amount, you can add a tip. Simply click the "Capture" button on the right, enter a tip (if necessary) and click "Process Capture".

TRANSACTION ID	AMOUNT	TRANSACTION TYPE	AUTH CODE	DATE	STATUS	INVOICE	PURCHASE ORDER	BILLING ADDRESS	CARD BRAND	
332009	\$3.33	Auth	TAS950	09/08/2016 at 8:15 PM	Transaction approved				VISA	Capture
332001	\$3.33	Auth	TAS915	09/08/2016 at 8:13 PM	Transaction approved				VISA	Capture
332023	\$3.33	Auth	TAS992	09/08/2016 at 8:12 PM	Transaction approved				VISA	Capture
331969	\$3.33	Auth	TAS935	09/08/2016 at 8:03 PM	Transaction approved				VISA	Capture
331962	\$3.33	Auth	TAS922	09/08/2016 at 8:02 PM	Transaction approved				VISA	Capture

CLEARRENT TAKE A PAYMENT TRANSACTIONS BATCHES CUSTOMERS PLANS

BED BUG PLANET > BED BUG PLANET 2

Open Compass

CAPTURE: 371327

Amount: 0.50

Tip Amount:

Comments: Capture an Authorization for Less

Process Capture Go Back

TRANSACTION: 371327

Amount: 1.00

Date: 11/15/2016 08:58 AM

Type: AUTH

Card: **** * 1111 VISA

Result: Transaction approved

Entry Method: 0

Auth Code: TAS910

ORDER INFORMATION

Order ID: 371327

Recurring Payments

Clearrent's Virtual Terminal supports setting up recurring payments for your customers. Please note that this functionality is not enabled by default and requires additional setup. This guide will show you how to create a customer, add card details, and set up a recurring payment plan for the customer.

- Select "Customers" from the main navigation
- Select "Add Customer"

CLEARRENT TAKE A PAYMENT TRANSACTIONS BATCHES CUSTOMERS PLANS

BED BUG PLANET > BED BUG PLANET 2

Open Compass Help?

FIRST NAME:

LAST NAME:

CUSTOMER ID:

EMAIL ADDRESS:

Search

NAME EMAIL ADDRESS PHONE BILLING ADDRESS

John Cochtesten2 john@local.none (314) 555-1212 \$

John Cochtesten john@local.none (314) 555-1212 \$

+ ADD CUSTOMER

3. Enter the customer details and select “Save Customer.”

A form for creating a new customer. It includes fields for First Name (John), Last Name (Cochtosten2), E-Mail Address (john@local.none), and Phone Number (3145551212). Below these is a Comments field with the placeholder text "Extra comments in regards to the customer:". Further down are sections for Billing Address and Shipping Address. The Shipping Address section is active and contains fields for First Name (John), Last Name (Cochtosten2), Street (123 Anywhere), City (Atlanta), State (Georgia), and Zip (30350). At the bottom are two buttons: "Delete Customer?" and "Save Customer". A red arrow points to the "Save Customer" button.

4. Select “Add Card.”

A customer profile page for JOHN COCHTOSTEN. The header shows a back arrow, a profile icon, and the customer's name and email (JOHN@LOCAL.NONE). Below the header are two main sections: "CUSTOMER DETAILS" and "CARDS". The "CUSTOMER DETAILS" section has a sub-header with a dollar sign and a pencil icon, and contains fields for Phone (314) 555-1212, Billing, Shipping, and Comments. The "CARDS" section has a sub-header with a dollar sign, a pencil icon, and a trash icon, and contains a card with number 1111, type VISA, and status recurring. A red arrow points to a "+ ADD CARD" button in the top right corner of the "CARDS" section. Below these sections is a "RECENT TRANSACTIONS" section with a link to "ALL TRANSACTIONS >" and a message "No transactions found".

5. Add customer card details and select “Add Card.” In the “Description” field we recommend entering a description that indicates the card is “For Recurring Payments” or something similar.

The same customer profile page as in step 4, but with the "Add Card" modal open. The modal has a "Card Details" section with fields for Card Type (VISA), Card Number (4111 1111 1111 1111), Expiration Date (12/19), and CVV (123). There is also a "Description" field with the text "For Recurring Payments" and an "Add Card" button. A red arrow points to the "Add Card" button. The "CUSTOMER DETAILS" section is also visible, showing the same information as before.

