

# Adding a Credit Card Without Charging

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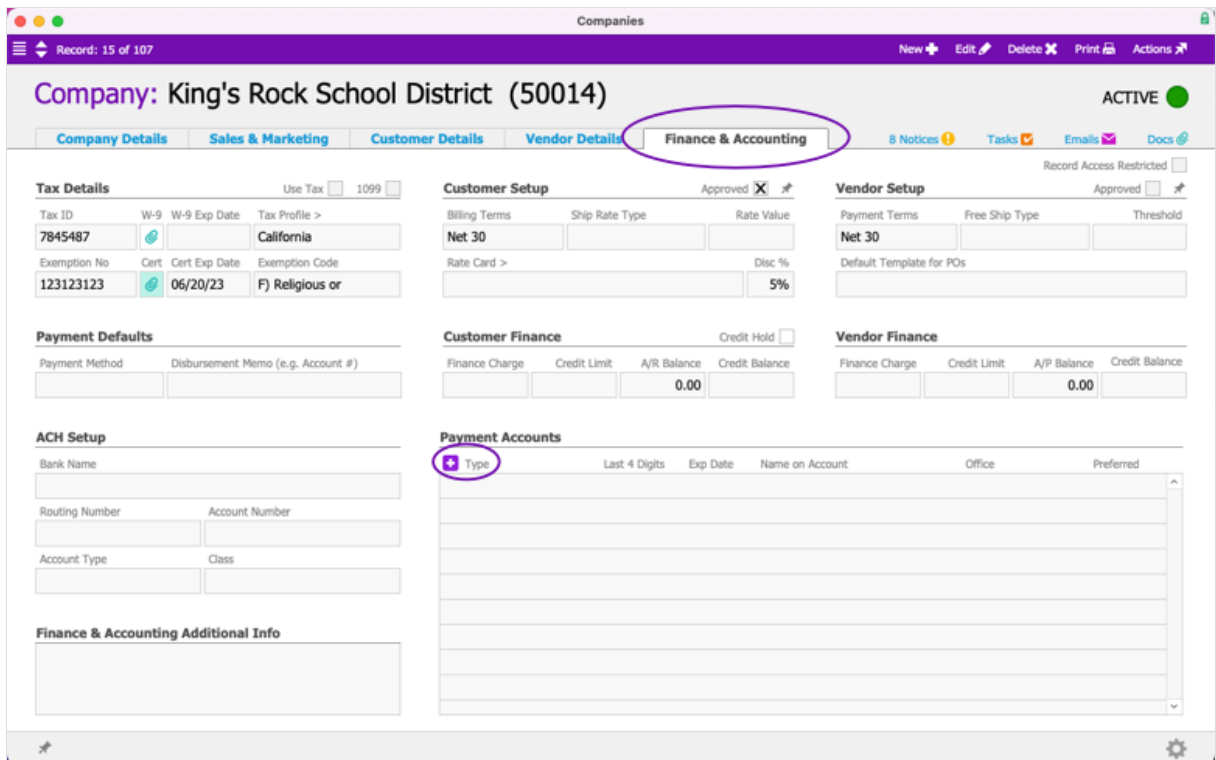
This guide explains how to add a credit card without charging it. It is intended for advanced users.

aACE allows you to manually input a credit card for verification without charging the card. You can do this in various modules:

- From the Orders, Receipts, or Recurring Transactions modules:
  1. Set the Payment Method to Credit Card
  2. In the Payment Info section, click the Plus ( **+** ) icon to open the Charge Card screen, and follow steps 6-8 below.
- From the Companies module, follow the steps below:

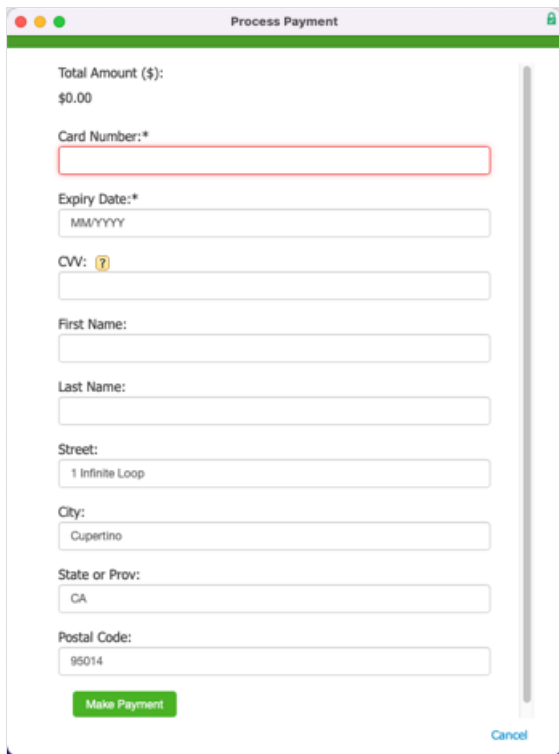
## Verify and Initialize a Credit Card

1. Navigate from **Main Menu > CRM & Sales > Companies** and locate the desired company.
2. At the detail view, click the **Finance & Accounting** tab.
3. At the Payment Accounts section, click the **Plus ( **+** ) icon > Credit**.



4. At the **Process Payment** dialog box, enter the Card Number, Expiry Date, CVV number,

account holder name, and billing address.



The screenshot shows a 'Process Payment' dialog box with the following fields and values:

- Total Amount (\$): \$0.00
- Card Number:\*
- Expiry Date:\*
- CW: ?
- First Name:
- Last Name:
- Street: 1 Infinite Loop
- City: Cupertino
- State or Prov: CA
- Postal Code: 95014

Buttons: Make Payment (green), Cancel (blue)

5. Scroll down and click **Make Payment**.

The payment processor starts a transaction for \$0.00. Once the card is verified, the payment processor returns an alias for the credit card.

6. Click **OK**.

After the payment method is stored in aACE, you can easily use that card in subsequent transactions by selecting it from the credit card drop-down list.