authorize.net
A Visa Solution

Quick start guide for merchants

The dashboard offers an overview of key functionalities:

- Access the new experience: Sign in to your Authorize.net account at https://login.authorize.net. Please be sure to update any bookmarks you may have.

  Use the toggle at the top of your account to switch between the new (2.0) and classic (1.0) experiences.

- Tasks: Review and act on current tasks that need your attention, including reviewing transactions, sending invoices, etc.

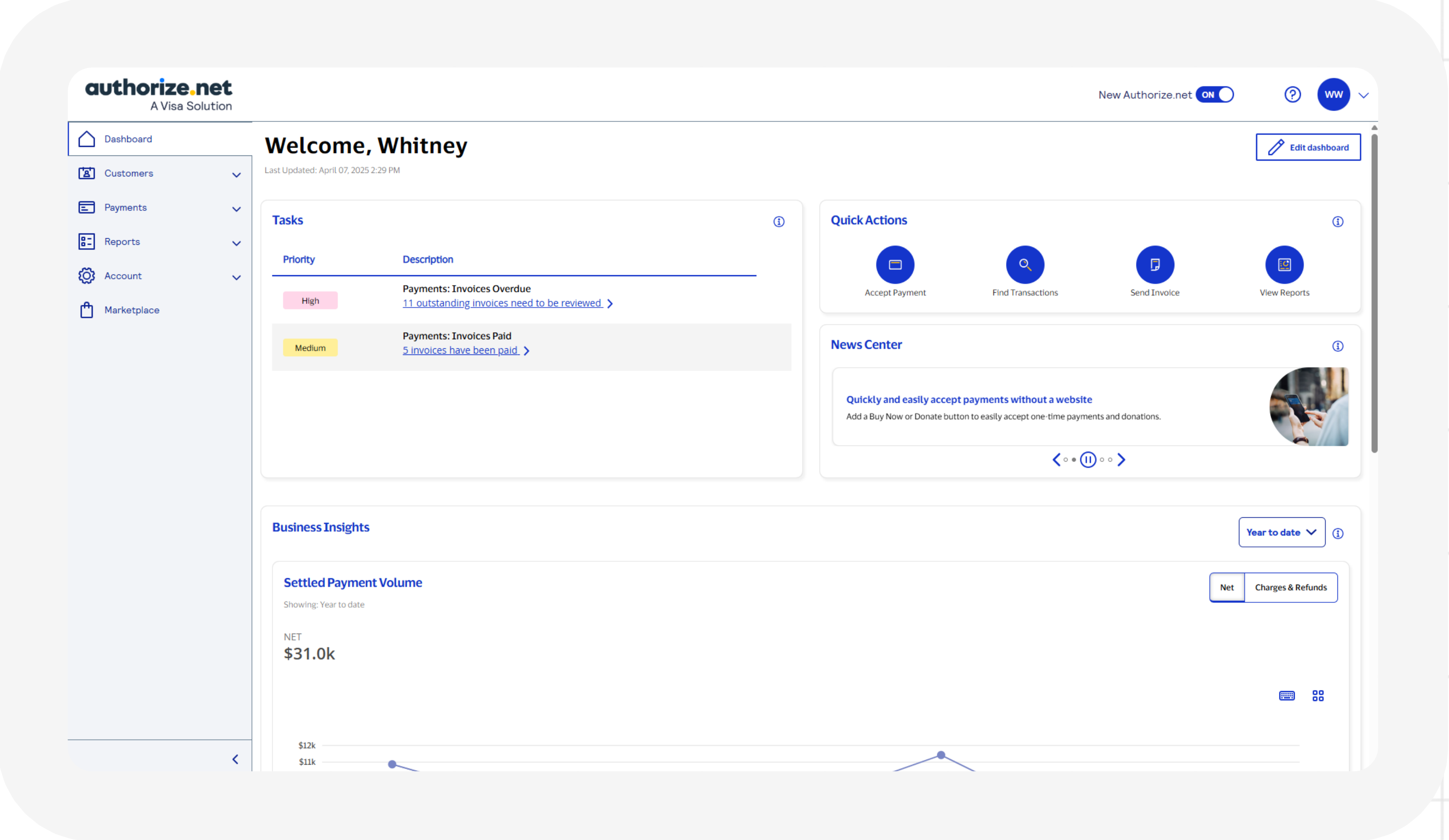
- Business insights: View customizable business metrics and trends, including settled payments and transaction volume over time.

