How to pay by credit card

We are excited to provide customers with a new online payment option. Southwest Binding & Laminating invoices can now be paid by credit card via our online billing and payment portal powered by Billtrust.
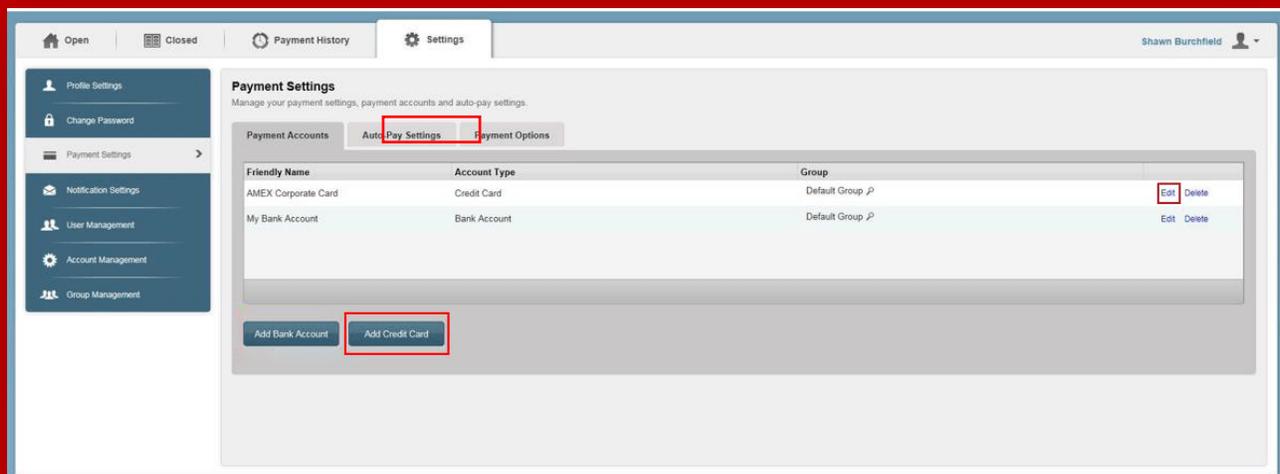
Let me show you how it works

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 billing address.

F   **Address 2:** Enter Line 2 of the cardholder billing address (if applicable).

G   **City:** Enter the city for the cardholder billing address.

H   **State/Province:** Select the state of the cardholder billing address (by the two-character postal abbreviation) from the drop-down list.

J   **ZIP/Postal Code:** Enter the zip code of the cardholder billing 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.

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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.

Southwests Billtrust Support Representative
800-325-3628, extension 3035 for assistance.

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