

Customer Tutorial: How to Create an Online Wallet

Objective

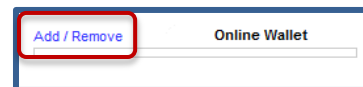
This document will enable you to:

- Create an Online Wallet from the **My Account** page to save your payment information for use on future orders.
- Create an Online Wallet after entering the payment information during the checkout process.

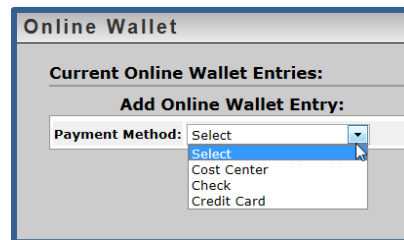
Note: The methods of payment available on your account are specific to your site and may differ from those described here.

To Create an Online Wallet from the My Account Page

1. Click the **Add / Remove** link to the left of **Online Wallet**.



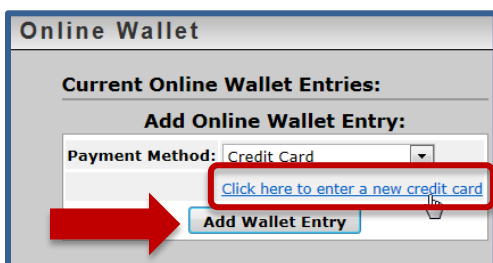
2. Select a payment method from the dropdown.



To Add Credit Cards

3. Click **Add Wallet Entry**.

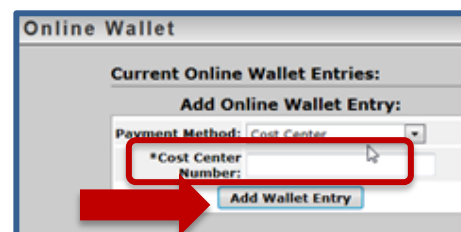
Note: If the payment information form does not automatically open in a new window, select the link to **Click here to enter a new credit card**.



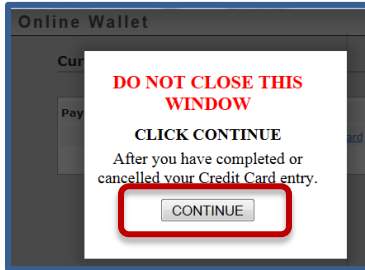
To Add Other Payment Methods

3. Fill in all required fields and click **Add Wallet Entry**.

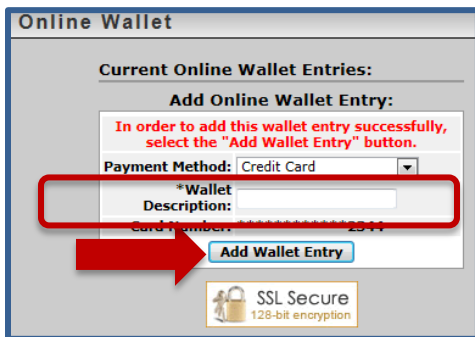
Note: Depending on your site and your payment method, the information required here may differ the image below. Fields with an asterisk (*) are required.



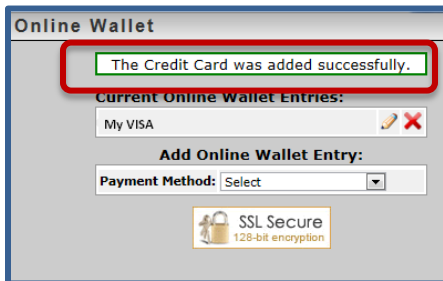
4. Fill in the required fields in the payment window that opens and click the **Submit** button.
5. Click the **Continue** button.



6. Enter a name for your wallet in the **Wallet Description** field and click **Add Wallet Entry**.



7. Check the confirmation message to verify that your card was added successfully.



To Create an Online Wallet from the Checkout Process

1. Enter the payment method information on the **Checkout** screen and check the box to save your payment information as an online wallet entry and then continue with the checkout process.