6. Select “Add Plan.”

JOHN COCHTOSTEN
JOHN@LOCAL.NONE
ID: cust_b9da0b6d-f4d3-42b5-bc98-7cb03dcc30de

CUSTOMER DETAILS

Phone (314) 555-1212

Billing

Shipping

Comments

CARDS + ADD CARD

1111 VISA recurring

RECENT TRANSACTIONS ALL TRANSACTIONS >

No transactions found

SUBSCRIBED PLANS + ADD PLAN

No subscribed plans found

7. Enter the plan details, amount to be charged, start and stop dates, and frequency of payment.
8. Select "Save Plan." The Virtual Terminal will automatically process the payment based on the plan settings. You can view recurring transactions within the Virtual Terminal under "Transactions."

JOHN COCHTOSTEN
JOHN@LOCAL.NONE
ID: cust_b9da0b6d-f4d3-42b5-bc98-7cb03dcc30de

ADD PLAN

Plan Name

Recurring Plan for John

Amount

10

Card

**** 1111 • Visa • recurring

Start date must be Wednesday, September 28th 2016 or later.

Start Date 09-28-2016 **End Date** 12-28-2018

Frequency

Weekly Monthly Yearly

Day 28 of every 1 month(s)

Forecast Dates

1. 09-28-2016
2. 10-28-2016
3. 11-28-2016
4. 12-28-2016
5. 01-28-2017

Save Plan

9. If you are enrolled in Clearent's Account Updater Service, Clearent will automatically scan and update out-of-date card data from Visa and MasterCard. You can view when a card was last updated by hovering over the card on a customer page.

CUSTOMER

\$

CARDS

+ ADD CARD

Details

matt curran

mcurran@clearent.com

(270) 210-7621

ID: cust_a95867f5-4ecc-4b15-8a8a-db17f887b0b8

Billing

222 s central ave clayton, MO 63135

Shipping

Comments

Sales Trainer test

Last updated: Mon Aug 27 2018

★

\$

Ad-Hoc Card On File Payments

Clearent's Virtual Terminal supports processing ad-hoc payments for your customers who have a card on file stored. This section will show you how to process an ad-hoc payment for the customer.

1. Select "Take A Payment" from the main navigation.

TAKE A PAYMENT

TRANSACTIONS

BATCHES

CUSTOMERS

PLANS

BED BUG PLANET

BED BUG PLANET 2

ENTER PAYMENT

Sale

Authorization

Forced Sale

Unmatched Refund

Card Information

Swipe Card

Find Customer

Card Number

MM/YY

CSC

Zip

Amount

\$ 0.00

Additional Information

+ Add Billing Address

+ Add Shipping Address

+ Add Order Information

Run Transaction

2. Select "Find Customer" under "Enter Payment."

ENTER PAYMENT

Sale

Authorization

Forced Sale

Unmatched Refund

Card Information

Swipe Card

Find Customer

Card Number

MM/YY

CSC

Zip

Amount

\$ 0.00

Additional Information

+ Add Billing Address

















+ Add Shipping Address

+ Add Order Information

Run Transaction

3. Search for the customer for whom you would like to process a payment.
4. Select the "\$" on the right side and the card on file will populate into the "Card Information" boxes.


FIRST NAME	LAST NAME	CUSTOMER ID
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text"/>
EMAIL ADDRESS <input type="text" value="Email Address"/>		
<input type="button" value="Search"/>		


NAME	EMAIL ADDRESS	PHONE	BILLING ADDRESS	
John Cochtosten2	john@local.none	(314) 555-1212	123 Anywhere Atlanta, GA 30350	 + ADD CUSTOMER
John Cochtosten	john@local.none	(314) 555-1212		  
Buffly ThePaymentSlayer	testcustomer@clearent.com	(012) 345-6789	123 Bill St. Richmond, MO 63103	  
Buffly ThePaymentSlayer	testcustomer@clearent.com	(012) 345-6789	123 Bill St. Richmond, MO 63103	  
Buffly ThePaymentSlayer	testcustomer@clearent.com	(012) 345-6789	123 Bill St. Richmond, MO 63103	  
Buffly ThePaymentSlayer	testcustomer@clearent.com	(012) 345-6789	123 Bill St. Richmond, MO 63103	  


5. Add the amount to charge, optionally enter any additional information, and select "Run Transaction".


ENTER PAYMENT

Card Information


 Visa ending in 1111

 12/19

 CSC

 30350

Amount

 0.00

Additional Information

John

Cochtosten2

123 Anywhere

Atlanta

Georgia

30350

Invoice

Purchase Order

Order ID

cust_28ab415c-bb07-4cfc-a432-ae5f60be18f6

Transaction email address

Description

Comment