

## RE-AUTHORIZE THE CARD

Store Content Structure Appearance Configure

Orders View orders

ACTIONS	ORDER ID
	1
	4

**Payment:**  
Balance: \$29.33 ([View](#))  
Method: Credit card  
[Show card details](#)

Reauthorize CC

Credit card terminal: Order 4

Use this terminal to process credit card payments through

**Order total: \$29.33**  
**Balance: \$29.33**

**Charge Amount**  
\$ 29.33

**CUSTOMER PAYMENT PROFILES**  
Select from the customer's existing payment profiles below. To edit them, go to the [customer's billing list](#).

MasterCard - ending in 5454

**a** Charge amount to this profile **b** Authorize amount only on this profile

## WHY CAN'T I RE-AUTHORIZE THE CARD?

By default, the system does not store credit card information. Therefore, you will only be able to re-authorize a credit card if the customer had opted to save their credit card profile. If they have not, or, if the card saved on file has expired, reported stolen, invalid, etc. you will need to contact the customer to obtain new payment information and enter it into the system one of these two ways:

1. The customer adds it to their account:

Username \*

Enter your Quinn Book Shop - Test Site username.

Password \*

Enter the password that accompanies your username.

LOG IN **a**


**b** Hello RyanQuinn

View | Orders | Shortcuts | Wish list | Billing


## History

**Orders**  
Click here to view your order history.

**Member for**  
3 months 2 weeks



List | Add

+ Add a credit card 

Default | Credit card

Billing address

First name \*

Last name \*

Company

Address \*

City \*

State/province \*

Zip/postal code \*

Country \*

Phone

Fax

Card information


Card type \*  
- Select -

Card number \*

Expiration month \*  
- Select -

Expiration year \*  
- Select -

Card CVV

SAVE 

Once the customer has added a credit card to their account you may then use the instructions under 'Re-Authorize the Card' to obtain a new authorization and charge the card.

2. The customer provides it to you (the store) verbally:

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  	1
  	4

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[Show card details](#)

[Reauthorize CC](#)

### Credit card terminal: Order 4

Use this terminal to process credit card payments thro

**Order total: \$29.33**  
**Balance: \$29.33**

**Charge Amount**  
\$ 29.33

#### CREDIT CARD DETAILS

Use the available buttons in this fieldset to process with the sp

**Card type**

**Card owner**

**Card number**

**Expiration date**

**CVV**  [What's the CVV?](#)

Then proceed with step 4 from 'Re-Authorize the Card'