

Saving Credit Card Information in the “Billfold”

When you click the box for 'Save Credit Card Information in Billfold' from the Credit Card Entry screen, it is saved to a billfold. Here is how that works.

When the customer enters their account # and pin #, their account information is displayed. Instead of clicking the “Pay Now” button below, select “Make Payments” from the left side menu. The next screen to display has two options to click: Demand or Immediate. Demand allows you to store your credit card information so that you won't have to re-enter it each time you pay your bill. Otherwise, if you choose 'Immediate', you will need to enter the credit card information each time.

Demand is where the billfold information/credit card information is stored. You should see your credit card numbers that have been stored on this screen. This is also where you can change information about the credit card. To change information about the credit card, click on the Edit button next to the card number. Only the last four digits display. The next screen that displays allows you to change the expiration date or other credit card information.

If you have more than one credit card number stored, click on the 'Pay Now' button next to the credit card you want to use for payment.

The next screen to display will reflect the amount you want to pay. It will default to the amount you owe. You can change it. You will also need to enter the CVV2, which is that small number imprinted on the back of the card.

If there are additional charges, that will display. Click on 'Continue'. If there are no additional charges, this will not display.

A screen that reviews the charges will display. Click on 'Pay Now'. Another screen with a review of the transaction will display. If this is correct, click on 'Complete Transaction'. Then the next screen displays the authorized payment with the payment reference number.