Steps
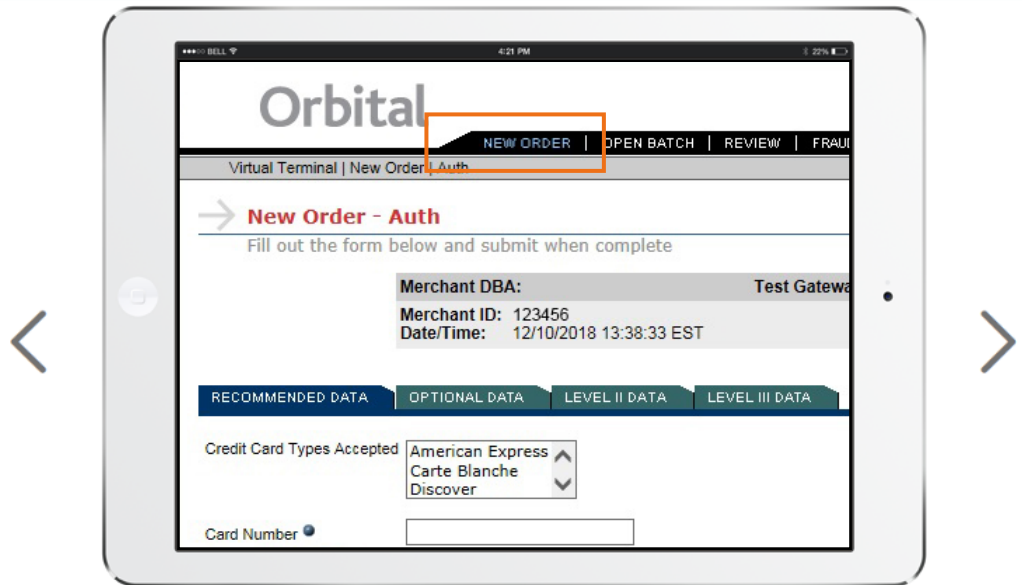
1 | **Select Authorize**

2 | Enter the card number

3 | Enter expiration date

4 | Enter amount and order ID

5 | Enter card verification code

6 | Enter the customer's name and billing address

7 | Click the Auth and Capture button

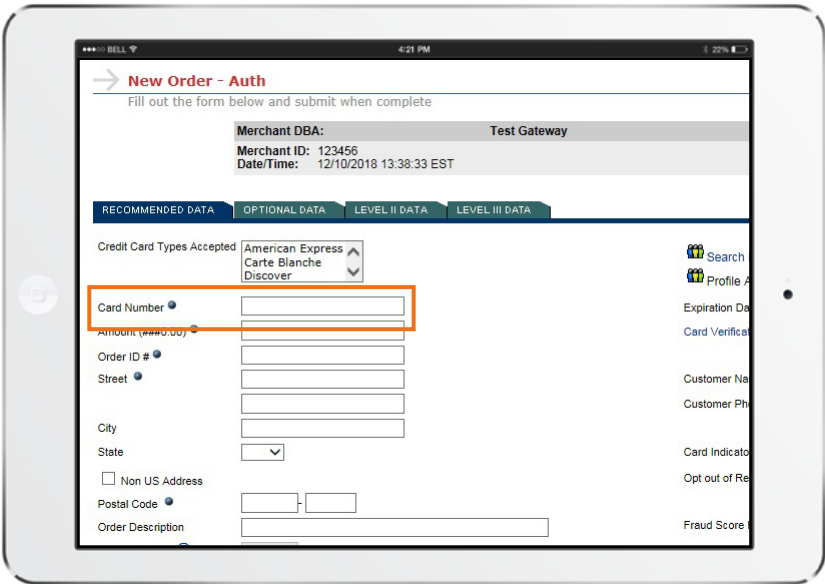8 | Receive response

9 | Print, text or email customer receipt

Step 1

Select Authorize

On the **New Order** menu, select **Authorize**.

