

Manual Entry into P.O.S. – Tips!

Credit Card Handbook Section E-4

- *Manual entry is to be used **only** if a valid credit card has been swiped 3 times and is still unable to be read!*
- *Always make a manual imprint of the credit card on a Manual Invoice Form (#50656) to prove that the card was present.*
- *What type of credit card is being used? Only process manual transactions for credit cards listed on the front of your handbook!*
- *Make sure you key in the correct card type!*
- *Always obtain phone authorization at the time of sale, and double check that you've keyed in the number correctly. Otherwise the manual entry transaction is invalid!*
- *Do not re-key unpaid batches through manual entry in order to receive payment. Call Dealer Support if you have any questions about unpaid batches (1-800-352-2422, ext. 1).*