





Invoice Payment by Credit Card

Many SnailWorks clients enjoy the convenience of keeping a credit card on file for invoice payment.

When you enter card information into your account you have the security of knowing no physical record of your credit card is on file – your information is securely held by our credit card processing firm. You also have the flexibility of changing the credit card on file at anytime simply by logging into your account.



SECURLY PROVIDING A CREDIT CARD FOR PAYMENT OF MONTHLY INVOICES



Your account must be enabled by SnailWorks to allow invoice payment by credit card. Your SnailWorks project manager can assist with this.

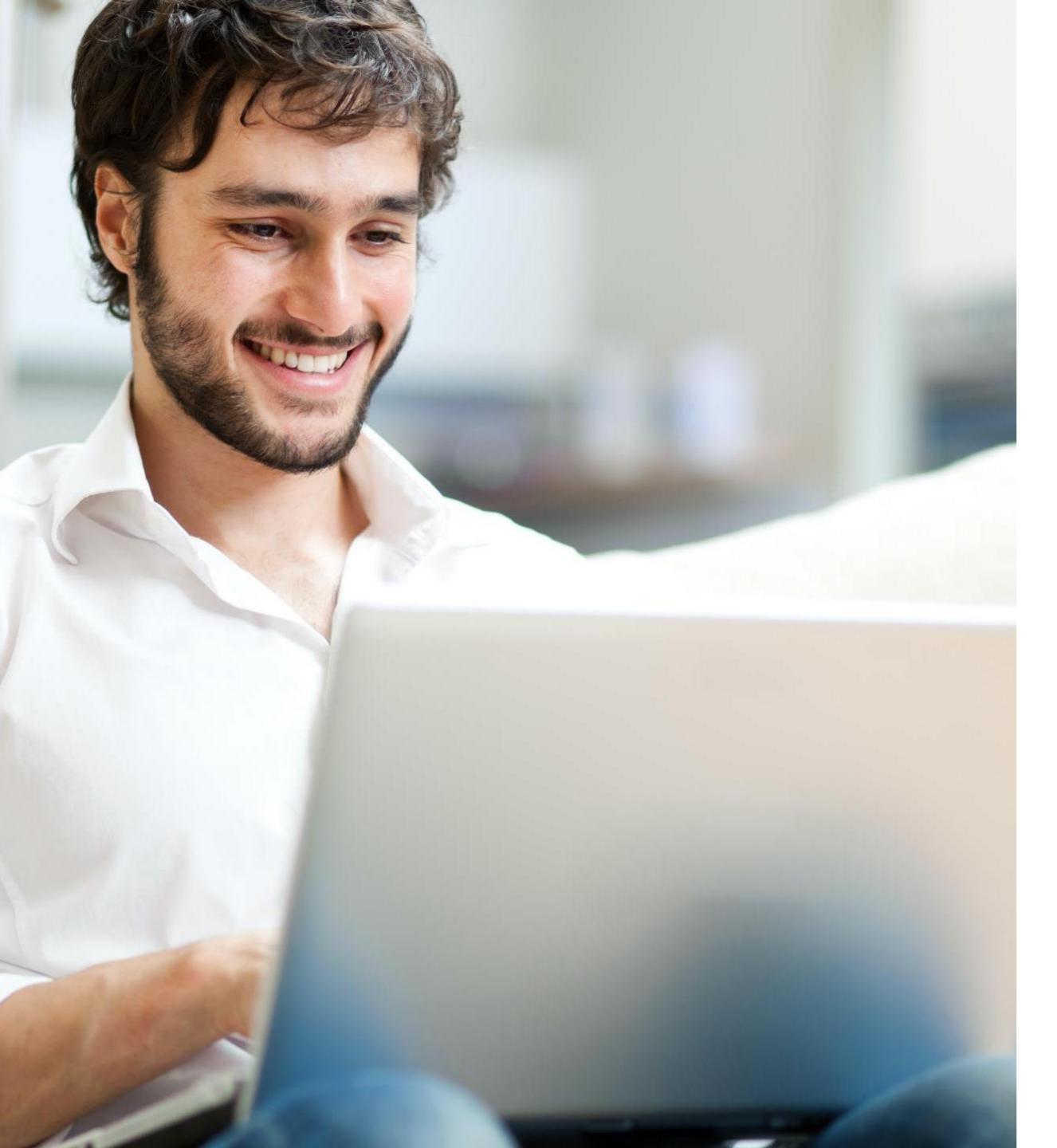


This link is located on the master account page in the lower right – you will need to scroll down to locate.



The credit card link will bring you to an online form for your credit card information.

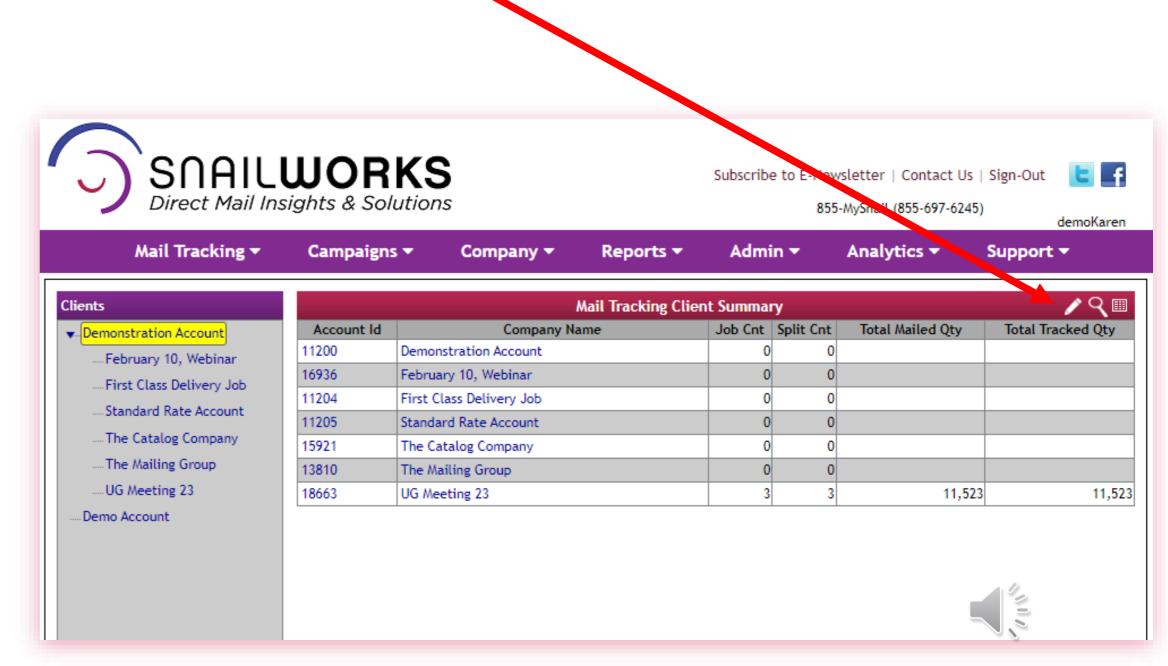




NAVIGATING TO YOUR MASTER ACCOUNT PAGE

From the main menu select your master account – it will be at the very top of the accounts listed in the left side of the screen.

Click on the pencil icon located on the right side of the red bar.

