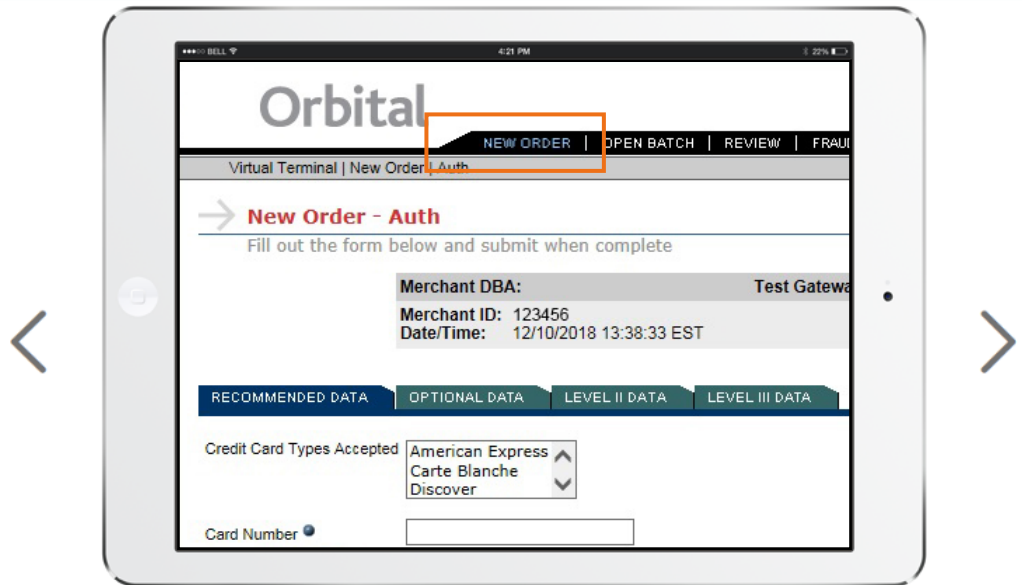


Steps

- 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



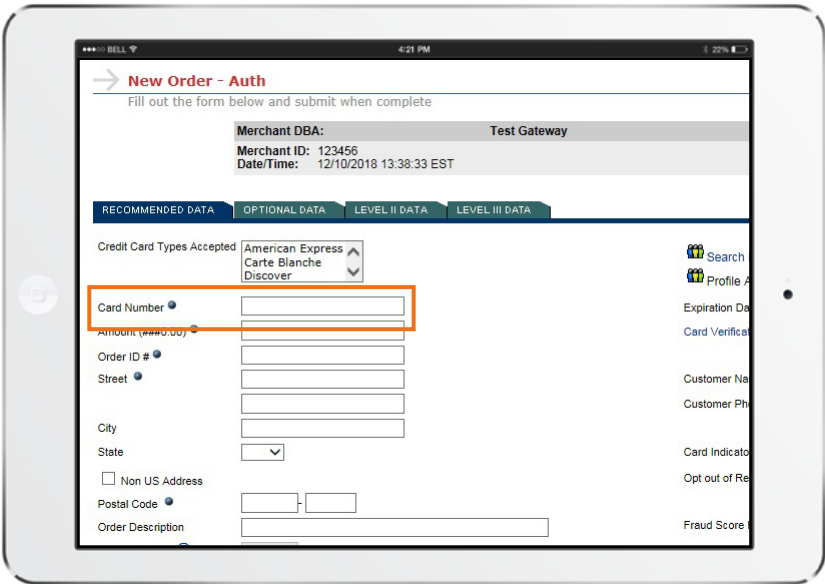
Step 1

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



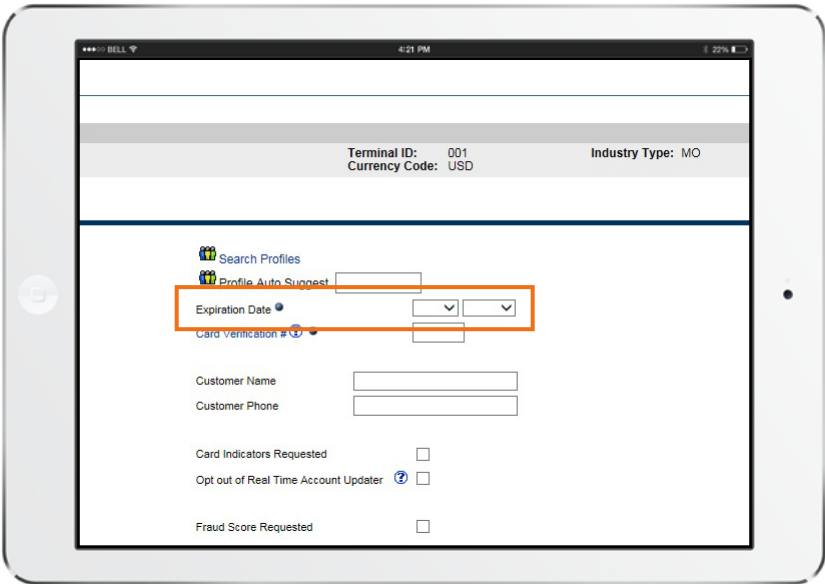
Step 2

Enter the card number

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

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



Terminal ID: 001
Currency Code: USD
Industry Type: MO

Search Profiles
Profile Auto Suggest

Expiration Date

Card Verification #

Customer Name
Customer Phone

Card Indicators Requested ☐
