

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.

Online Wallet	
Current Online Wallet Entries:	
Add Online Wallet Entry:	
Payment Method:	Select
	Select Cost Center Cost Center Check Credit Card

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

Add / Remove

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.

Online Wallet



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- 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.

Save payment information as an online wallet entry