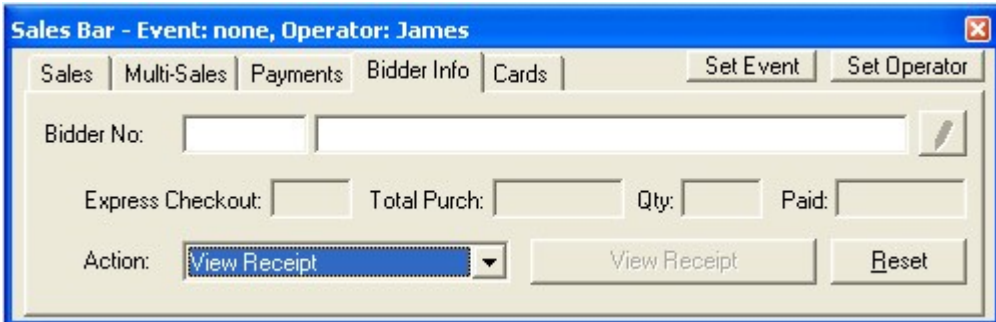


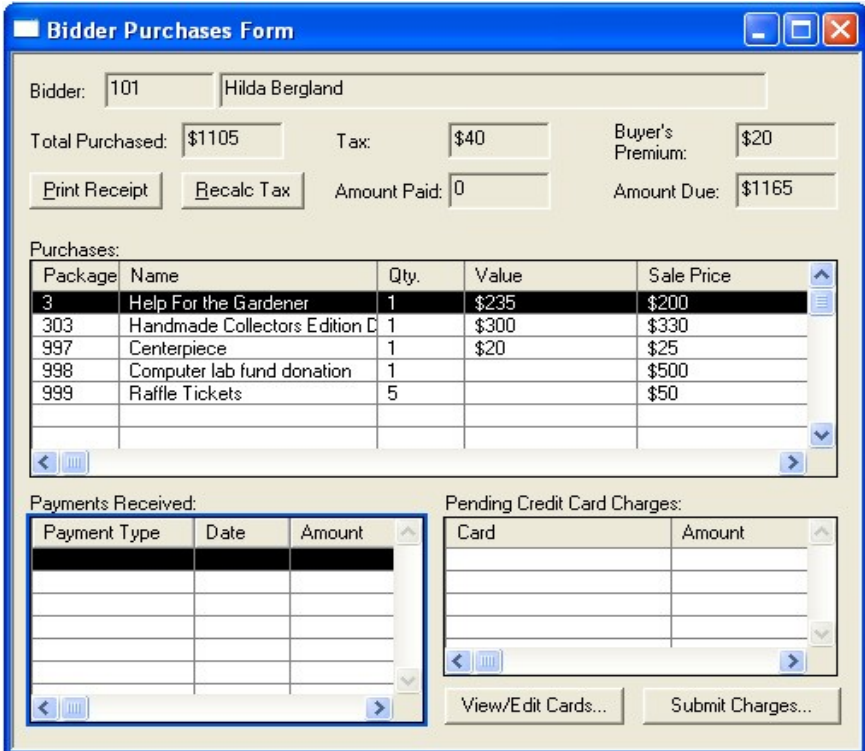
Donor Charge (Event Payments - Card Reader)

Follow these simple instructions to submit additional charges for a bidder after your event has ended and you have returned the card reader devices to Auctionpay.

1. In the Auctionpay Event Software – PC Edition, activate the Sales Bar by pressing F8 on your keyboard.



2. Click on the Bidder Info tab of the Sales Bar.
3. In the Bidder No. field, enter the bidder number of the donor you are making the additional charge for and press Enter.
 - ❖ For new bidders, you will need to create a bidder record (use F6).
4. Click the Action field and select View Receipt from the drop down menu. Click View Receipt button.
5. The Bidder Receipt form will open.