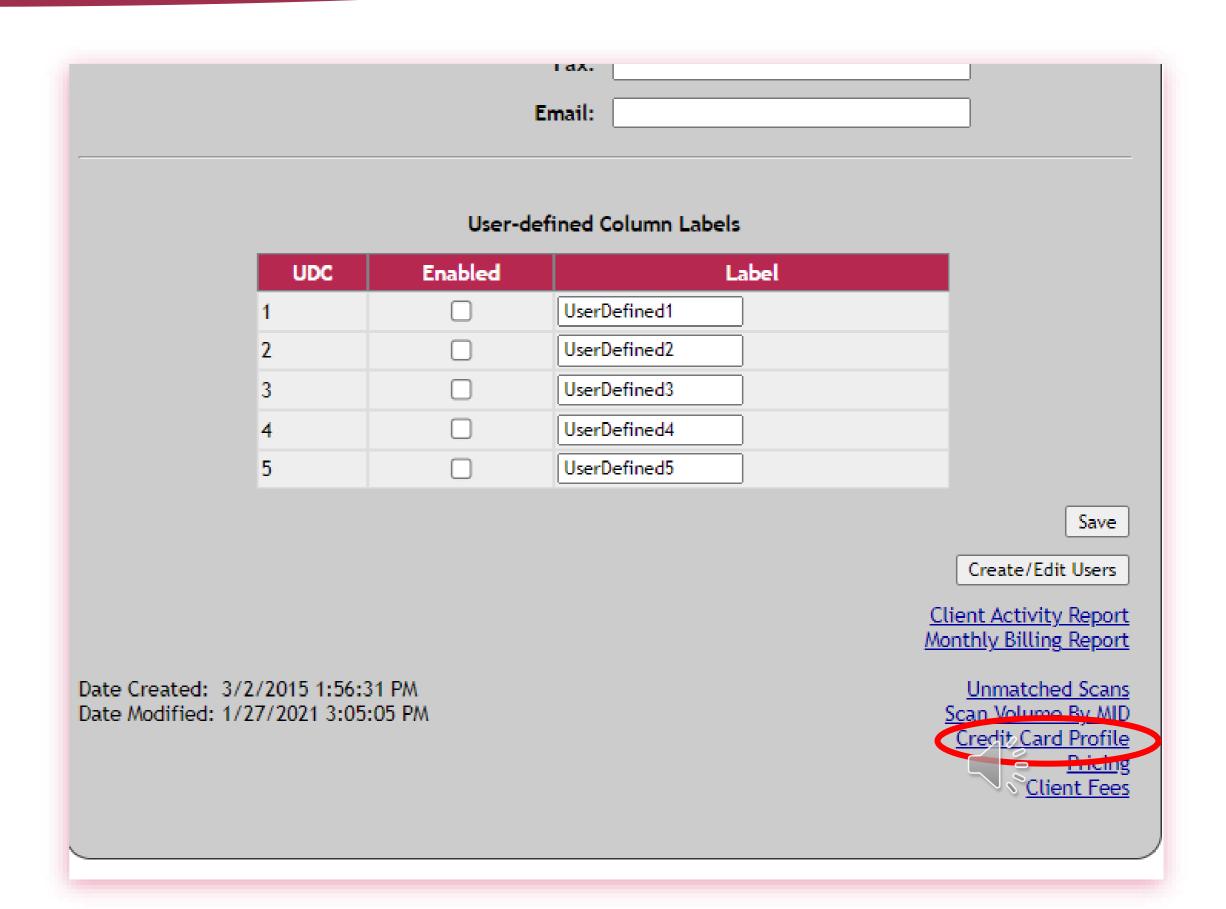


NAVIGATE TO THE CREDIT CARD LINK

Scroll to the bottom of the screen - click on the Credit Card Profile link to access the Payment Profile form.

Remember to contact your SnailWorks project manager to ensure your account has been setup for credit card payment.





COMPLETE THE ONLINE FORM

Complete all displayed fields and click submit – by default your company address will populate, you may update these fields as they must match the address your credit card company has on file.

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Card Verify Code:					
Active:					
		Submit			





Each of your SnailWorks invoices will now automatically post each month to your credit card. You may update or change the card on file by following these steps at any time.





QUESTIONS?

We love to hear from our clients!







