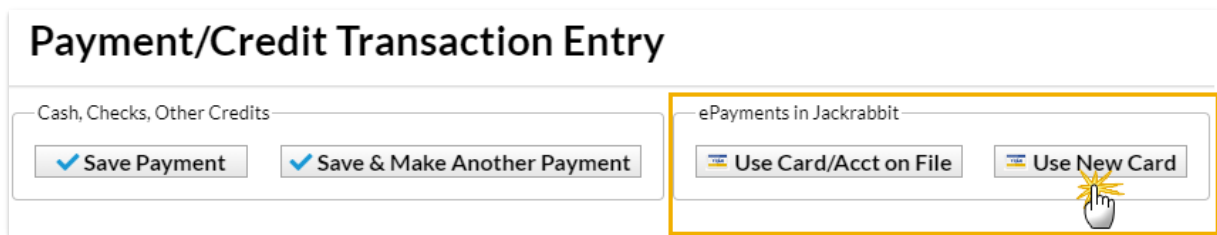


# Use New Card Button (Process an Unsaved Credit Card)

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When a User initiates a payment in a Jackrabbit database that is using ePayments they have two options:

- **Use Card/Acct on File** - Use a credit card or bank account that has previously been saved to the Family record.
- **Use New Card** - Single use of a new credit card that has not been saved to the Family record.



Depending on your settings, and on the number of cards you allow customers to maintain on file, you'll be offered different Card Save Options (see below) when processing an unsaved credit card with the *Use New Card* option.

1. Click the **Payment/Credit** button in a family's record or click the **Save Fee & Pay Now** button on the *Make Sale/Post Fee* page.
2. In the *Payment/Credit Transaction Entry* screen, the *Trans Date* defaults to the current date (today's date). You can change this if needed.
3. *Transaction Type* defaults to *Payment (Credit)* and it should not be changed.
4. It's not necessary to enter a *Method* of payment. This will be auto-assigned based on the payment method used, e.g., Visa, Mastercard, or Bank Account.
5. Enter an **amount** in the *Payment* field.
6. To apply the payment to the oldest fees first, click **Apply Payment to Oldest Fees First**.
7. To apply the payment to specific fees, click the **Apply Amt** field for the specific fee to be paid. When you click the field, Jackrabbit will pre-fill the amount in, however, this can be edited to a different amount if applicable.
8. Click the **Use New Card** button.
9. In the *Enter/Swipe Credit Card* window, enter the credit card information manually, or use a credit card swiper (not EMV). Note: If you are located in Canada and enter the card information manually, the **CVV** code will be required for the one-time transaction. This code is not saved in your database.

10. Enter the **Card Billing Address** and an **Email Address**. *Note that the Zip Code is a required field.*
11. If you do not want to send a receipt to the *Billing Contact Email*, check the appropriate box.
12. Choose a Card Save Option (see below).
13. Click **Submit ePayment**.
14. Jackrabbit transmits the request for payment to your merchant processor and receives an approved or declined message back from them. A new window will display these details. Click **OK**.
15. The information is recorded on the family's *Transactions* tab, and the family balance is updated accordingly.

## Card Save Options

### When there is currently no card on file:

- Do Not save card now; one-time use only
- Save as Primary Card

Enter/Swipe Credit Card

Enter or Swipe the Credit Card Information

Credit Card

Credit Card #:\*

Name on Card:\*

Nickname for Card:

Exp Month:\*  Exp Year:\*  CVV:  [?](#)

Card Billing Address

Address 1:

Address 2:

City:  State:  Zip Code:\*

Email Address:

☐ Do not send a receipt to Billing Contact Email: mommy.rabbit@anyemail.com

Card Save Options: [?](#)

☒ Do not save card now; one time use only

☐ Save as Primary Card

Submit e-Payment

Cancel

### When there is one card on file and Multiple Cards on File = No (Tools > Edit Settings):

- Do Not save card now; one-time use only
- Save & Replace Primary Card (delete existing primary card)

Enter/Swipe Credit Card

Enter or Swipe the Credit Card Information

Credit Card

Credit Card #:\* [Click here, then swipe...](#)

Name on Card:\*

Nickname for Card:

Exp Month:\* ▼ Exp Year:\* ▼ CVV: [?](#)

Card Billing Address

Address 1:

Address 2:

City: State: ▼ Zip Code:\*

Email Address:

☐ Do not send a receipt to Billing Contact Email: cbrady@anymail.net

Card Save Options: [?](#)

☒ Do not save card now; one time use only
 ☐ Save and Replace Primary Card (delete existing primary card)

Submit e-Payment

Cancel

When there are one or two cards on file with Multiple Cards on File = Yes (Tools > Edit Settings):

- Do not save card now; one-time use only
- Save as Secondary Card
- Save and Replace Primary Card (delete existing primary card)
- Save as Primary Card (former primary card becomes a secondary card on file)

Enter/Swipe Credit Card

Enter or Swipe the Credit Card Information

Credit Card

Credit Card #:\*

Name on Card:\*

Nickname for Card:

Exp Month:\*  Exp Year:\*  CVV:  [?](#)

Card Billing Address

Address 1:

Address 2:

City:  State:  Zip Code:\*

Email Address:

☐ Do not send a receipt to Billing Contact Email: l.davenport@mail.mail.mail.net

Card Save Options: [?](#)

☒ Do not save card now; one time use only

☐ Save as Secondary Card

☐ Save and Replace Primary Card (delete existing primary card)

☐ Save as Primary card (former Primary card becomes a secondary card on file)

Submit e-Payment

Cancel

When there are three cards on file (maximum):

- Do not save card now; one-time use only
- Save and Replace Primary Card (delete existing primary card)

## Enter/Swipe Credit Card

Enter or Swipe the Credit Card Information

### Credit Card

Credit Card #:\*

Name on Card:\*

Nickname for Card:

Exp Month:\*  Exp Year:\*  CVV:  [?](#)

### Card Billing Address


Address 1:

Address 2:

City:  State:  Zip Code:\*

Email Address:

☐ Do not send a receipt to Billing Contact Email: abinns@jackrabbittech.com

 Family has reached the maximum of 3 cards saved on file.

Card Save Options: [?](#)

- ☒ Do not save card now; one time use only  
☐ Save and Replace Primary Card (delete existing primary card)