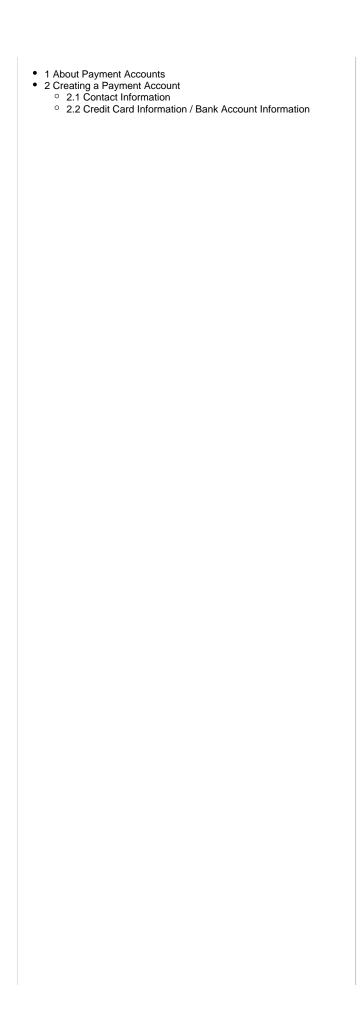
# **Creating Payment Accounts**

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**Payment Gateways** 

Before creating a payment account, you may wish to configure one or more payment gateways. See the section on Gateways to learn more.

## **About Payment Accounts**

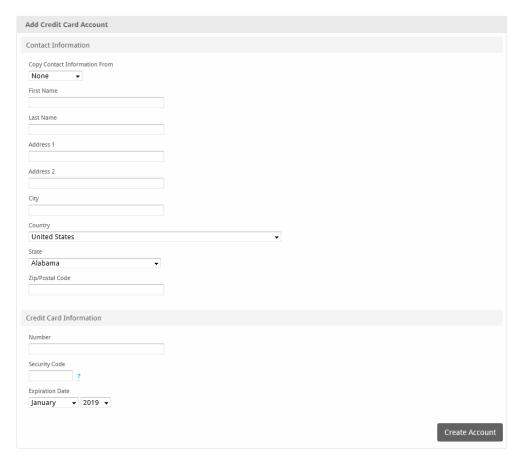
Payment accounts are used to store payment information, either encrypted within Blesta, or through the use of a token with the gateway. Payment accounts can be of two different types: Credit Card and ACH (Bank Transfer). Payment accounts can be used to process recurring payments.

To set a payment account for use for recurring payments, select the payment account that should be used on the left, and click the "Use for Auto Debit" button. This option and display are only available if one or more payment accounts already exist for the client.



# Creating a Payment Account

To create a Payment Account, visit the clients profile page and click "Payment Accounts" under the Actions box, then click the "Add ACH Account" or "Add CC Account" button. The following form is shown:



In both the case of Credit Card and ACH, two sections are displayed.

#### **Contact Information**

This section requires basic billing contact details for this payment account. The first option, "Copy Contact Information From" allows the contact information from another contact to be quickly imported into this form. This saves time in cases where a new credit card or ACH account is being added for a contact that already exists.

### **Credit Card Information / Bank Account Information**

This section requires details about the form of payment. In the case of a credit card, the credit card number, security or CVV code, and the expiration date. In the case of ACH, the account type (checking or savings), the account number, and the routing number.

Once all the details are entered, click "Create Account" to create the Payment Account.