Steps

1 | Select Authorize

2 | Enter the card number

3 | Enter expiration date

4 | Enter amount and order ID

5 | Enter card verification code

6 | Enter the customer's name and billing address

7 | Click the Auth and Capture button

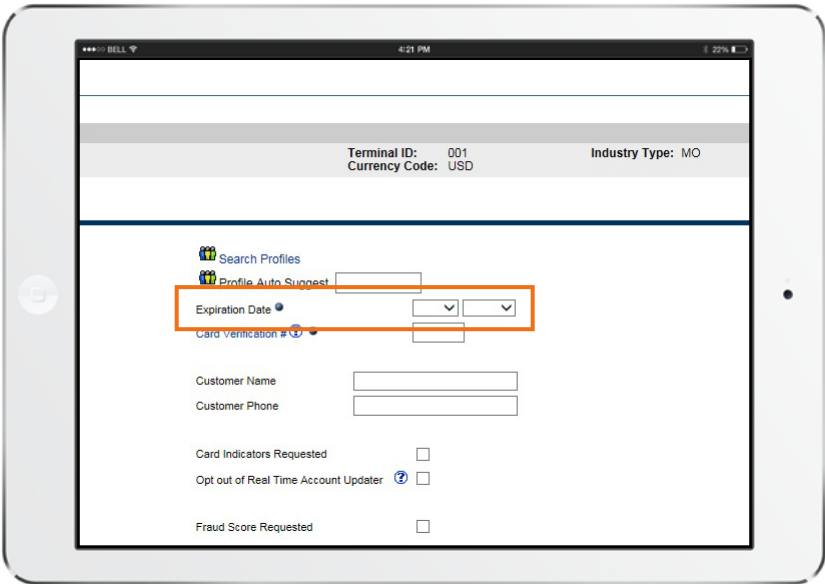8 | Receive response

9 | Print, text or email customer receipt

Step 2

Enter the card number

Carefully enter the complete number from the customer's card.

Tutorials ▸ Orbital Virtual Terminal ▸ Process a sale

Steps

1 | Select Authorize

2 | Enter the card number

3 | **Enter the expiration date**

4 | Enter amount and order ID

5 | Enter card verification code

6 | Enter the customer's name
     and billing address

7 | Click the Auth and Capture
     button

8 | Receive response

9 | Print, text or email customer
     receipt

Step 3

Enter the expiration date

Enter the month and year of the expiration date.

Tutorials ▸ Orbital Virtual Terminal ▸ Process a sale

Steps

1 | Select Authorize

2 | Enter the card number

3 | Enter the expiration date

4 | **Enter amount and order ID**

5 | Enter card verification code

6 | Enter the customer's name
and billing address

7 | Click the Auth and Capture
button

8 | Receive response
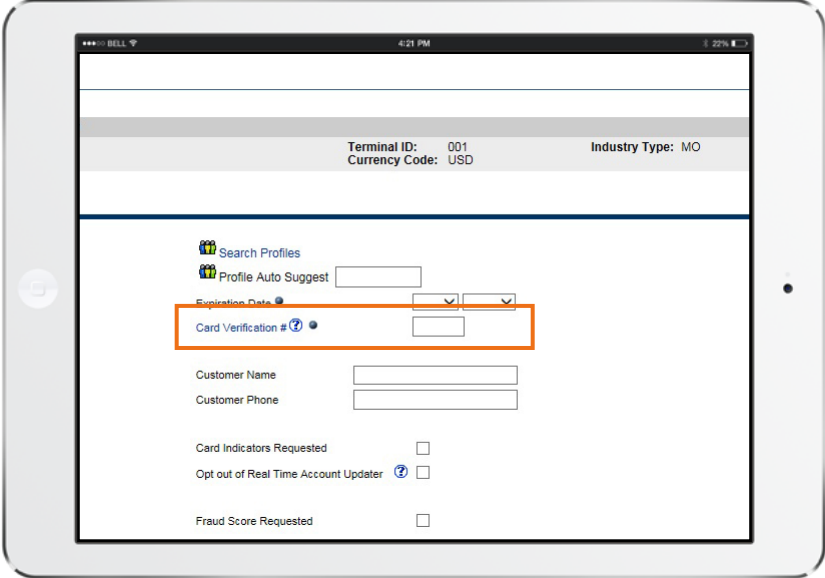
9 | Print, text or email customer
receipt

Step 4

Enter amount and order ID

Enter the amount in dollars and cents in addition to the order ID. These fields
may not exceed 22 characters each.

