How to remove a credit card or ACH account in PaySafe correctly

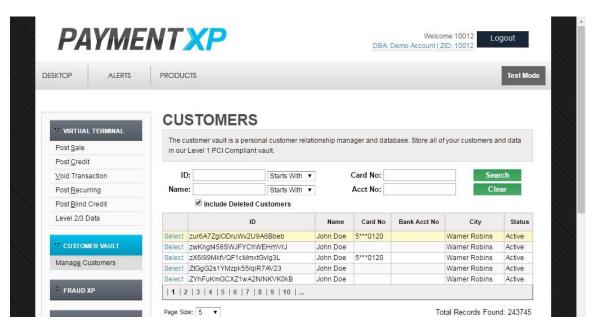
Login to www.PaymentXP.com

Your login is the Merchant ID from them (You can find it in Admin->Gateway)

Your password was reset when you completed your registration the first time.

When you login the screen will look like below.





Filter by Name, Card or Account Number. Click Search

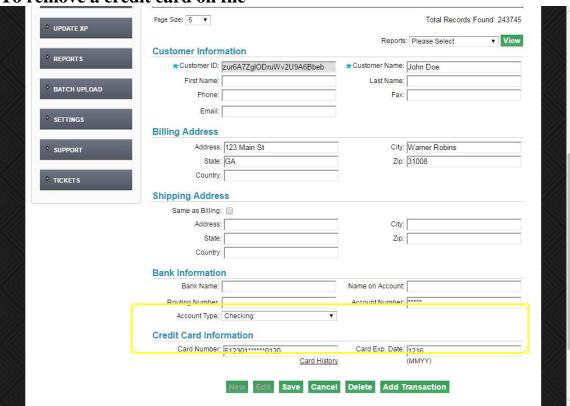
Note: If you previously Deleted an Account in PaymentXP, select Include Deleted Customers (Must Reactivate Deleted Customer prior to Edit)

Click Select to choose a Customer Record.

The data will display BELOW the search list. Scroll down to bottom.

Click EDIT

To remove a credit card on file



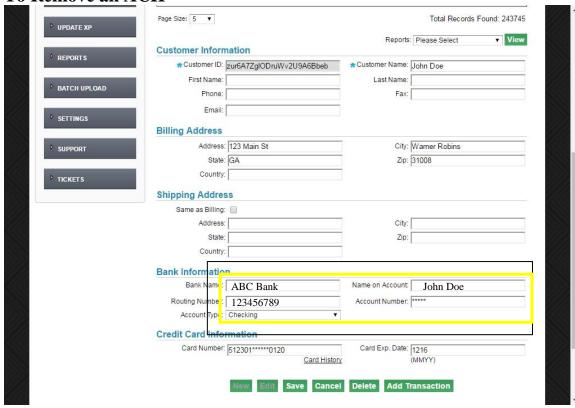
To remove a credit card on file, click into the Card Number field. Backspace the numbers out. Then click in the Card Exp. Date field and backspace the data. Then click SAVE.



You will receive the following message at the top of the screen if the record is successfully updated.



To Remove an ACH



Edit at the bottom to **Edit** this Customer Record.

Click in to **each field** in the Bank Information section. **Backspace the info**. **Click SAVE**.

You will receive a message When Updated.

