

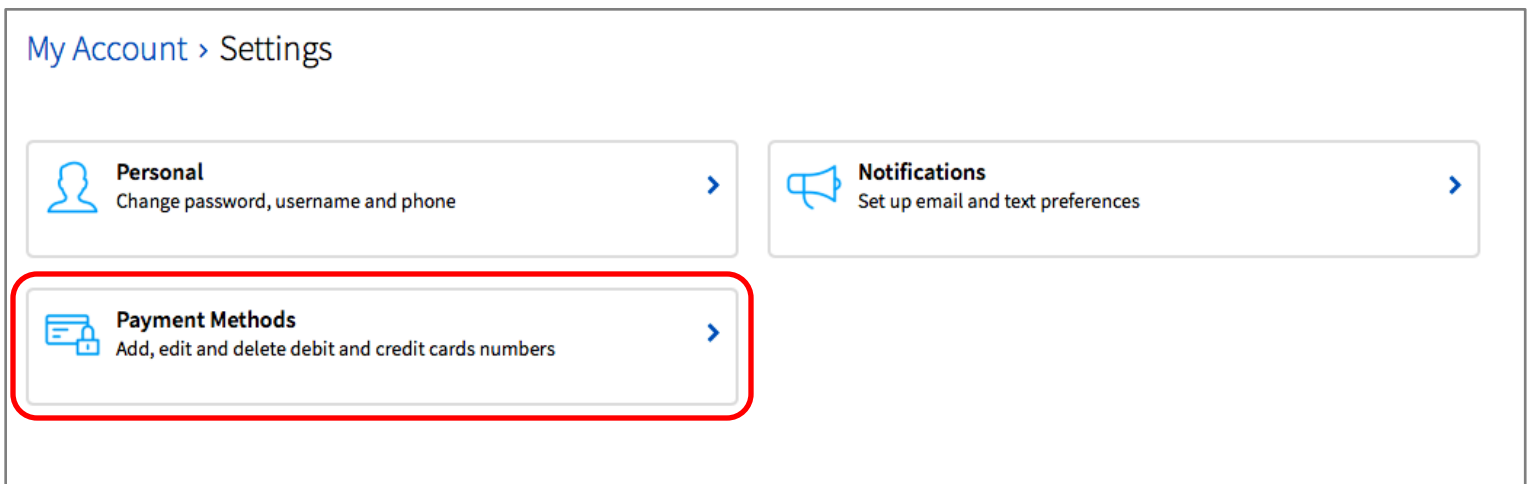
# Adding a Credit Card

## Quick Reference Guide

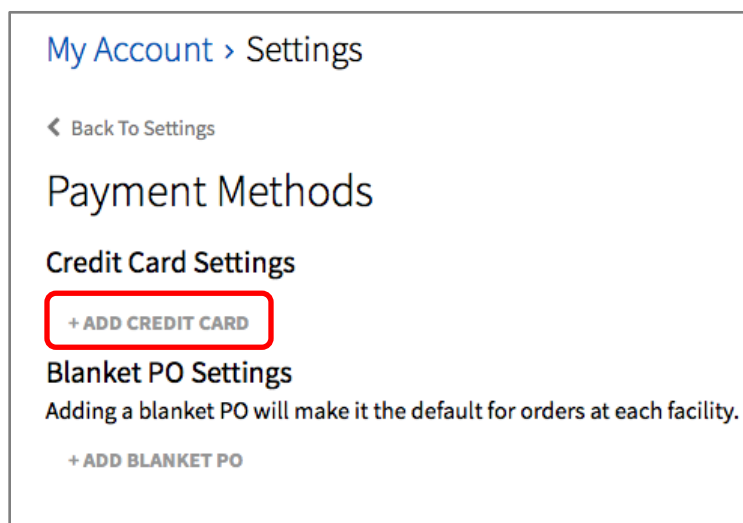
It is easy to add a credit card to your PartsSource user account your organization purchases from PartsSource via credit card or purchase card instead of purchase order.

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.

