



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. ASTM International 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.

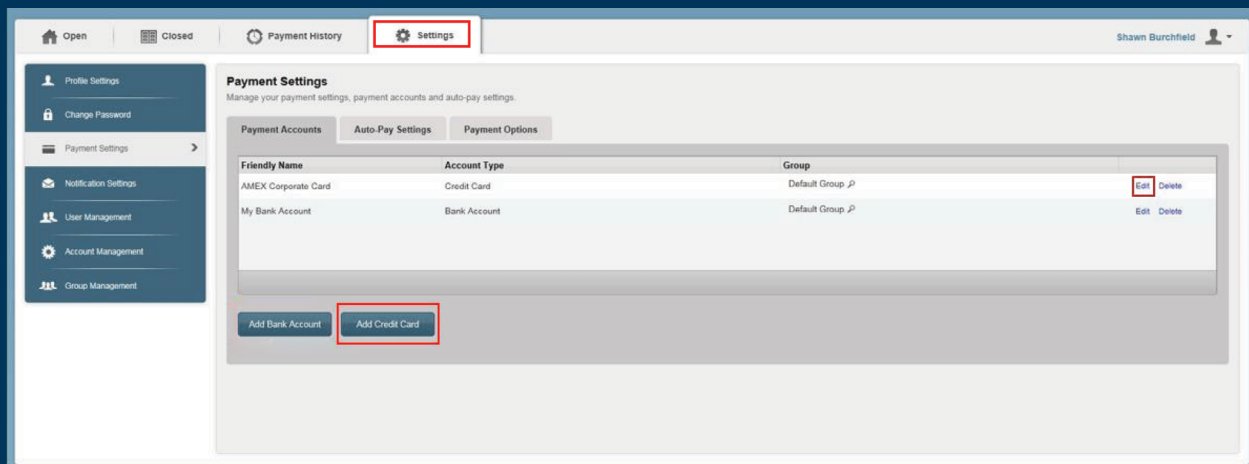
Let me show you how it works

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.
- I ZIP/Postal Code:** Enter the zip code of the cardholder address.

Payment Settings
Manage your payment settings, payment accounts and auto-pay settings.

Payment Accounts | **Auto-Pay Settings** | **Payment Options**

Please note that discounts cannot be taken when paying with a credit card.

Cards Accepted:

Friendly Name: My Credit Card

Credit Card Number: _____

Expiration Date: 01 2016

Name on Card: _____

Address 1: _____

Address 2: _____

City: _____

State/Province: AA

Zip/Postal Code: _____

Your payment account must be assigned to at least one group. Select the group(s) from the list below that you want to assign the payment account to or add a new group.

Group Name	
<input type="checkbox"/> Default Group	
<input type="checkbox"/> East	
<input type="checkbox"/> East 1	
<input type="checkbox"/> West	

Cancel Save

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.