Manually Charge a Credit Card Using Flipcause LIVE

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STEP 1: Enter the payment information

1. Enter the amount you'd like to charge into Payment Amount.
2. Choose a Payment Frequency from the button options.
3. Choose a Payment Profile from the dropdown under Select Payment Profile. Payment Profiles are pre-set profiles that indicate the sales tax, payment title and description, and custom receipt message for the transaction. (See Payment Profiles for more information) *(Note: You can customize a payment profile on-the-fly at the time of a single transaction without saving the changes to the profile.)*

STEP 2: Charge the payment

Tap the green CHARGE button to proceed to the Supporter Information screen.

Payment Amount: $ 50.00
STEP 3: Payment Options - Select CREDIT - ENTER

Tap the **CARD - ENTER MANUALLY** button under Payment Type to proceed with manually entering the credit card information.

STEP 4: Enter card information

Enter the credit/debit card information: number, expiration date, and the security code. Then tap the **Continue** button.
**STEP 5: Card Validation**

Your screen will read “Validating Card” while the card is being validated. (*Note: During this step, the card number is validated, but the transaction is NOT charged.*)

Once Transaction is validated, you are taken to the Signature Page.

**STEP 6: Signature Page**

1. Once the card is validated, you are taken to the Signature Page. The Signature Page displays the total amount to be charged, including the processing fee and any sales taxes you are collecting.

2. **Hand the device to your supporter** to sign the page using the touchpad interface, and turn the phone into horizontal mode. Here, your supporter can choose whether or not to cover the processing fee for the transaction. (*See here to learn more about mobile app processing fees.*)

3. After signing, tap the **Finish & Pay** button. (This is when the card is charged). You're then directed to the Information Collection page.
STEP 7: Collect Supporter Information

If your supporter would like a receipt for their records, enter their contact information then tap the **Send Receipt** button.

If your supporter does not want a receipt and you do not need to collect their information, select **SKIP** to finish transaction. If no information is entered, the email, first name and last name will be blank in your transaction record (there will be no way to retrieve this information).

STEP 8: Confirmation Page

All done! If you entered contact information for the transaction, you will see confirmation that a receipt was sent to the supporter via email.

If you entered Contact Information in STEP 3, the confirmation message will contain
your supporter's email address:

All Finished!

Kids Now

Thanks! A receipt has been sent to 
a.your@email.com.

Back to Homepage

If you did not enter Contact Information in STEP 3, you will only see a confirmation message:

All Finished!

Kids Now

Thank You

Back to Homepage

Tap the BACK TO HOMEPAGE button or the X located in the right-hand corner. This action will take you back to the Home page where you can begin a new transaction or check-in process.