Opt out of Real Time Account Updater ☐
Fraud Score Requested ☐

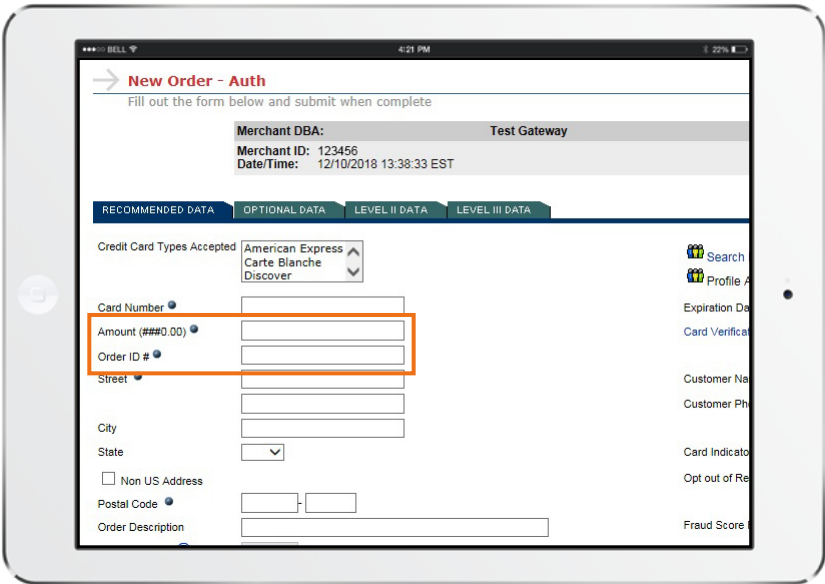
Step 3

Enter the expiration date

Enter the month and year of the expiration date.

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



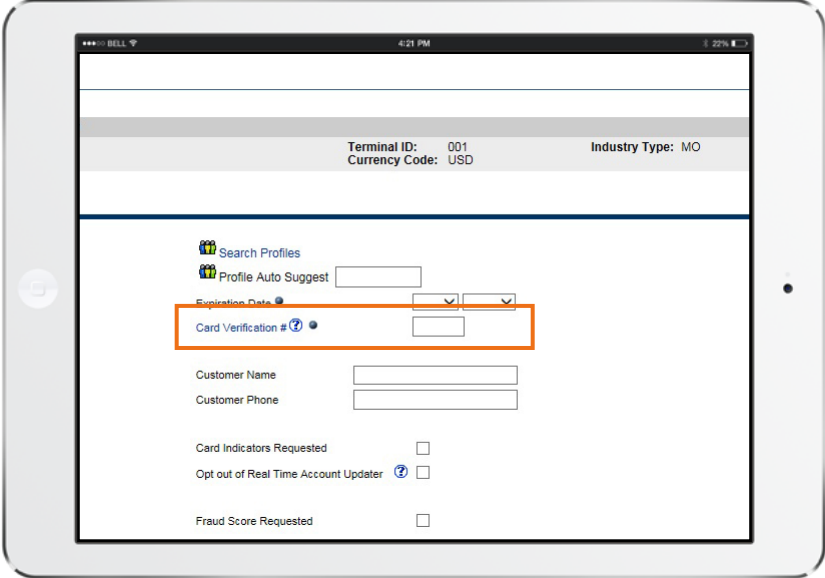
Step 4

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



Terminal ID: 001 Industry Type: MO
Currency Code: USD

Search Profiles
Profile Auto Suggest
Expiration Date
Card Verification #
Customer Name
Customer Phone
Card Indicators Requested
Opt out of Real Time Account Updater
Fraud Score Requested