Steps

1 | Select Authorize

2 | Enter the card number

3 | Enter the expiration date

4 | Enter amount and order ID

5 | Enter card verification code

6 | Enter the customer's name and billing address

7 | Click the Auth and Capture button

8 | Receive response
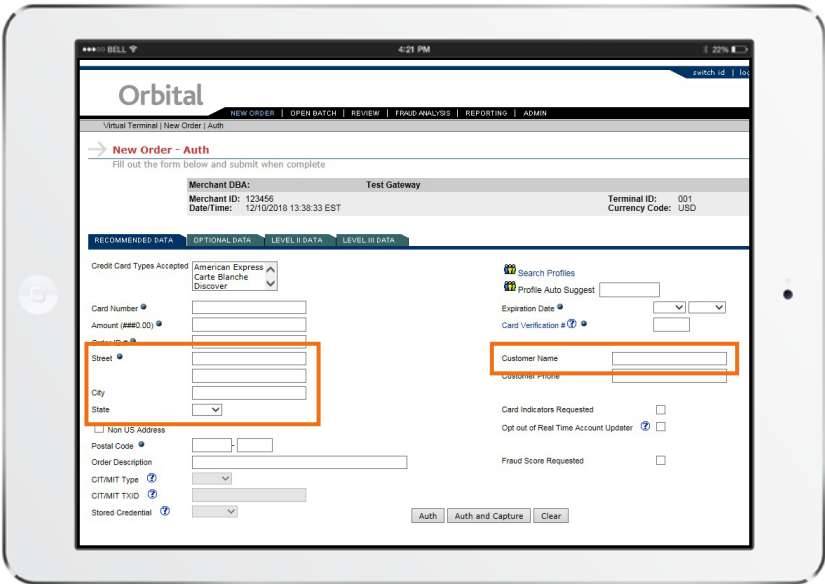
9 | Print, text or email customer receipt

Step 5

Enter card verification code

Enter the three-digit number on the back of the customer's card.

Steps

1 | Select Authorize

2 | Enter the card number

3 | Enter the expiration date

4 | Enter amount and order ID

5 | Enter card verification code

6 | **Enter the customer's name and billing address**

7 | Click the Auth and Capture button

8 | Receive response

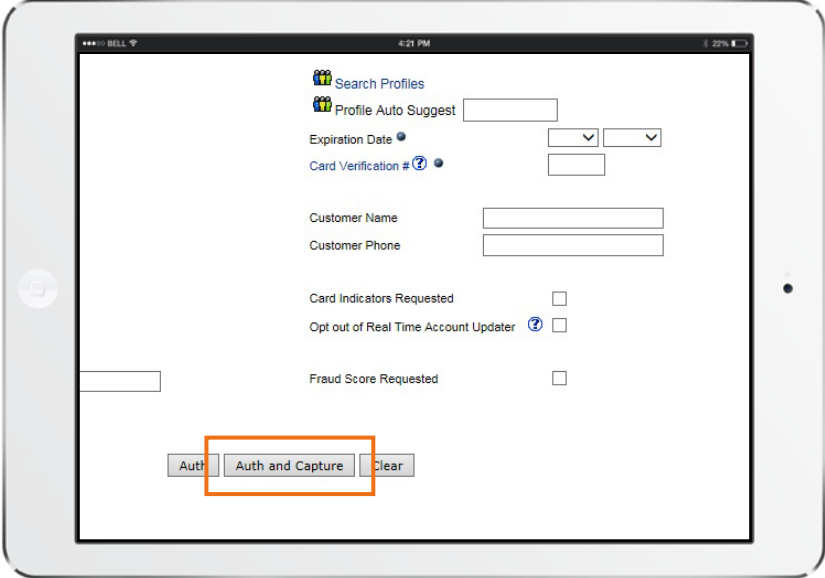9 | Print, text or email customer receipt

Step 6

Enter the customer's name and billing address

Always remember to enter the customer's complete name and billing address, if possible. To learn more about Address Verification System (AVS), please visit our product FAQs.

