Verify A Credit Card

Last Modified on 07/06/2022 4:37 pm PDT

Go to **Customers** and select the customer to manage.

Card verification ensures that the credit card number provided is associated with a valid, open account and can be stored in the Customer Vault and charged successfully. Verify transactions are charged at the same rate as an authorization. When adding a new card or checking an existing stored card, you can verify a credit card number.

To verify and add a new card:

1. View the Customer Information and select *New Payment Method*.
2. Select *Credit Card*.
3. Add the credit card details.
4. Toggle on the *Verify on Add*.
5. Select *Add*.
6. If the card fails validation, the card will not be added to the customer's record. You will have the opportunity to update the credit card details.

To verify an already stored card:

1. View the Customer Information and the **Payment Methods** section.
2. Select *Verify* on the card record to be verified. If the card verification fails, please contact your customer and request an updated card.