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Updating Credit Card On File

Ross Medina
2 years ago · Updated
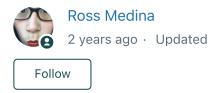
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For security reasons, when updating a credit card, a whole new entry must be created.

If a customer is looking into only updating the expiration date, they will be required to give you the full credit card number along with the new expiration date.

*Let your customer know that it is for security reasons, they will appreciate it.

1. Click on the credit card icon in the customer's account and swipe the card through the reader. Alternatively, you can manually enter the card number using the reader's keypad.

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