

Credit Cards and Checks Processing Instructions - Chicago

- Click the following link: <https://payment.redfinnet.com/app/JH/JHPos.asp>
 - User name: your office number
 - o Example: 10618
 - Password: your office number plus Kfs
 - o Example: 10618Kfs
- Please note in password, K is capital, f and s are lower case

For Credit Cards processing:

- Check off option: "Credit Card"
- Enter Customer name as it appears on the credit card
- Enter Dollar amount of the fees to be charged
- Re-Enter amount
- Enter Receipt # in the Invoice field
- Enter Card Number (no spaces or dashes)
- Re-enter Card Number
- Enter Expiration Date – Month and year (mmyy format)
 - o Example: for October 2010, enter: 1010
 - o For May 2011, enter: 0511
- Re-enter Expiration Date
- Enter CVV or CID code off the credit card
- Enter Zip Code of customer's credit card mailing address
- Click on Process
- If payment is approved, print receipt in duplicate
- Have customer sign a copy and attached to JH receipt copy B
- Give other copy to customer
- If payment is declined, ask customer for another method of payment

For Checks processing:

- Check off option ACH Check
- Enter Customer name as it appears on the check
- Enter Dollar amount
- Re-enter amount
- Enter Receipt # in the Invoice field
- Enter Bank's routing number
- Re-enter Bank's routing number
- Enter Account number
- Re-enter Account number
- Enter Check number
- Re-enter check number
- Click on Process
- If check is approved, print receipt in duplicate
- Have customer sign a copy and attached to JH receipt copy B
- Write void on face of check and attach to JH Receipt copy B
- Give other copy to customer
- If payment is declined, ask customer for another method of payment