6. Click View/Edit Cards button.

The screenshot shows the 'Auctionpayer Cards Form' window. At the top, the title bar reads 'Auctionpayer Cards Form'. Below the title bar, there are several input fields: 'Bidder:' with '101' and 'Hilda Bergland', 'Group:' with 'Bergland', 'Table:' with '1', 'Seats Purch:' with '0', and 'Seats Used:' with '1'. Below these fields is a table with the following columns: 'Priority', 'Card', 'Status', 'In Use', and 'Max. Amt.'. The table contains one row with the following data: Priority '1', Card 'Visa ****0026', Status 'New', In Use 'Yes', and Max. Amt. 'None'. Below the table are five buttons: 'Add...', 'Move Up', 'Move Down', 'Toggle Use', and 'Void...'. There are also navigation arrows on the left and right sides of the table.

7. To make a charge to a credit card on file, follow these steps:

7.1. Select the card you wish to charge and click the Toggle Use button to display "Yes" in the In Use column for that credit card.

7.2. Verify all other credit cards on file are set to "No" in the In Use column.

8. To make a charge to a new credit card, follow these steps:

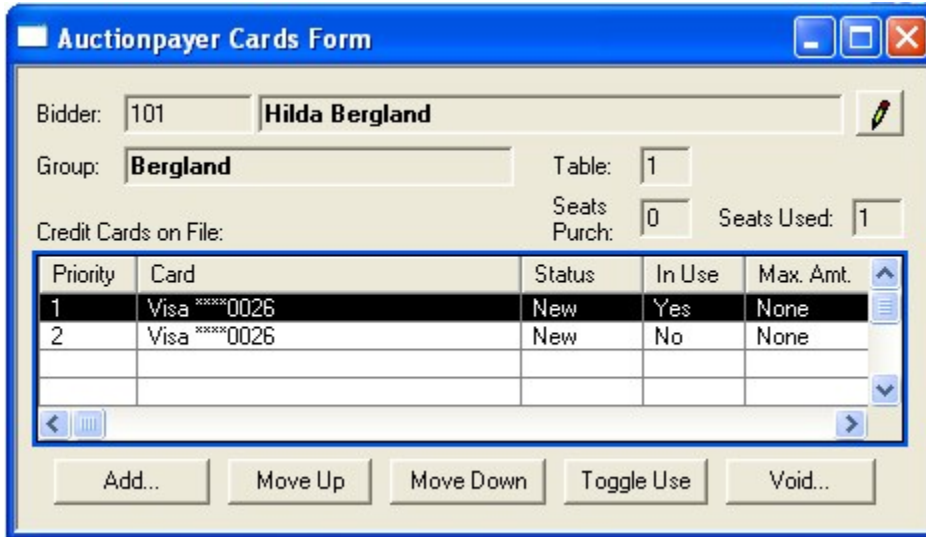
1. Click the Add... button. The Card Reader form will be displayed.

The screenshot shows the 'Swipe Card' form. At the top, the title bar reads 'Swipe Card'. Below the title bar, there are several input fields: 'Bidder No:' with '101' and 'Hilda Bergland', 'Card:' with 'PLEASE SWIPE CARD...', 'Max. Amt.:' with 'None', and a checked 'In Use' checkbox. Below these fields is a section titled 'Card Data' with three input fields: 'Acct. No.:', 'Exp. Date:' (with '(MM/YY)' next to it), and 'Name:'. There are three buttons: 'OK', 'Cancel', and 'Reset'.

9. Manually enter the new credit card information into the Card Data section of the form.

10. Click the "OK" button to save the credit card information.

- The new credit card will be displayed in the list of credit cards on file, verify the credit card appears as the first entry.



