O'CONNOR COMPANY
EST. 1920
RIGHT PRODUCTS. RIGHT NOW.™

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. O'Connor Company 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.
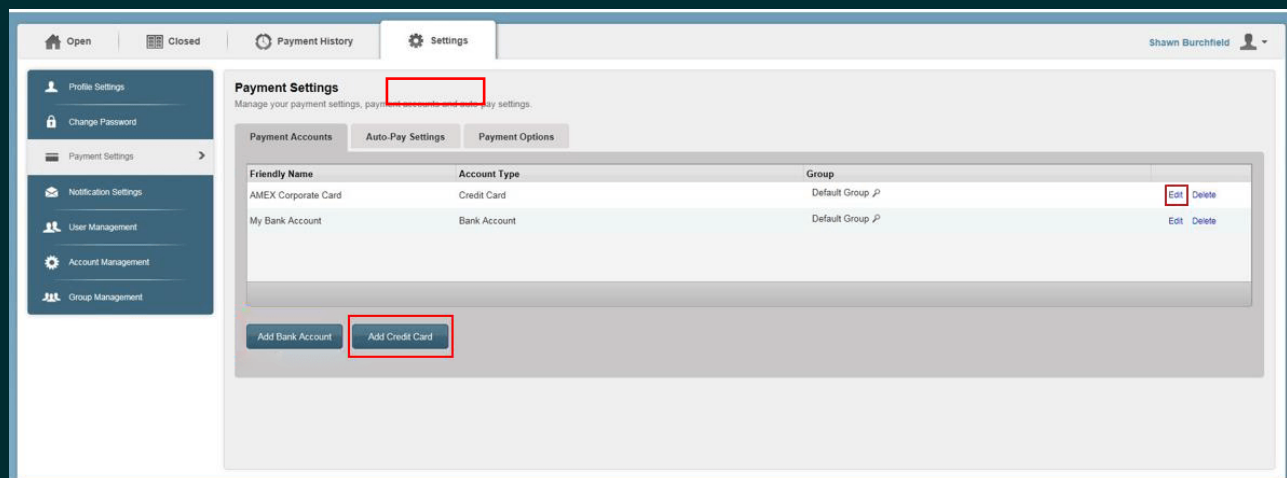- Automate payments on pre-approved invoices.

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.

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

* Please note, your vendor may allow you to link multiple users to specific bank accounts and restrict general access to these items. *If applicable,* select an existing group from the grid or click the Add Group button to open a dialog and enter a new group name.

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.

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