

1. Start by logging into Xactus360 and file from the home page, click Preferences.



2. Scroll down until you see Default Credit Card and complete all fields.
If the account is setup for 'Must Use Point of Sales', 'Yes' must be saved as the default for the field 'Use this credit card for orders made through LOS interfaces'. Reissue through LOS and GSE interfaces will be interrupted if 'Yes' is not selected.
 - If another user is responsible for placing orders, following the initial credit request, the box for 'allow use of this credit card for requests placed on behalf of this operator' should also be saved with 'Yes'.

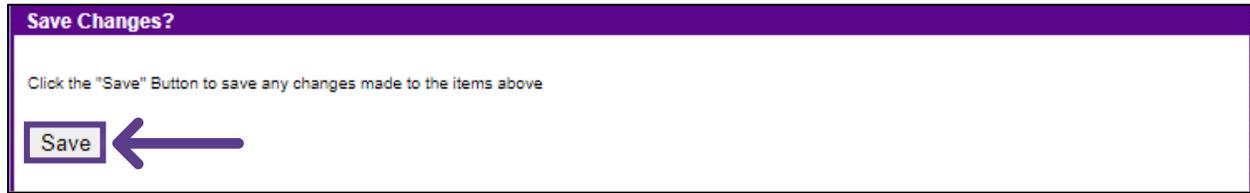
Credit card pending charges and hold times vary by creditor. Please wait 48-72 hours to ensure charges are accurate on the credit card statement.

The credit card processing fee is 3.5% and is automatically applied to all credit card transactions.

Default Credit Card

First Name	Last Name	
<input type="text"/>	<input type="text"/>	
Company	<input type="text"/>	
Address	<input type="text"/>	
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Type	Visa <input type="button" value="v"/>	
Card Number	<input type="text"/>	
Expiration Date	November (11) <input type="button" value="v"/>	2022 <input type="button" value="v"/>
Use this credit card for orders made through LOS interfaces	Yes <input type="button" value="v"/>	
Allow use of credit card for order submitted on behalf of this operator via LOS interfaces:	No <input type="button" value="v"/>	

3. When complete, scroll to the bottom and click Save.



PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP.