



3. How to process Credit Card Payments in A!Online

Applies to: An Online auction using A!Online.

Background: When using A!Online, the winning bidders will be notified via email and/or text that they must log on and pay for their items with the credit card on file. Occasionally the bidder may miss the email and forget to push the payment themselves. The administrator of you online account can “push” the payment for them onto the card they entered when they registered to bid. Once all the cards are charged you will be able to bring the payments into the **Auction!** project from a spreadsheet in the online platform.

Step by Step Instructions

1. Log into the online platform. <https://admin.asimobile.net/>
2. In the A!Online tab click **Online Users**.
3. Each bidder will be listed. Bidders with a saved credit card on file will have the words ***Saved Card*** appear below their bid number.

Search:

Bidder No.	
1 * Saved Card *	Barbara C
2 * Saved Card *	Peggy Ho
3 * Saved Card *	Ms Trista
4 * Saved Card *	mr Roy Cl

4. In the right-hand column of that bidder’s row, they will have a gray, red or green **View Invoices** button. Grey buttons mean the bidder did not have a winning bid. Green buttons mean they authorized the payment onto their credit card themselves. If the View Invoices button is red, that guest still has an outstanding balance due that that you can push onto their credit card for them. Click the Red **View Invoice** button.
5. You will see a screen with the balance due amount.

INVOICE

Winning Bids

Items: 1

Total: \$ 2,600.00

Paid: \$ 0.00

Amount Due: \$ 2,600.00

[Edit Invoice](#)

[Print](#)

[Email](#)

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- 6. In the lower left click the **Edit Invoice** button.
- 7. Click the blue button **Add Credit Card Payment** link:

Add Item		Add Misc		
Modify	Item	Received	Quantity	Amount
Delete Item	CardConnect.Merchant Account Test	<input type="checkbox"/>	1	\$0.51

Add Offline Payment	Add Credit Card Payment	Add Refund
Modify	Date	Type

- 8. Select the card on file.
- 9. Click **Add Payment** to process.
- 10. Return to **Online Users** to process the next bidder with a balance due. The bidder you just processed a card for will still have a Red View Invoices button because they did not push the payment themselves, however, if you were to click on the View Invoice button for the bidder you just processed you will see that the Amount Due will have been changes to a Green PAID IN FULL.