

Credit and Debit Card Payment System Not Working - Procedure

Options:

1 Internet

If the internet is working, go to the payment system website:

To do this, you'll need to contact _____ for the login credentials.

If they are unavailable, go to steps 2 or 3.

2 Call

If landline or cell phones are working, call _____ at this number
to request voice authorization: _____

Our Merchant Number: _____

3 Copies

Make a copy of the credit card's front and back.

When the internet or phones become available again, perform steps 1 or 2.

When the authorization is complete, destroy the copies of the credit card.