- Quick actions: Access workspaces where you can Accept Payments, Find Transactions, Send Invoices, and View Reports.

- News center: Stay updated with recent product announcements and marketing tips to help grow your business.

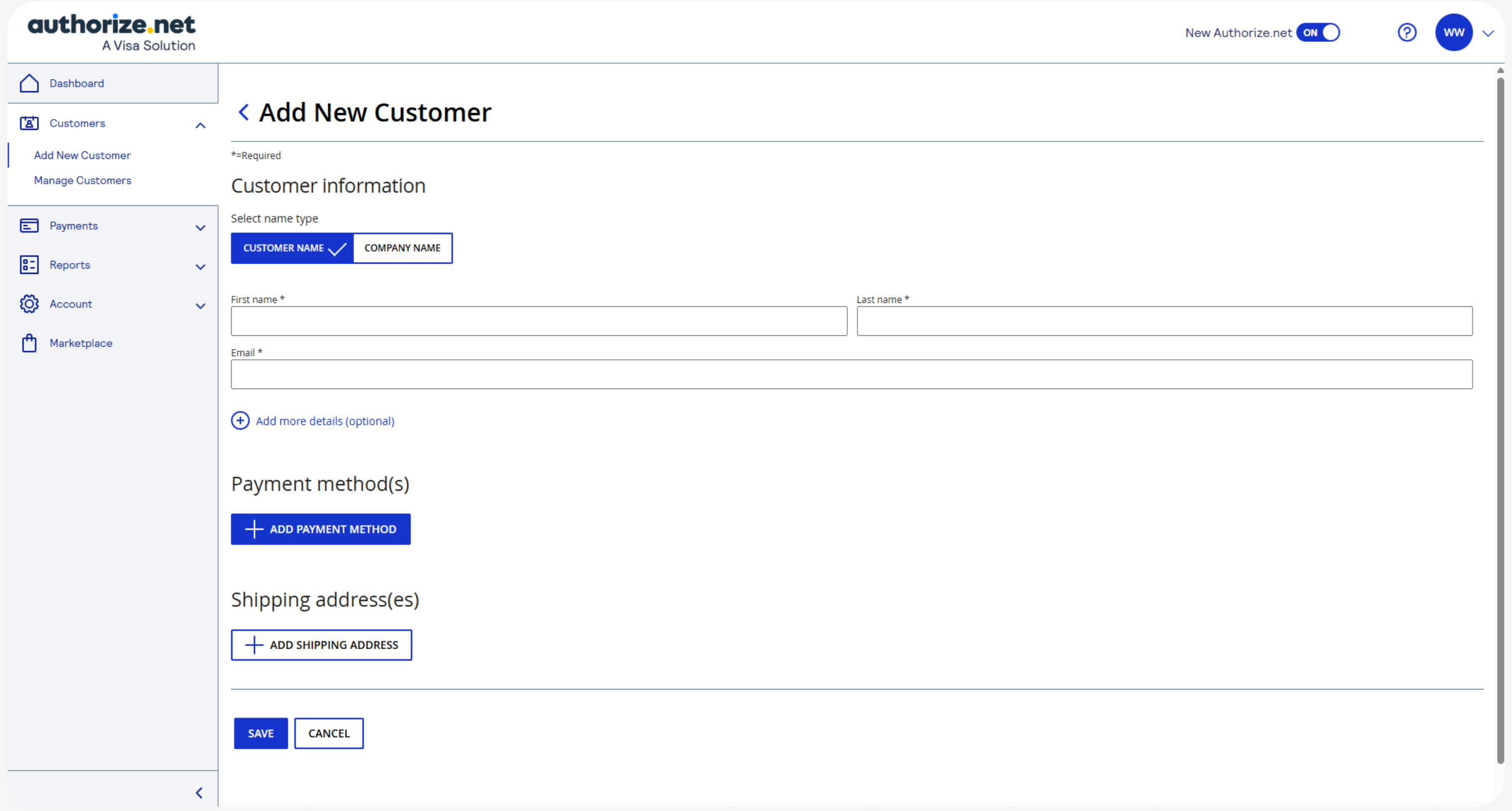
- Need help?: Contact the Support Center, access updated product documentation, or share feedback directly with our team.

