



### 3. How to process Credit Card Payments in A!Online or A!Mobile

**Applies to:** An Online auction using A!Online or a Mobile bidding auction using A!Mobile.

**Background:** When using A!Online, the winning bidders will be notified via email that they must log on and pay for their items with the credit card on file. For mobile bidding events, successful bidders will be notified by text and asked to go to their account in the mobile platform to pay for their items. The reason bidders are notified and the card on file is not automatically charged is so they will have the opportunity to change the credit card on file if they need to. Occasionally the bidder may miss the email or text and forget to push the payment themselves. The administrator can “push” the payment for them onto the card they entered when they registered to bid. Once all the cards are charged you will be able to bring the payments into the **Auction!** project from a spreadsheet in the platform.

#### Step by Step Instructions

1. Log into the online platform. <https://admin.asimobile.net/>
2. For an online auction go to **Registered Users**. For a Mobile auction go to **Attendees & Tables** and choose **Event Attendees**.
3. Each bidder will be listed. Bidders with a saved credit card on file will have a green check mark on their credit card symbol. Bidders that have purchased items or donated and paid for their invoices will have a green check mark on the \$ sign symbol. Bidders with an outstanding balance due will have an orange ! mark next on the \$ sign symbol.

Bid No.	Name	Email Address	Company	Credit Card
1	Test Raskob	bobt@gmail.com	Auction systems	
2	Debbie E. OTC	info@auctionsystems.com		

4. To enter a payment for a guest with an orange !, click the \$ sign and their list of invoices will show. If they have more than one invoice, it means that they purchased a Buy Now item earlier in the event or donated. Earlier invoices usually are paid and should say PAID IN FULL. The top invoice usually is the invoice at the close of the auction and will represent all items they won at the close. If they had an orange check mark on their invoices button in the previous screen, this should be the invoice with a balance due.

Jan 15, 2021		Item	Quantity	Amount
Items: 1		# 4 - \$25 gift certificate for the Trail Drive Inn	1	\$ 25.00
Total: \$ 25.00				
Paid: \$ 0.00				
<b>Due: \$ 25.00</b>				

5. In the upper right click the **Dollar with a pencil** button.



6. You will see the entire invoice. The upper half has the purchases and the bottom half has the payment area. Click the gray **Credit Card Payments** tab:

<b>Credit Card Information</b>	<b>Billing Address</b>
Select Card: Enter New Card	First Name: Debbie
Swiped Card: _____	Last Name: E
Card Number: _____	Company: _____
Card Expiration Date: ____ / ____	Country: Select Country
Verification Code: _____ <small>3 or 4 digit code on front or back of card</small>	Address: 1120 N Circle
	City: Colorado spri
	State / Province: CO
	Zip / Postal Code: 80909
	Payment Amount: \$ 25.00

7. Use the green pulldown button to select the credit card on file. If you are adding a new credit card for this bidder, ignore the swipe card field and then type in the card number and the rest of the information. Be sure the billing address is accurate for the card.
8. The amount to charge will already be filled in. If the bidder is splitting the payment between two cards or a check and card, change the amount to the amount to be charges on this card. Click **Add Payment** to process.
9. If you are accepting checks or you can click the Offline payment tab in the payment section of the invoice and add a check. Be sure to include the check number and make sure the amount is correct before clicking **Add Payment**.