



RDN Training Material

Adding Credit Card Limited User





Adding credit card Limited User

Effective March 1, 2016

Limited Users with more than one (1) user license will be required to enter a valid credit card for additional user charges.

Per your RDN User Agreement one user license is included at no charge. Additional users may be added by RDN at LICENSEE's request at \$20.00 per user, per month.

The following slides will guide you through the process of adding a credit card to your profile.

Please do not hesitate to contact RDN should you have any questions or concerns.



Adding credit card Limited User

Please follow the steps provided in the following slides to add a credit card to your company profile.

Main Menu	Credits [501]	Open Orders [6]	My Orders [2]	MultiSearch	Clients/Assignees	Adjusters	DRN Upload	CarsArrive
Repos > Jan 1st [0]	New Web [1]	Credit Usage	New Updates [0]		On Hold [1]	Need Info [1]	OPENLANE	
First <input type="text"/>	Last <input type="text"/>	Client Acct # <input type="text"/>	Ref # <input type="text"/>	Case # <input type="text"/>	VIN <input type="text"/>	Invoice # <input type="text"/>	<input type="button" value="Go"/>	

Select Invoices/Credit Cards under the User Functions box.

User Functions:
<ul style="list-style-type: none">> RDN INSIGHT> Edit My Profile> Edit Company User Accounts> RDN Account Management> Edit Company Profile> Invoices/Credit Cards> View Stored Vehicles [Total Stored: 10]> Pending CAC C/Rs



Adding credit card Limited User

You may add a credit card from the screen below.

Payment Method

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


Active payment method:

Credit Card 1

Card Number:

Expires: /

Name on Card:



Billing Street Number or Complete PO Box:

Billing Zip Code:

E-mail:

Enter credit card information below to save this card to your profile.

Press Save Changes.



Adding credit card Limited User

Your credit card is now saved to your profile.

Payment Method

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


Active payment method:

Credit Card 1

Card Number:

Expires: /

Name on Card:




Billing Street Number or Complete PO Box:

Billing Zip Code:

E-mail:

Your credit card is now saved.





Viewing an RDN invoice Limited User

You may view an invoice from the screen below.

Click view to view your RDN invoice.

Invoices					
Invoice	Status	Due Date	Total	View	Pay
Invoice #200767516	pending	2016-02-18	21.26	View	<input type="button" value="Pay Invoice"/>

Your RDN invoice.

Due Date: 02/18/2016

Name	Desc	Qty	Cost	Total
RDN Monthly Service Fee	1 additional RDN User	1	\$20.00	\$20.00
Subtotal:				\$20.00
Tax:				\$1.26
Total:				\$21.26



Paying an RDN invoice Limited User

You may pay an invoice from the screen below.

Click Pay Invoice to pay your RDN Invoice.

Invoices					
Invoice	Status	Due Date	Total	View	Pay
Invoice #200767516	pending	2016-02-18	21.26	View	<input type="button" value="Pay Invoice"/>

Status is now paid.

Invoices					
Invoice	Status	Due Date	Total	View	Pay
Invoice #200767516	paid	2016-02-18	21.26	View	



Questions?

If you have any questions regarding this new release, please contact RDN Support.

817-204-0298, option 1

support@recoverydatabase.net