Auctionpayer Cards Form

Bidder: 101 **Hilda Bergland**

Group: **Bergland** Table: 1

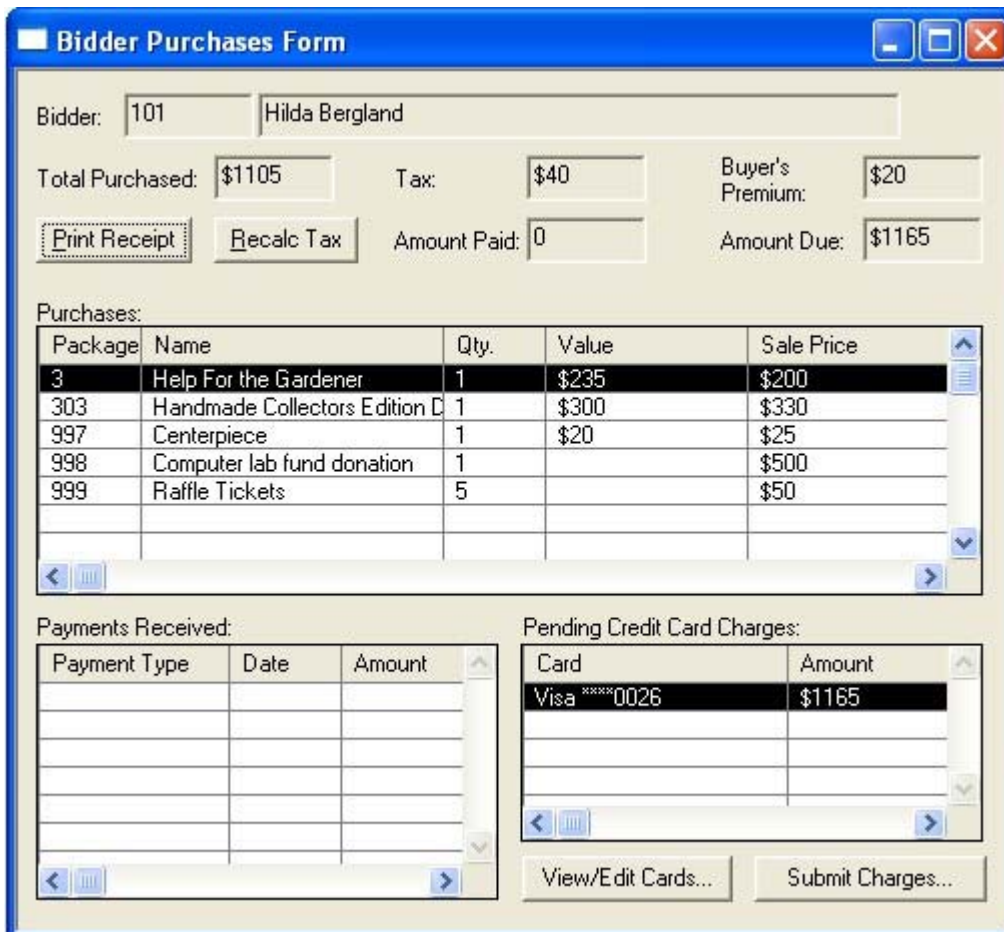
Credit Cards on File: Seats Purch: 0 Seats Used: 1

Priority	Card	Status	In Use	Max. Amt.
1	Visa ****0026	New	Yes	None
2	Visa ****0026	New	No	None

Add... Move Up Move Down Toggle Use Void...

- Follow steps 7.1 and 7.2 (above) to finalize the charge process.

- Verify the new charge amount and credit card in the Bidder Receipt Form View.



Bidder Purchases Form

Bidder: 101 **Hilda Bergland**

Total Purchased: \$1105 Tax: \$40 Buyer's Premium: \$20

Print Receipt Recalc Tax Amount Paid: 0 Amount Due: \$1165

Purchases:

Package	Name	Qty.	Value	Sale Price
3	Help For the Gardener	1	\$235	\$200
303	Handmade Collectors Edition C	1	\$300	\$330
997	Centerpiece	1	\$20	\$25
998	Computer lab fund donation	1		\$500
999	Raffle Tickets	5		\$50

Payments Received:

Payment Type	Date	Amount

Pending Credit Card Charges:

Card	Amount
Visa ****0026	\$1165

View/Edit Cards... Submit Charges...

- Press the Submit Charges button to submit the charge.