# PARTSSOURCE®

Adding a Credit Card
## Quick Reference Guide

It is easy to add a credit card to your PartsSource user account your organization purchases from PartsSource via credit card or purchase card instead of purchase order.

To add a credit card to your user account:

1. From the PartsSource home page, click **My Account │ Settings**.
2. From the *Settings* screen, click the **Payment Methods** button.
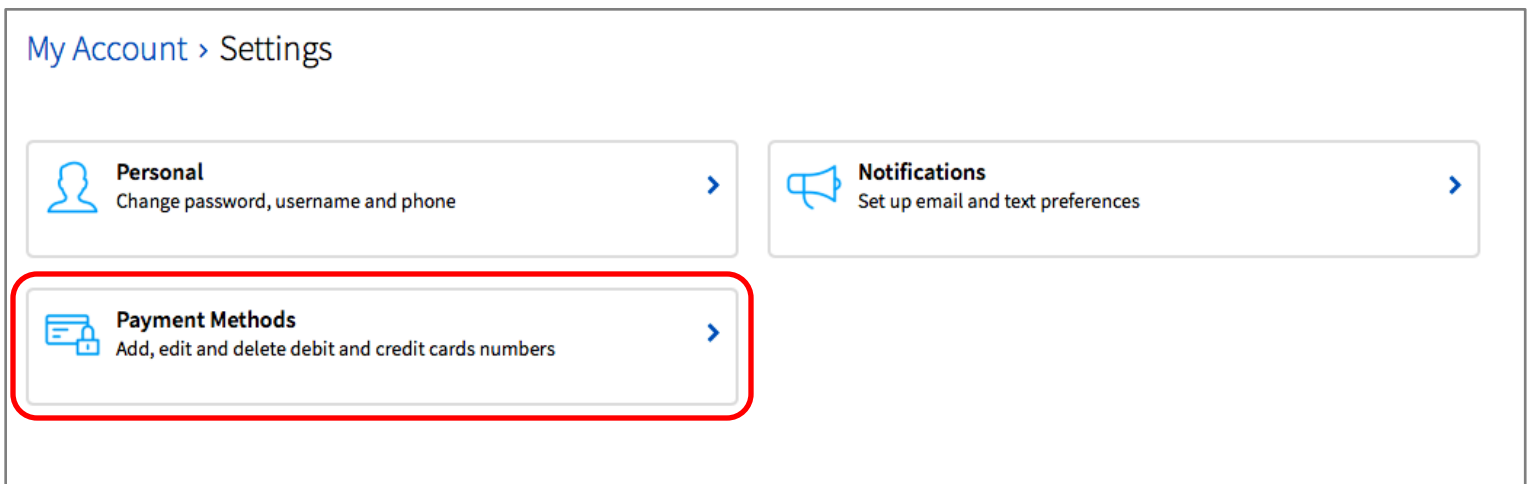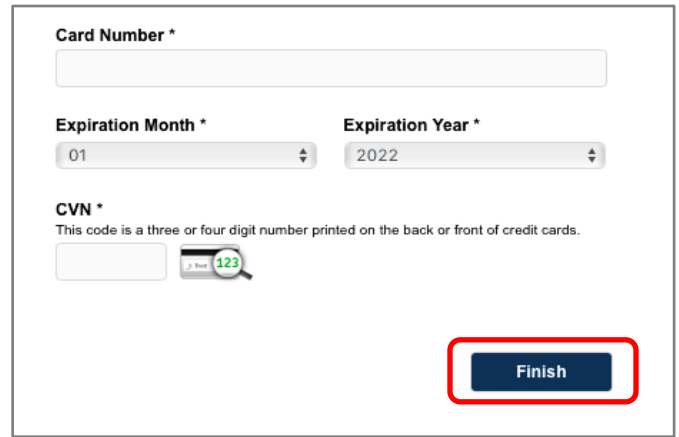