Steps

1 | Select Authorize

2 | Enter the card number

3 | Enter the expiration date

4 | Enter amount and order ID

5 | Enter card verification code

6 | Enter the customer's name and billing address

7 | Click the Auth and Capture button
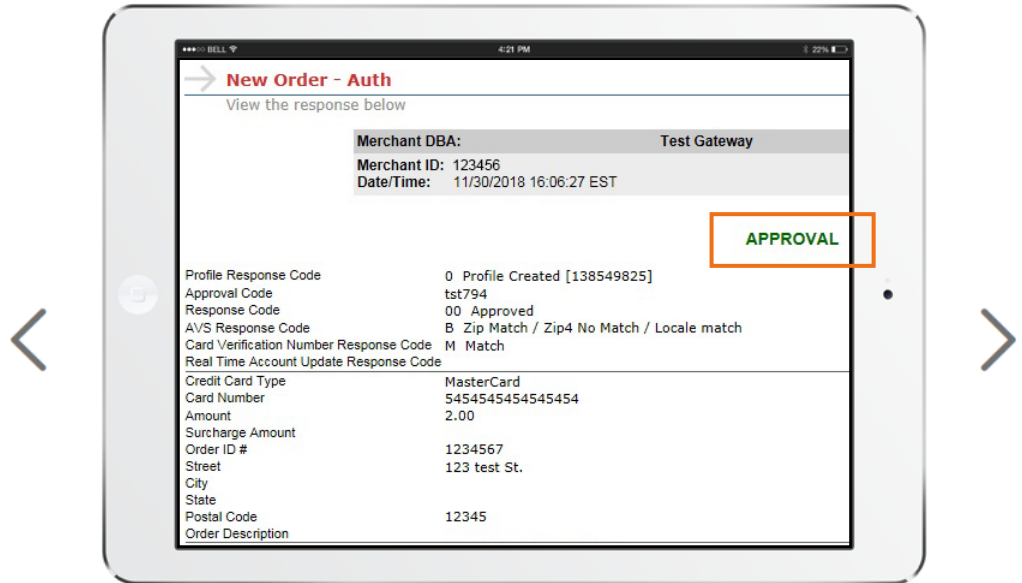
8 | Receive response

9 | Print, text or email customer receipt

Step 7

Click the Auth and Capture button

Steps

1 | Select Authorize

2 | Enter the card number

3 | Enter the expiration date

4 | Enter amount and order ID

5 | Enter card verification code

6 | Enter the customer's name and billing address

7 | Click the Auth and Capture button

8 | **Receive response**

9 | Print, text or email customer receipt

Step 8

Receive response

The sale transaction is complete.

Steps

1 | Select Authorize

2 | Enter the card number

3 | Enter the expiration date

4 | Enter amount and order ID

5 | Enter card verification code

6 | Enter the customer's name and billing address

7 | Click the Auth and Capture button

8 | Receive response

9 | **Print, text or email customer receipt**

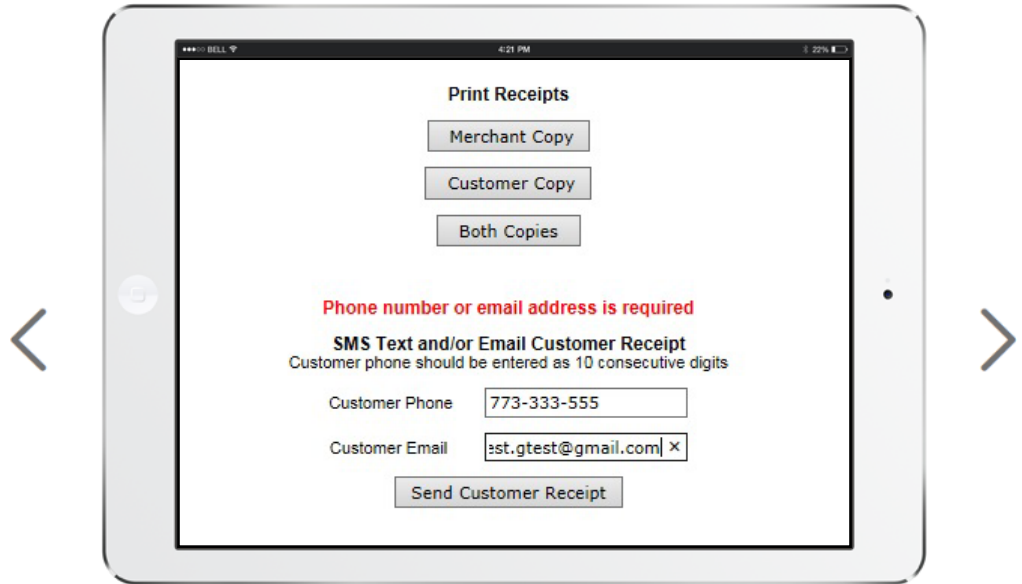
Step 9

Print, text or email customer receipt

You can select to print a receipt or enter an email address or SMS-capable phone number. After making your choice, click the **Send Customer Receipt** button.