

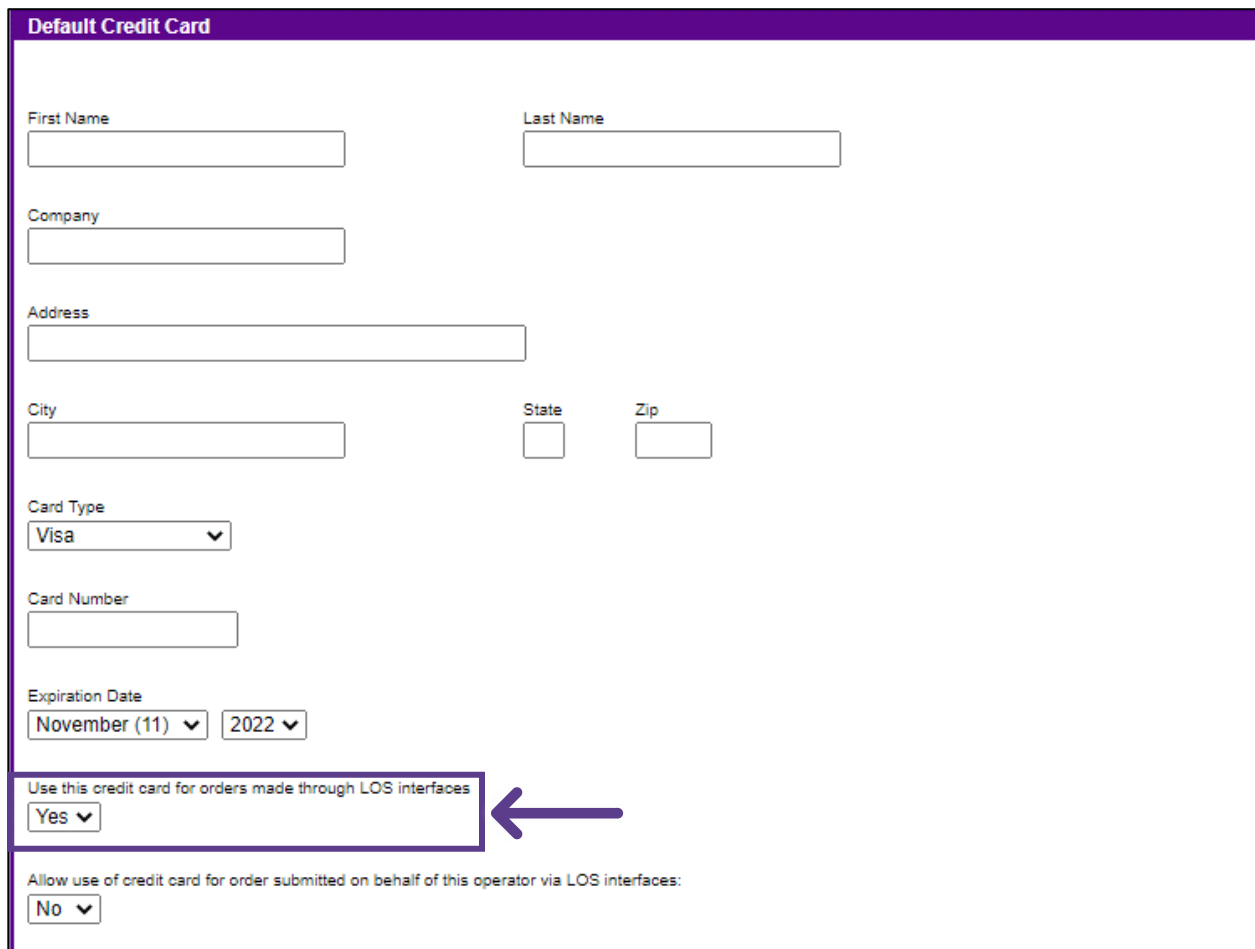
1. Start by logging into Xactus360 and file from the home page, click Preferences.



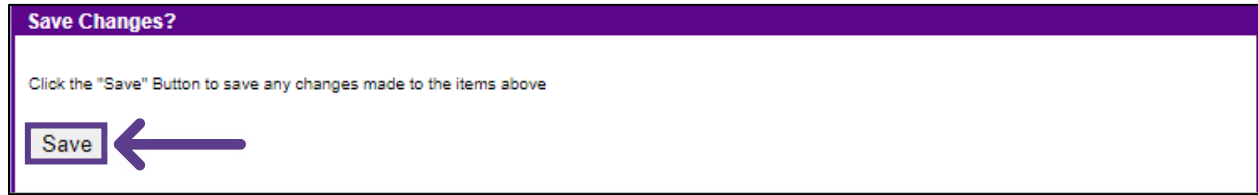
2. Scroll down until you see Default Credit Card and complete all fields.  
If the account is setup for 'Must Use Point of Sales', 'Yes' must be saved as the default for the field 'Use this credit card for orders made through LOS interfaces'. Reissue through LOS and GSE interfaces will be interrupted 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.

A screenshot of the 'Default Credit Card' form in the Xactus360 application. The form is titled 'Default Credit Card' and contains several input fields and dropdown menus. The fields include: First Name, Last Name, Company, Address, City, State, Zip, Card Type (set to 'Visa'), Card Number, and Expiration Date (set to 'November (11)' and '2022'). At the bottom of the form, there are two dropdown menus: 'Use this credit card for orders made through LOS interfaces' (set to 'Yes') and 'Allow use of credit card for order submitted on behalf of this operator via LOS interfaces:' (set to 'No'). A blue box highlights the 'Yes' selection in the first dropdown, with a blue arrow pointing to it from the right.

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.