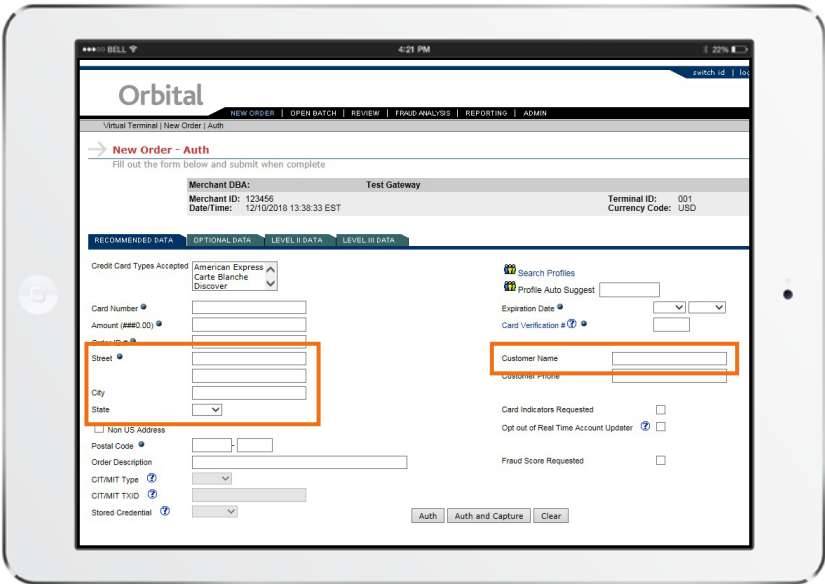
Step 5

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



The image shows a tablet displaying the Orbital Virtual Terminal interface. The screen is titled 'New Order - Auth' and includes a navigation bar with options like 'NEW ORDER', 'OPEN BATCH', 'REVIEW', 'FRAUD ANALYSIS', 'REPORTING', and 'ADMIN'. The main form area is divided into sections for 'RECOMMENDED DATA', 'OPTIONAL DATA', 'LEVEL 2 DATA', and 'LEVEL 3 DATA'. The 'RECOMMENDED DATA' section contains fields for 'Credit Card Types Accepted' (set to American Express), 'Card Number', 'Amount (\$\$\$0.00)', 'Street', 'City', 'State', 'Postal Code', 'Order Description', 'CIT/MT Type', 'CIT/MT TXID', and 'Stored Credential'. The 'OPTIONAL DATA' section includes 'Search Profiles', 'Profile Auto Suggest', 'Expiration Date', 'Card Verification #', 'Customer Name', and 'Customer Phone'. The 'LEVEL 2 DATA' section has 'Card Indicators Requested' and 'Opt out of Real Time Account Updater'. The 'LEVEL 3 DATA' section has 'Fraud Score Requested'. At the bottom, there are buttons for 'Auth', 'Auth and Capture', and 'Clear'. The 'Street' and 'Customer Name' fields are highlighted with orange boxes, indicating the current step in the process.

