

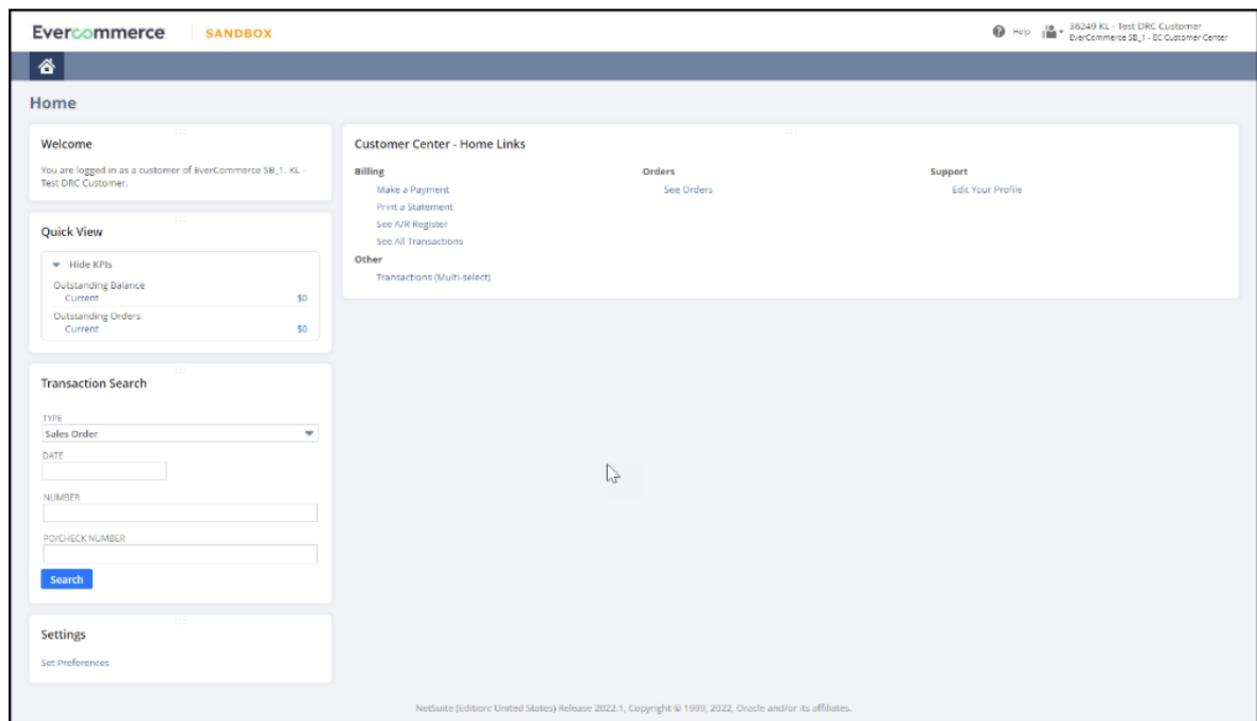
How to review and/or update credit card details in Netsuite

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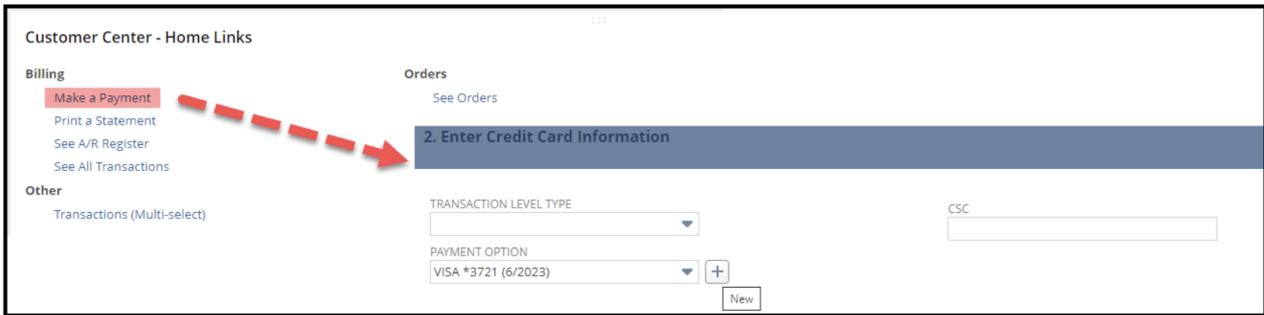


Reviewing or updating your payment method in Netsuite is quick and easy. Here's how:

- Login to the Customer Center



- Select **Make a Payment** from the Billing menu and then scroll down to section 2 **Enter Credit Card Information**



- Select the blue plus next to the Payment Option dropdown. A new window will open so you can enter the credit card information.

Payment Card

Save & Edit Save Cancel

Primary Information

1 TYPE *
Payment Card

2 MASK *

3 PAYMENT METHOD *

4 MEMO

STATE
Unknown

5 INACTIVE

6 PRESERVE ON FILE

7 DEFAULT

Details

8 PAYMENT CARD NUMBER *

9 EXPIRATION DATE *

10 CARD BRAND *

11 CARD TYPE

12 CARDHOLDER NAME

13 CARD STREET

14 CARD ZIP CODE

Save & Edit Save Cancel

Ref	Field	Mandatory?	Description
1	Type	Yes	From the dropdown, select type (default options is Payment Card)
2	Mask	Yes	Auto-fills from the <i>Payment Card Number</i> field
3	Payment Method	Yes	Options: <ul style="list-style-type: none"> ➤ AMEX ➤ Discover ➤ MasterCard ➤ Visa
4	Memo	No	Enter a brief description of the card
5	Inactive	No	Makes the card inactive
6	Preserve on File	No	Saves Credit Card within the NetSuite system (recommended if desiring to use the card again)
7	Default	No	Sets the entered Credit Card as the default card on file
8	Payment Card Number	Yes	Enter the credit card number
9	Expiration Date	Yes	Expiration date of the credit card
10	Card Brand	Yes	Select the brand of Credit Card from the drop down
11	Card Type	No	Select if card is a debit or credit card
12	Cardholder Name	No	Enter Name of the credit card holder
13	Card Street	No	Enter the street address associated with the credit card
14	Card Zip Code	No	Enter the ZIP code associated with the credit card

- Once all of the information is entered, click Save.

There is an alternative way to add a credit card if this way is easier for you.

- From the homepage, click **Edit Your Profile** under the Support heading
- Select Payment Information on the side menu. This will allow you to enter new card information.

The screenshot shows the 'Customer Center - Home Links' page. On the left, there are sections for 'Billing' (Make a Payment, Print a Statement, See A/R Register, See All Transactions) and 'Other' (Transactions (Multi-select)). In the center, there are 'Orders' (See Orders) and 'Support' (Edit Your Profile) links. A red dashed arrow points from 'Edit Your Profile' to the 'Payment Information' section in the side menu. The 'Payment Information' form includes radio buttons for Discover, Mastercard, VISA (selected), and AMEX. Below the radio buttons are input fields for 'Credit Card Number' (masked with asterisks), 'Expiration Date' (08 / 2023), and 'Cardholder Name' (Mark Uffman). A checkbox for 'Save My Credit Card Information' is checked, and a 'Continue' button is at the bottom.