3. The *Payment Methods* screen is displayed. From here, click **Add Credit Card.**
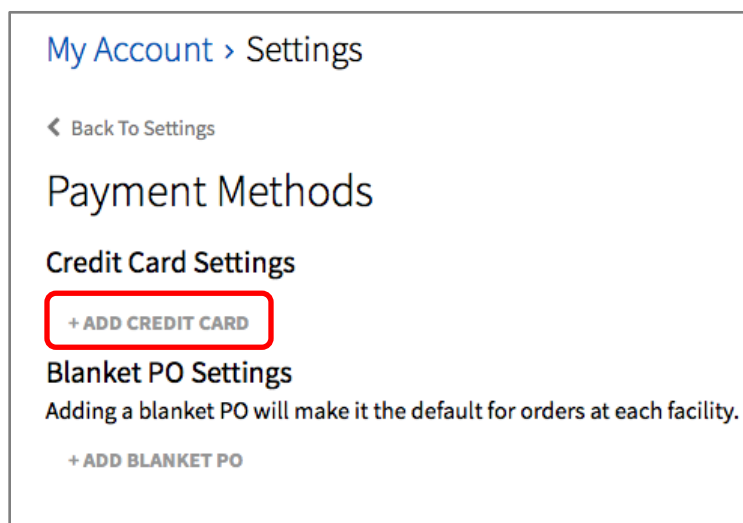
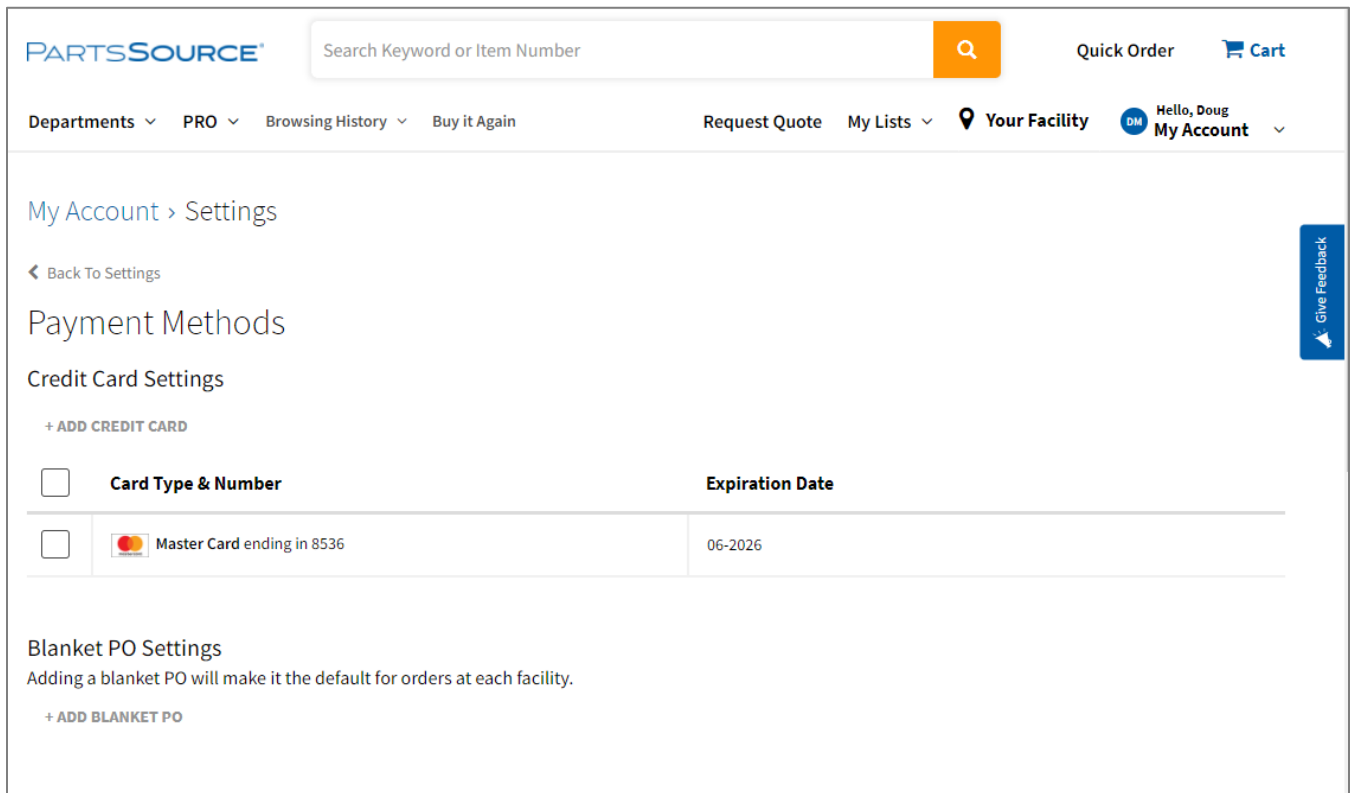4. The *Billing Information* dialog box is displayed.

    Enter your billing information and payment details and then click **Finish**.
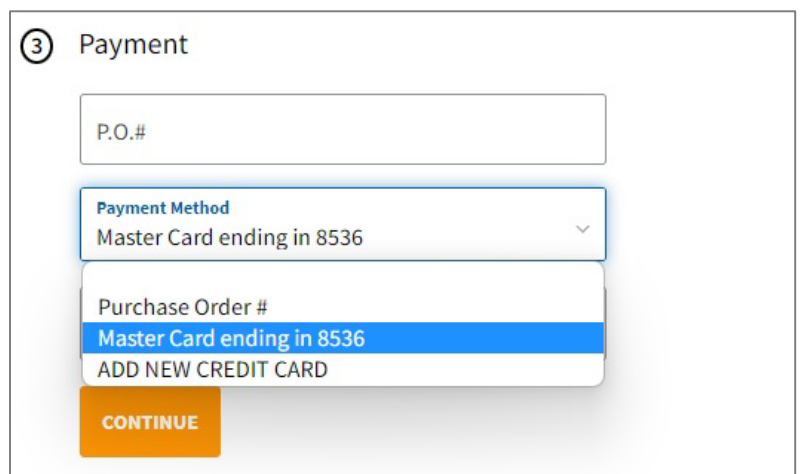
Your card is added to your profile. You can add as many cards as you like to your profile

The next time you make a purchase from PartsSource, you'll see your credit card listed as an option in the **Payment Method** drop-down in the *Payment* section of the checkout wizard.

To use a credit card for your purchase, ensure it is selected and ensure the correct billing address is selected in the **Billing Address** drop-down.