



# RDN Training Guide Updating Credit Card

# Updating Credit Card Information

If you need to change or update the Credit Card with RDN, please perform the following steps.

- Enter the Accounting Section.

<b>Main Menu</b>	<b>Add Order</b>	<b>Open Orders [1090]</b>	<b>My Orders [0]</b>	<b>MultiSearch</b>	<b>Clients/Assignees</b>	<b>Adjusters</b>	<b>Accounting</b>
Repos >Aug 1st [0]		New Web [0]	New Updates [0]	Pending: H[0] C[0]	Agent [0]	On Hold [0]	Ne

## 6. Management Functions:

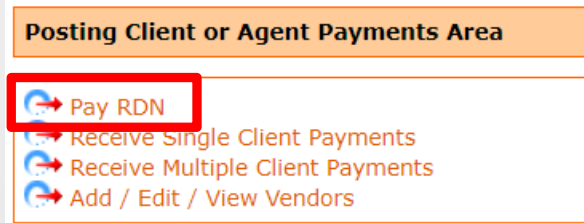
Daily Received Order Report  
View/Edit Storage Locations  
Upper-Management Area

**Accounting Functions**  
Personal Property Report



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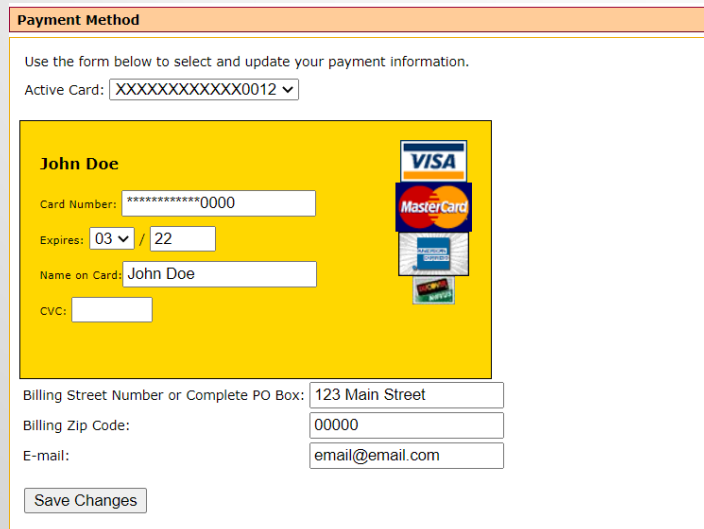
- Click Pay RDN.



**Posting Client or Agent Payments Area**

- Pay RDN
- Receive Single Client Payments
- Receive Multiple Client Payments
- Add / Edit / View Vendors

- You may store up to four Credit Cards to pay your RDN monthly invoice. Correct any card information or store a new Credit Card from the drop-down menu. Click Save Changes to update.



**Payment Method**

Use the form below to select and update your payment information.

Active Card: XXXXXXXXXXXXX0012 ▼

**John Doe**

Card Number: \*\*\*\*\*0000

Expires: 03 / 22

Name on Card: John Doe

CVC:

Billing Street Number or Complete PO Box: 123 Main Street

Billing Zip Code: 00000

E-mail: email@email.com