  Toggle between the New Authorize.net and Classic experiences at your convenience.



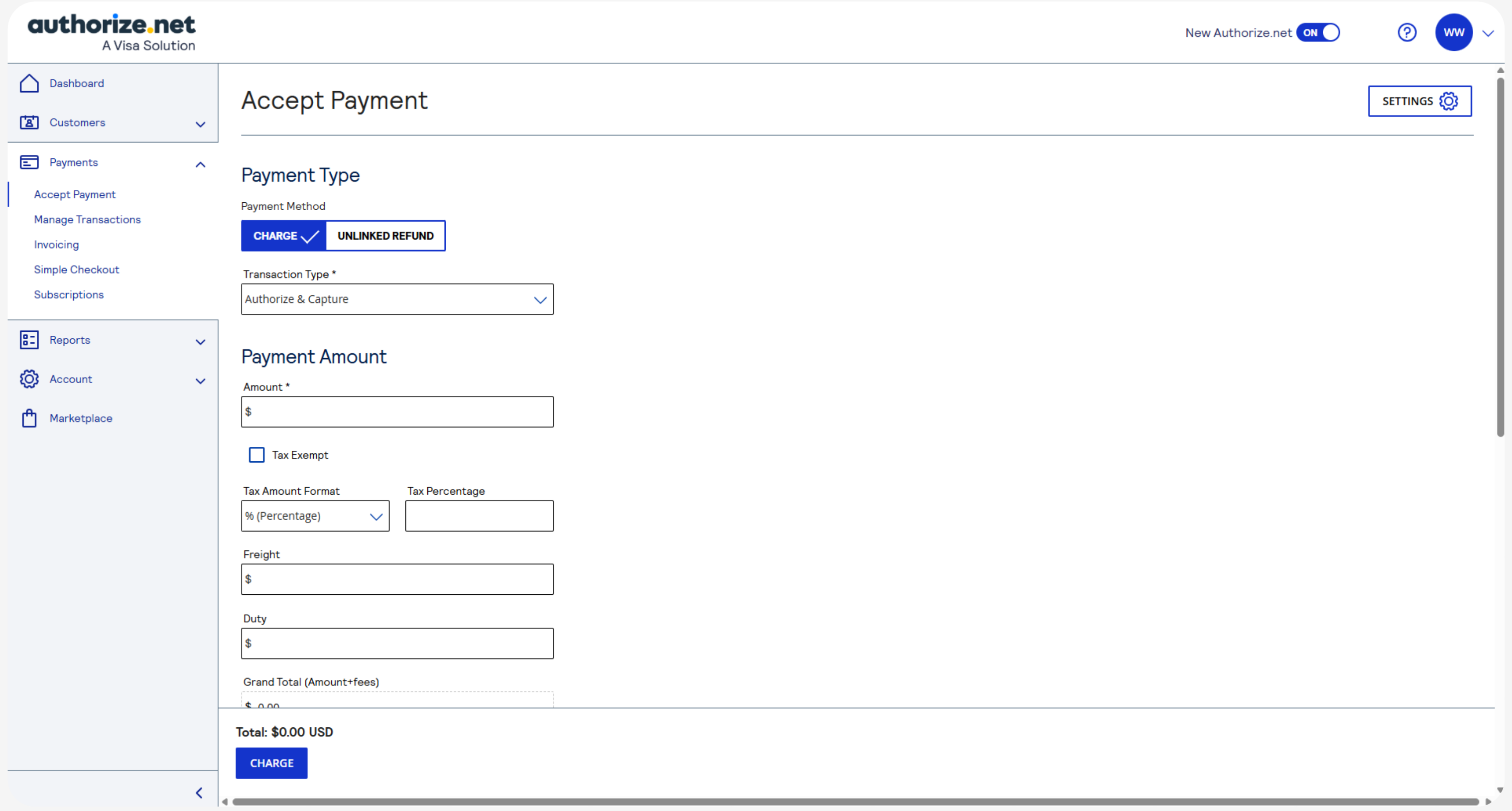
The customers workspace provides easy profile management:

- Add new customer: Create a new customer profile with payment and optional shipping information.
- Manage customers: Easy lookup, charge/refund, and manage transactions and subscriptions belonging to a customer.



