

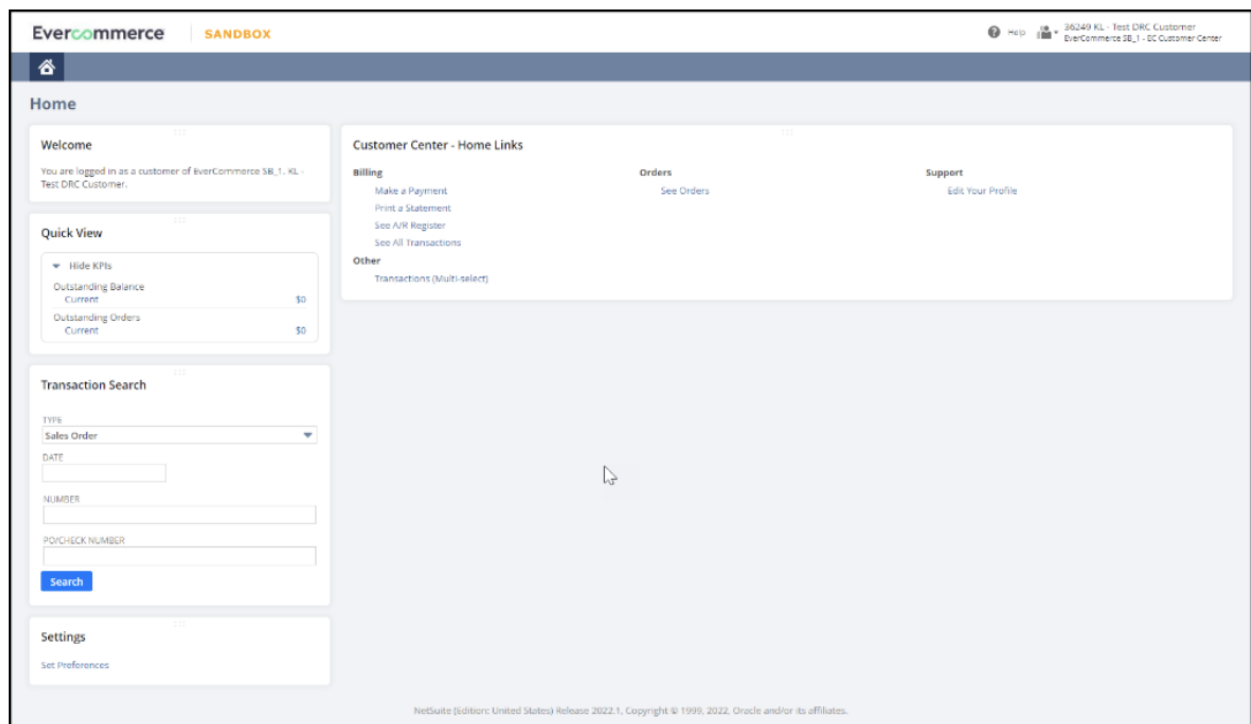
How to review and/or update credit card details in Netsuite

07/24/2024 5:20 pm EDT

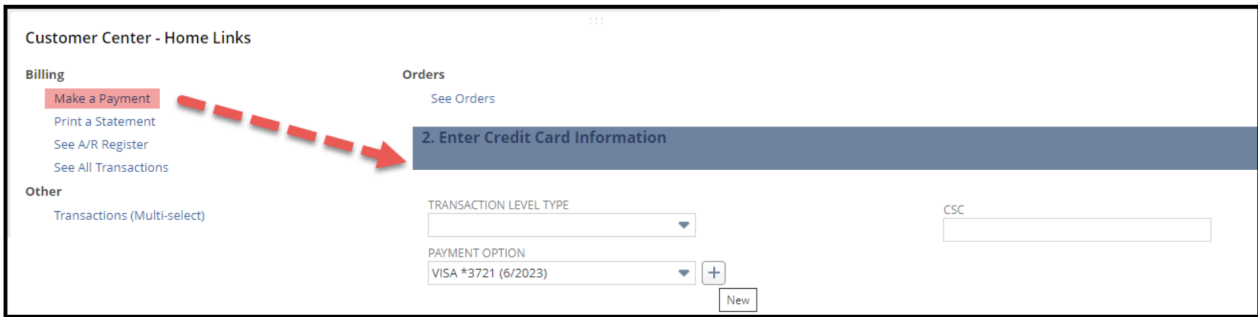


Reviewing or updating your payment method in Netsuite is quick and easy. Here's how:

- Login to the Customer Center



- Select **Make a Payment** from the Billing menu and then scroll down to section 2 **Enter Credit Card Information**



- Select the blue plus next to the Payment Option dropdown. A new window will open so you can enter the credit card information.

Payment Card

Save & Edit Save Cancel

Primary Information

1 TYPE *	Payment Card	3 PAYMENT METHOD *	
2 MASK *		4 MEMO	
		STATE	Unknown
		5 <input type="checkbox"/> INACTIVE	
		6 <input checked="" type="checkbox"/> PRESERVE ON FILE	
		7 <input type="checkbox"/> DEFAULT	

Details

8 PAYMENT CARD NUMBER *		13 CARD STREET	
9 EXPIRATION DATE *		14 CARD ZIP CODE	
10 CARD BRAND *			
11 CARD TYPE			
12 CARDHOLDER NAME			

Save & Edit Save Cancel

Ref	Field	Mandatory?	Description
1	Type	Yes	From the dropdown, select type (default options is Payment Card)
2	Mask	Yes	Auto-fills from the <i>Payment Card Number</i> field
3	Payment Method	Yes	Options: <ul style="list-style-type: none"> ➤ AMEX ➤ Discover ➤ MasterCard ➤ Visa
4	Memo	No	Enter a brief description of the card
5	Inactive	No	Makes the card inactive
6	Preserve on File	No	Saves Credit Card within the NetSuite system (recommended if desiring to use the card again)
7	Default	No	Sets the entered Credit Card as the default card on file
8	Payment Card Number	Yes	Enter the credit card number
9	Expiration Date	Yes	Expiration date of the credit card
10	Card Brand	Yes	Select the brand of Credit Card from the drop down
11	Card Type	No	Select if card is a debit or credit card
12	Cardholder Name	No	Enter Name of the credit card holder
13	Card Street	No	Enter the street address associated with the credit card
14	Card Zip Code	No	Enter the ZIP code associated with the credit card

- Once all of the information is entered, click Save.

There is an alternative way to add a credit card if this way is easier for you.

- From the homepage, click **Edit Your Profile** under the Support heading
- Select Payment Information on the side menu. This will allow you to enter new card information.

Customer Center - Home Links

Billing
 Make a Payment
 Print a Statement
 See A/R Register
 See All Transactions

Other
 Transactions (Multi-select)

Orders
 See Orders

Support
 Edit Your Profile

Payment Information

Customer Profile
 Address Information
 Shipping Method
 Payment Information
 Confirm Customer Profile

Payment Method
 Discover
 Mastercard
 VISA
 AMEX

Credit Card Number: *****1117

Expiration Date: 08 / 2023

Cardholder Name: Mark Uffman

Save My Credit Card Information

[Continue](#)

