



MANAGING CREDIT CARD NUMBERS

WHEN TO MANAGE CREDIT CARD INFORMATION



CARD NUMBER CHANGE

If you received a new credit card number from your bank, or a new card all together, you will want to update the card information.



EXPIRATION DATE CHANGE

As you are issued new credit cards from your bank, you will want to update the expiration date stored on the site. If this information is not updated, it will cause your credit card to decline during checkout.



ADDING MULTIPLE CREDIT CARD NUMBERS

Gloso store has the functionality to store multiple credit card numbers to provide an easier checkout process.

Continued on the next page...

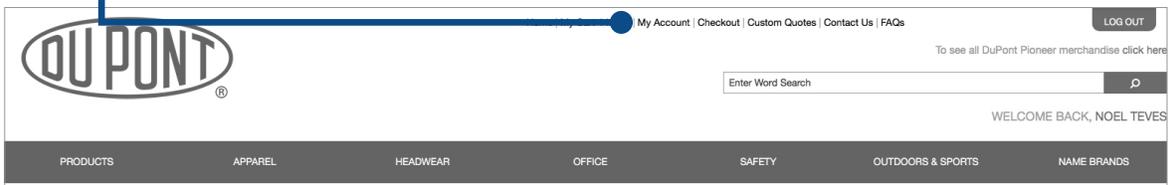


MANAGING CREDIT CARD NUMBERS

ACCESSING MANAGE MY CARDS

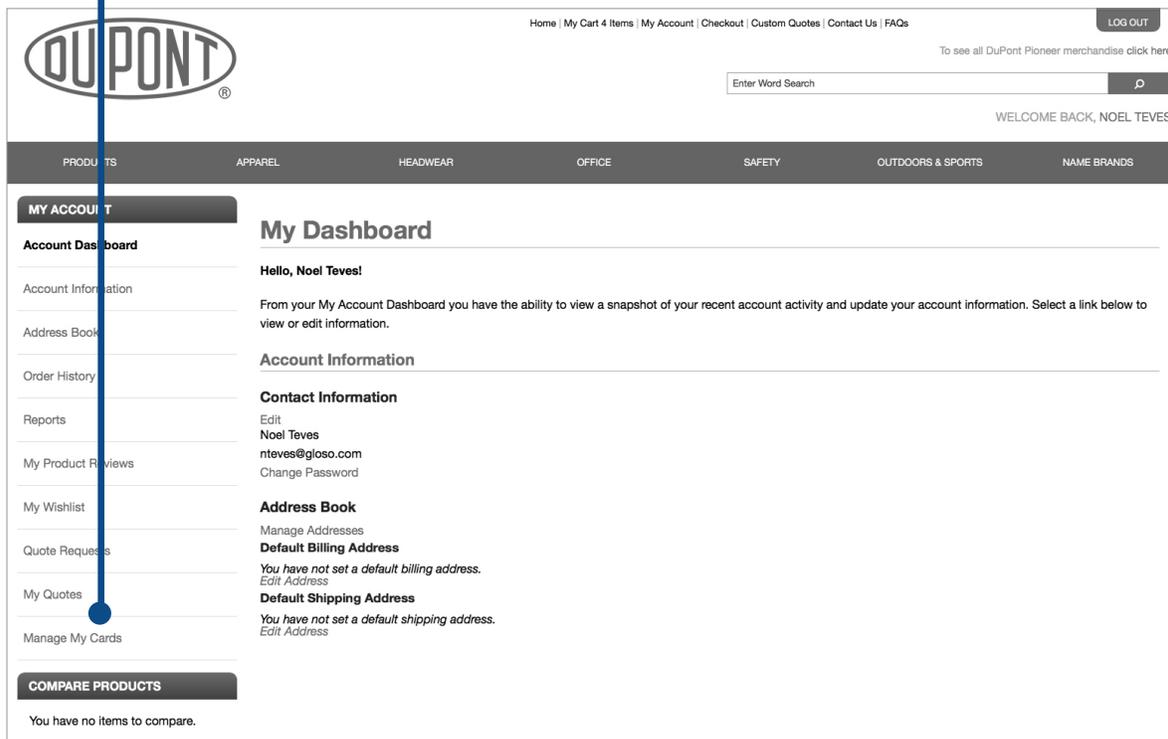
1

From the home page, click on "My Account" from the upper portion of the screen.



2

From the "My Dashboard" page, click on "Manage My Cards" from the left portion of the screen.





MANAGING CREDIT CARD NUMBERS

ADDING A CREDIT CARD

1

If you don't have any saved credit card information, you will be prompted to Add a Credit Card number. Once completed filling in all fields, you will need to click "Submit". You are able to add multiple card numbers to your account to be used for an easier check-out process.

MY ACCOUNT

- Account Dashboard
- Account Information
- Address Book
- Order History
- Reports
- My Product Reviews
- My Wishlist
- Quote Requests
- My Quotes

Manage My Cards

COMPARE PRODUCTS

You have no items to compare.

Manage My Cards

My Credit Cards

1. You have not yet saved any credit cards.

Add A Credit Card

Cardholder Information

*First Name
John

*Last Name
Smith

*Street Address
555 Fake Street

*City
Tester

*State/Province
Illinois

*Zip/Postal Code
60078

*Country
United States

Credit Card Information

*Credit Card Type
Visa

*Credit Card Number
4556355655565557888

*Expiration Date
01 - January 2022

*Card Verification Number
911

SUBMIT Cancel

You will then receive a pop-up box letting you know you changes have been saved.

Add A Credit Card

Cardholder Information

*First Name

Saved changes to the card.

*Street Address

*City



MANAGING CREDIT CARD NUMBERS

EDITING/DELETING CREDIT CARDS

1

At any point, you can access "Manage My Cards" to either edit the current card you have on file, or to Delete the card all together.

A screenshot of a web interface titled "Manage My Cards". Under the heading "My Credit Cards", there is a list of one card with the following details: "1. Card: XXXX-0689", "John Smith", "555 Fake Street", "Springfield, Illinois, 55555", and "US". To the right of the card details are two buttons: "EDIT" and "DELETE". Below this is the "Add A Credit Card" section, which includes a "Cardholder Information" label and a "First Name" input field. A blue line with a circle around the number "1" originates from the top left and points to the "DELETE" button.

If you click on "Delete", a pop-up box will appear prompting you to confirm if you do in fact want to delete the card. If you do, please click "OK". Otherwise, you can click "Cancel".