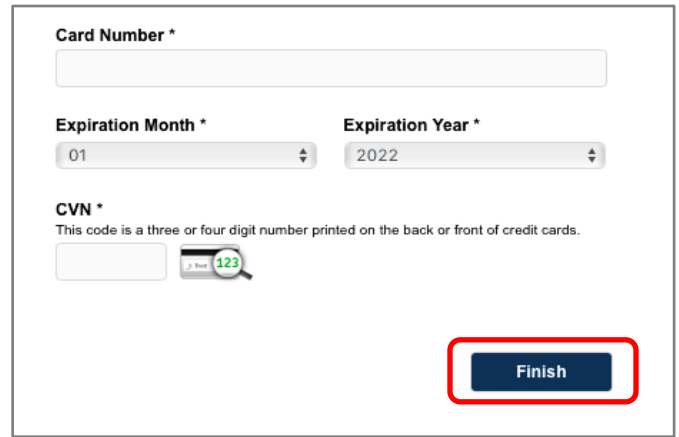


3. The *Payment Methods* screen is displayed. From here, click **Add Credit Card**.



4. The *Billing Information* dialog box is displayed.

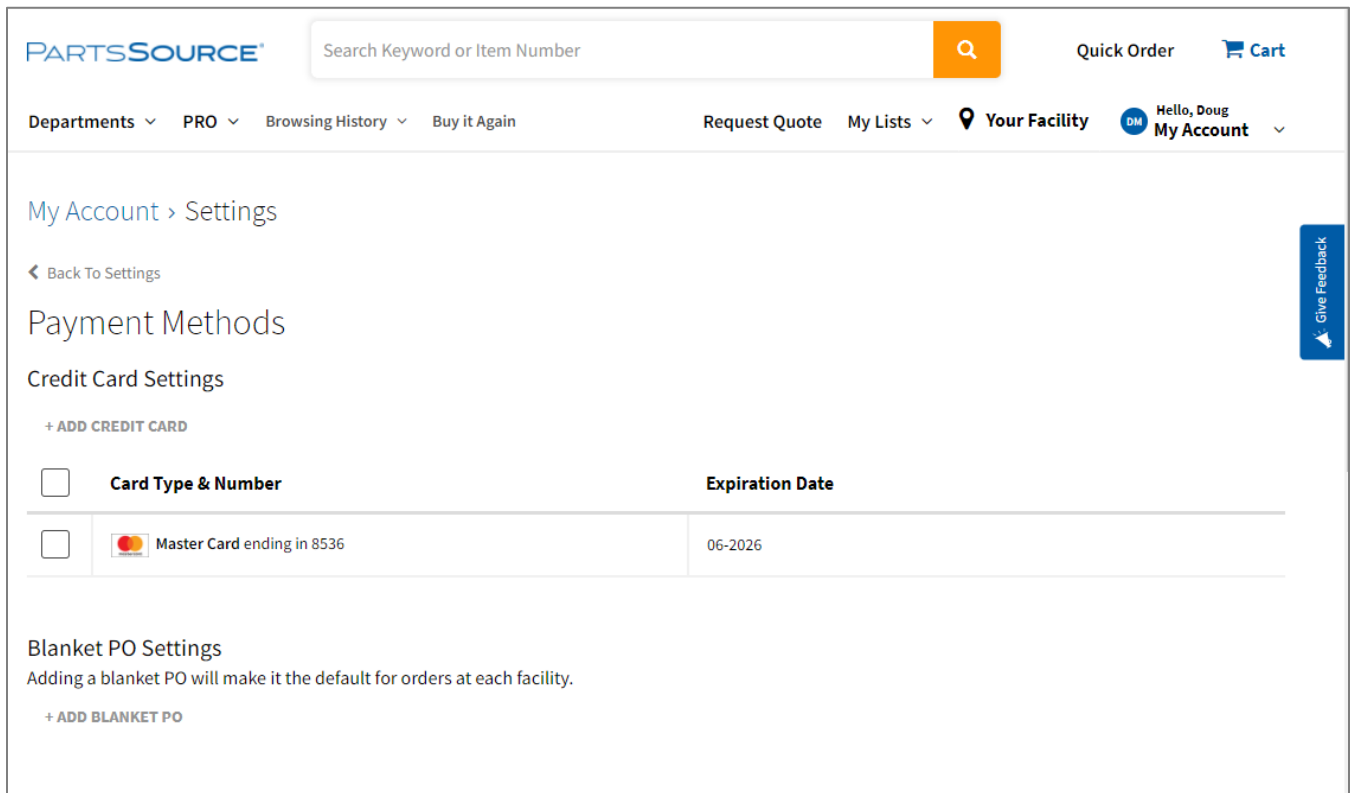
Enter your billing information and payment details and then click **Finish**.



The dialog box contains the following fields:

- Card Number \***: A text input field.
- Expiration Month \***: A dropdown menu with '01' selected.
- Expiration Year \***: A dropdown menu with '2022' selected.
- CVN \***: A text input field with a small card icon and the number '123' next to it. Below the field is the text: "This code is a three or four digit number printed on the back or front of credit cards."
- Finish**: A blue button with white text, highlighted with a red border.

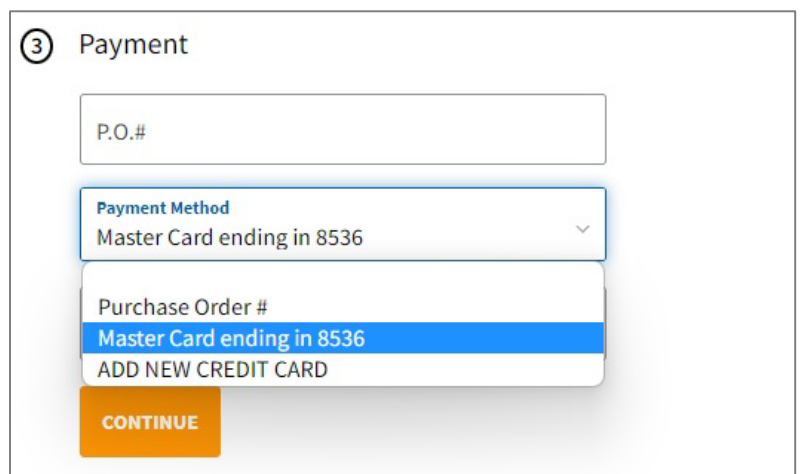
Your card is added to your profile. You can add as many cards as you like to your profile



The screenshot shows the 'My Account > Settings' page on the PartsSource website. The 'Payment Methods' section is active, showing 'Credit Card Settings'. There is a '+ ADD CREDIT CARD' button. Below it is a table with two columns: 'Card Type & Number' and 'Expiration Date'. One card is listed: a Master Card ending in 8536 with an expiration date of 06-2026. Below the table is the 'Blanket PO Settings' section with a '+ ADD BLANKET PO' button. A 'Give Feedback' button is on the right side.

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.



The 'Payment' step of the checkout wizard is shown. It includes:

- P.O.#**: A text input field.
- Payment Method**: A dropdown menu with 'Master Card ending in 8536' selected.
- Purchase Order #**: A text input field with 'Master Card ending in 8536' entered and highlighted in blue.
- ADD NEW CREDIT CARD**: A link below the Purchase Order # field.
- CONTINUE**: A blue button with white text.