



# On your next invoice, pay by credit card.

Take advantage of credit card benefits when making payments.

We are excited to provide customers with a new payment option. Comfort Air invoices can now be paid by credit card. Update your payment preferences to start receiving credit card benefits today.

- Leverage rebates and rewards from your credit card provider.
- Make vendor payments on time while holding onto your cash.
- Automate payments on pre-approved invoices.

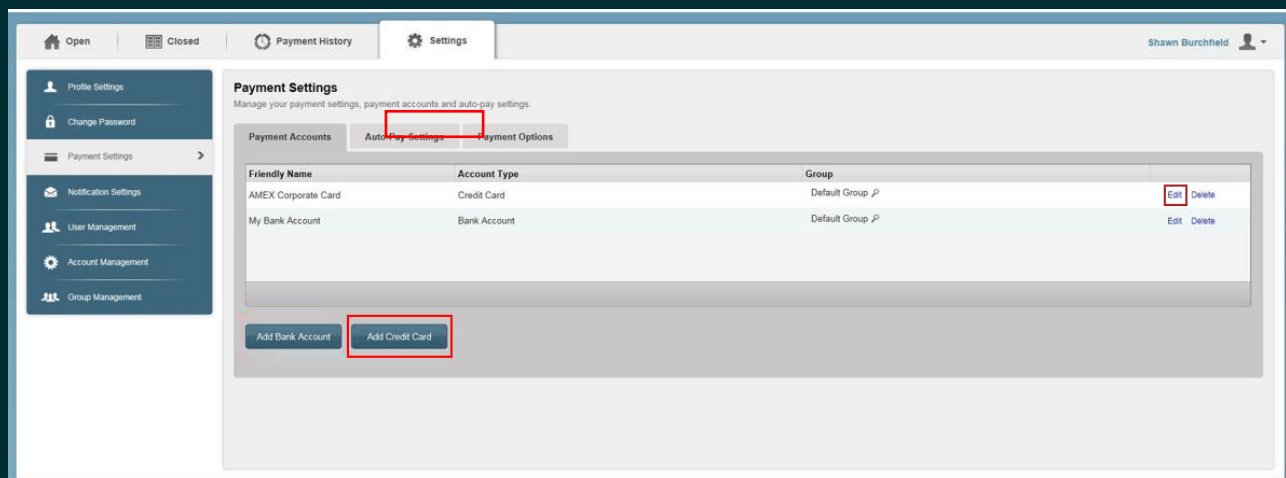
## Let me show you how it works.

1

Getting started – In Settings, go to the Payment Settings tab.

2

Under Payment Settings, click the Payments Accounts tab. The following view appears:



You may Add or Edit a Credit Card. If adding a new Credit Card, press the Add Credit Card button.

### 3

The following screen will appear.  
Enter the following information.

- A Friendly Name:** Enter the user-friendly name associated with the card.
- B Credit Card Number:** Enter the 16-digit credit card number.
- C Expiration Date:** Select the month and year of the credit card expiration from the drop-down lists.
- D Name on Card:** Enter the name of the cardholder as it appears on the card.
- E Address 1:** Enter Line 1 of the cardholder address.
- F Address 2:** Enter Line 2 of the cardholder address (if applicable).
- G City:** Enter the city listed in the cardholder address.
- H State/Province:** Select the state of the cardholder address (by the two-character postal abbreviation) from the drop-down list.
- J ZIP/Postal Code:** Enter the zip code of the cardholder address.

\* **Please note**, your vendor may allow you to link multiple users to specific bank accounts and restrict general access to these items. *If applicable*, select an existing group from the grid or click the Add Group button to open a dialog and enter a new group name.

### 4

Once all the fields are filled in, press Save to add the credit card to the system.

**You're ready.** You can conveniently pay any invoice electronically with your company credit card.