

# Customer Tutorial: How to Create an Online Wallet

## Objective

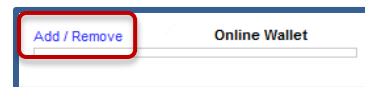
This document will enable you to:

- Create an Online Wallet from the **My Account** page to save your payment information for use on future orders.
- Create an Online Wallet after entering the payment information during the checkout process.

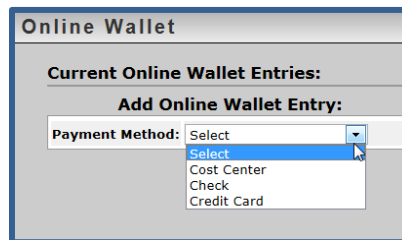
**Note:** The methods of payment available on your account are specific to your site and may differ from those described here.

## To Create an Online Wallet from the My Account Page

1. Click the **Add / Remove** link to the left of **Online Wallet**.



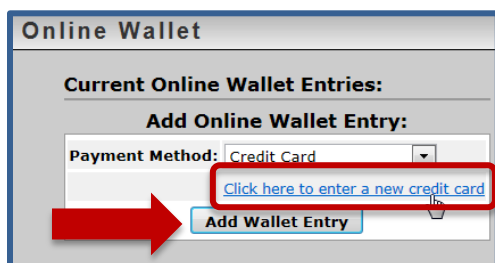
2. Select a payment method from the dropdown.



## To Add Credit Cards

3. Click **Add Wallet Entry**.

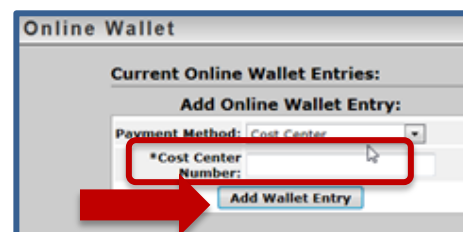
**Note:** If the payment information form does not automatically open in a new window, select the link to **Click here to enter a new credit card**.



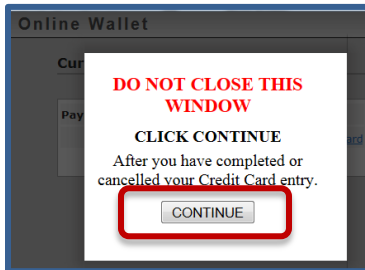
## To Add Other Payment Methods

3. Fill in all required fields and click **Add Wallet Entry**.

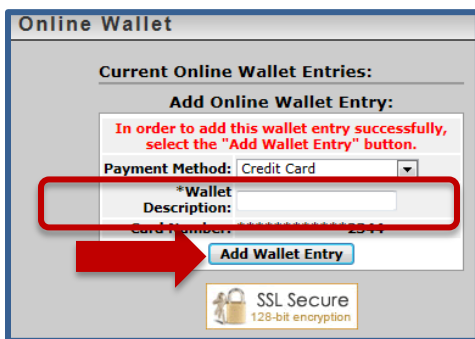
**Note:** Depending on your site and your payment method, the information required here may differ the image below. Fields with an asterisk (\*) are required.



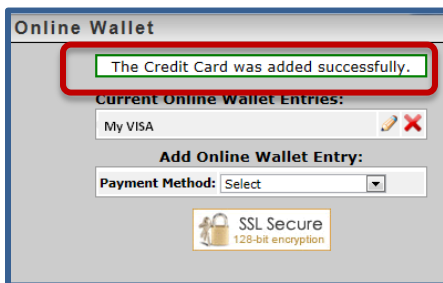
4. Fill in the required fields in the payment window that opens and click the **Submit** button.
5. Click the **Continue** button.



6. Enter a name for your wallet in the **Wallet Description** field and click **Add Wallet Entry**.



7. Check the confirmation message to verify that your card was added successfully.



## To Create an Online Wallet from the Checkout Process

1. Enter the payment method information on the **Checkout** screen and check the box to save your payment information as an online wallet entry and then continue with the checkout process.

