



Limousine Management Systems

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How to Process a Credit Card

SUMMARY

The IC Verify Credit Card module allows the user to process credit cards while on the reservation screen via a dial up or high speed internet connection. The authorization code is then returned from the processor and will automatically fill on the reservation.

REQUIREMENTS

ICVerify is a third party software that Limousine Management Systems integrates with the Credit Card module for LMSGold for Windows. Once the module is installed the user will need to contact ICVerify to process their information necessary to obtain authorizations.

PROCESSING A CREDIT CARD

The workstation that is to be used for processing credit cards must have dial up or high speed internet connection for processing.

1. Bring the reservation for processing onto the screen.
2. Click on **Utility, Credit Card Transaction** and select the type of transaction, **Sale, Void, Credit, Pre-Auth** or **Force**.
3. A **Credit Card Authorization** window will appear. If the credit card information is available on the reservation, this information will automatically be filled in. The amount in the **Balance** field of the reservation will also automatically fill in. The user can override any of this information.
4. Once the information is filled in, click on **Proceed**.
5. Once the credit card has been processed, an Approval Code will be returned from the processor and will automatically fill in on the reservation in the Approval field.

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