

# Paying with Credit Cards

Last Modified on 06/09/2026 11:55 am CDT


If the retailer has enabled credit card payments, use the following process.

1. Follow the process on one of the previous tabs up to the *Payment Information* step.
2. Select the *Credit Card* option and enter credit card information. Surcharge warnings display at the top of the page next to the *Credit Card* option. Payment information can be stored for future use by selecting the *Save my payment information* checkbox at the bottom of the page.


**Note:** Surcharges are not applied to ACH payments.

**Card Information**

Name on Card\*:  
Tommy Tester

Card Number\*:  
5555 5555 5555 5555 

Card Expiration\*:  
11 / 2028

Card CVV\*:  
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**Billing Address**

Address Line 1\*:  
123 Main Street

Address Line 2:

City\*:  
Shelbyville

State\*:  
IL

Zip Code\*:  
62565


\* Required

Save my payment information

3. Payment terms can be viewed by selecting the **Terms** link at the bottom of the page.
4. On the *Review Payment* page, review all payment details. If a surcharge has been added to the credit card transaction, select the *I acknowledge (%) surcharge* checkbox.
5. Enter any additional comments in the *Comments on Payment* field to be added to the payment receipt. Payment terms can again be viewed by selecting the **Terms** button at the bottom of the page.
6. Select **Submit Payment**. Avoid selecting the **Back** button or refreshing the browser while the payment is processed.

## Submitting the Payment...

Please do not leave this page. Once your payment is processed, you will be automatically redirected back to the Payments page.

 Using the back or refresh button could interrupt the payment process

7. A *Payment Submitted* message appears at the bottom of the screen when the payment has been successfully saved. The newly saved payment displays on the *Payments* page.

