



Saving Credit Card

Once you have logged in, you have now arrived at the My Account landing page.

My Account

My Account Home


My Orders

- View Current Cart
- Create New Order
- Search Orders
- Search Backordered Items
- Search Invoices/Credits
- Search Returns
- Create Return
- Shopping Lists (Templates)
- Search Item History
- Upload Orders

My User Preferences

- My Profile
- Change Password
- Manage Drop Ships
- Manage Payment **A**

Top Sellers



Extrasorbs Air-Permeable Disposable Drypads
SKU: EXTRASRB3036A
UNDERPAD,EXTRASORB AP,DRY PA...

- From here, select "Manage Payment".



Saving Credit Card

Manage Payment

Add Credit Card

Invoice Account
If this payment option is selected when submitting an order, it will be invoiced according to your established schedule

✔ **Default Payment**

After clicking on Manage Payment, you can use the “Add Credit Card” option on the right hand side.

Add Credit Card

VISA MasterCard AMERICAN EXPRESS

Card Number: **A**

Expiration Date:

Verification Code: **B**

Name on Card:

Card Nickname: (optional) e.g., Company Expense Card

C Set this as my default payment

Save Cancel

- Enter all required fields with your credit card information.
- The Verification Code is the 3 digit code on the back of your Visa or MasterCard. American Express has a 4 digit code that is on the front of the card.
- Once you have entered in your credit card information, this allows you to make the credit card your default payment option on orders going forward.



Saving Credit Card

1. Create Order | 2. Review & Submit | 3. Confirmation

New Order

[Save as PDF](#) [Help for this page](#)

Created By: BETTY BUYER
Date: 03/28/2018 09:53:43 AM CDT

Sold To Account: [Redacted]

Delivery Address: 1 MEDLINE PL
MUNDELEIN,IL-60060-4486,US [Add Drop-Ship](#)

PO Number:

Delay Shipping: No Delay

Notes: [Add Notes](#)

[Review & Submit >](#)

[Update](#) [Save and Close](#) [Delete Order](#)

SubTotal: \$0.00

Freight Minimum [Redacted]
Until Free Freight [Redacted]

Payment Options :
Invoice Account [Change](#) **A**
Coupon Code: [Add](#)
Acknowledgment Emails: [Edit](#)

- a. When in shopping cart, you can add a credit card by clicking on the “Change” link next to your current Payment Option. Then select “Enter a new card”.

Payment Options ×

Invoice Account ✔ Default Payment

Enter a new card

[Save](#) [Cancel](#)



Saving Credit Card

Payment Options

VISA MasterCard AMERICAN EXPRESS

Card Number:

Expiration Date:

Verification Code:

Name on Card:

Card Nickname: (optional)

Save credit card in my account

Set this as my default payment

Save Cancel

- d. Enter all required fields with your credit card information.
- e. The Verification Code is the 3 digit code on the back of your Visa or MasterCard. American Express has a 4 digit code that is on the front of the card.
- f. Be aware to see the “Save credit card in my account” and “Set this as my default payment” options, use the scroll bar on the right hand side. Once you have entered in your credit card information, this allows you to save and make the credit card your default payment option so you do not need to re-enter for every order placed.