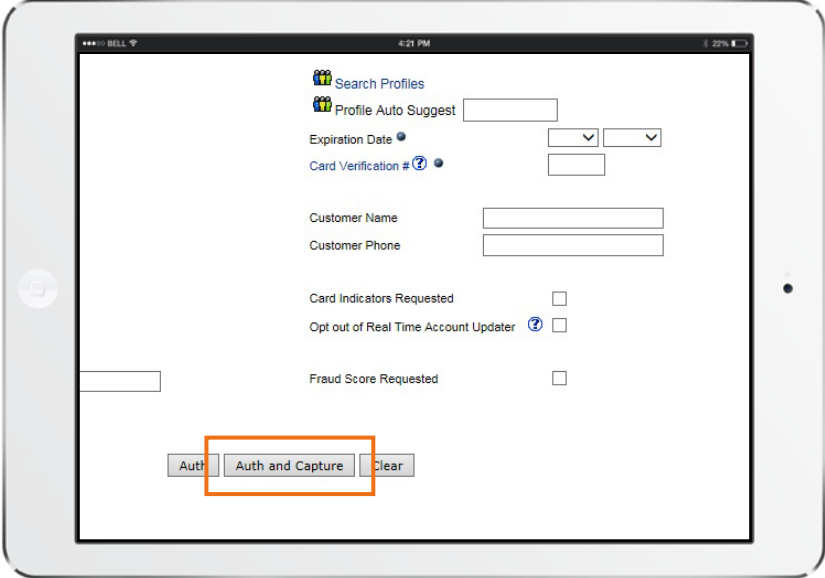
Step 6

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



Search Profiles

Profile Auto Suggest

Expiration Date

Card Verification #

Customer Name

Customer Phone

Card Indicators Requested

Opt out of Real Time Account Updater

Fraud Score Requested

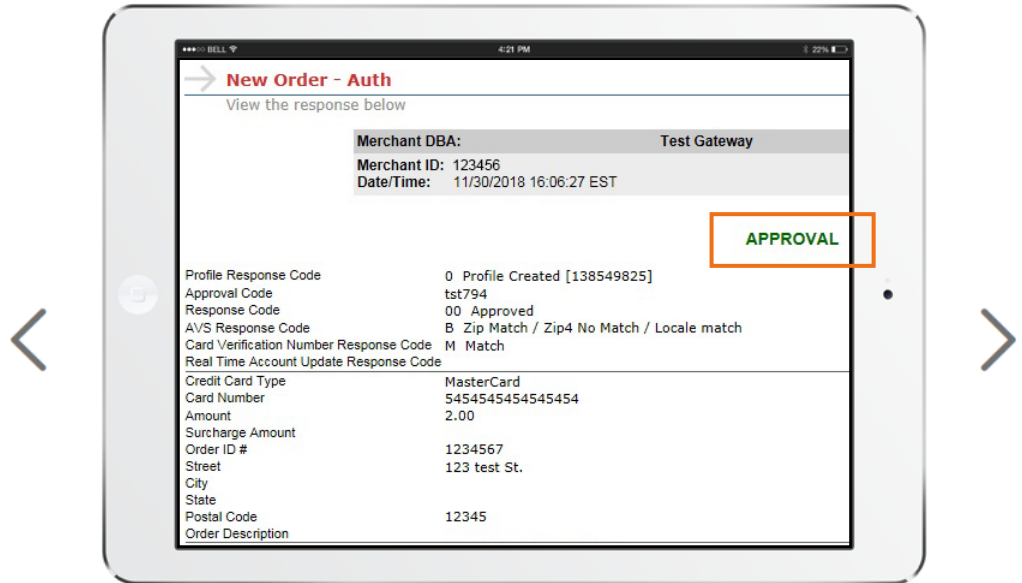
Auth Auth and Capture Clear

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



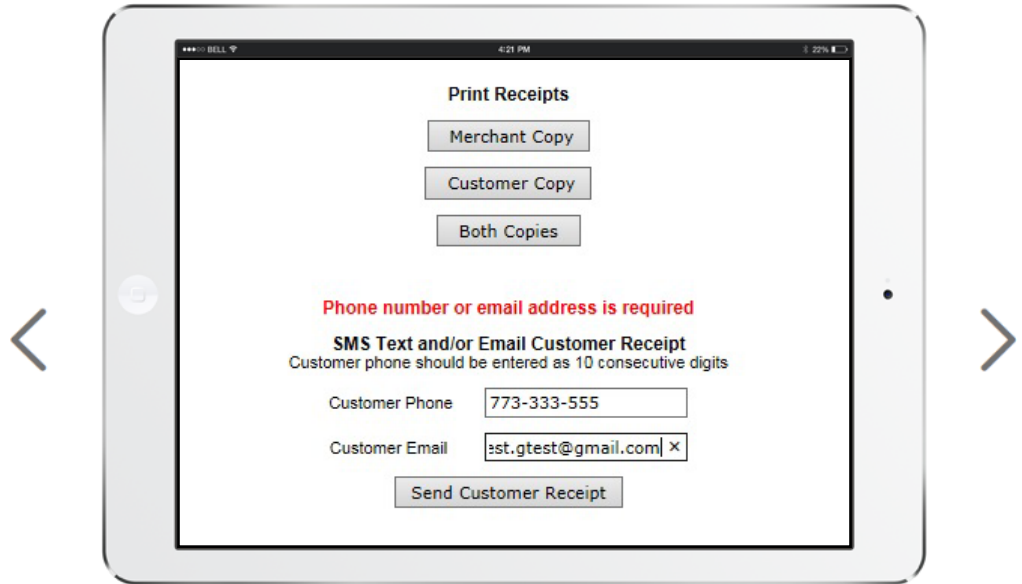
Step 8

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.