Make A Payment From A Customer

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

To make a payment from a customer record:

1. View the **Customer Information** section.
2. Scroll down to the **Payment Methods** section.
3. Select *Make Payment* in the section header.
4. You will be directed to the Virtual Terminal to process the transaction. You can change the transaction type to *Sale*, *Authorization*, *Force*, or *Credit* by clicking on the transaction type you would like to process at the top of the Virtual Terminal page.
5. Click *Submit*.

> **Note**: *When processing the transaction, you can enter a new payment address, which will overwrite the old payment address with a new one. The transaction will be processed with this information. However, the customer record associated will not be updated. You can* [update the payment address](#) *directly from the customer record.*