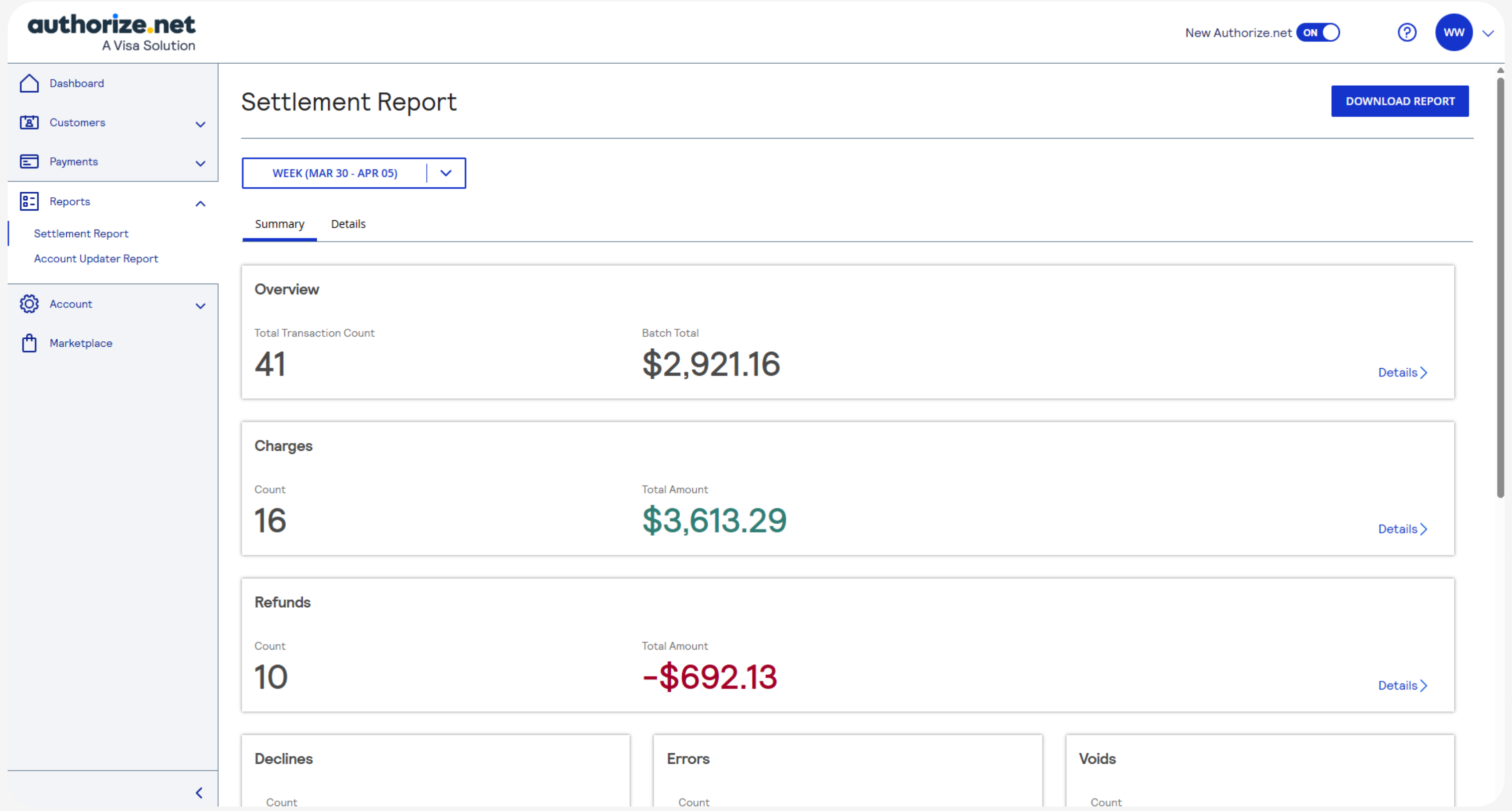
The payments workspace enables simple payment solutions and transaction management:

- Accept payment: Simplified Virtual Terminal experience for accepting credit card and eCheck payments.
- Manage transaction: Simplified transaction management and lookup with smart search and quick filters.
- Invoicing: Easily create, send, and view all your invoices with quick filters.
- Simple Checkout: Create a checkout button for your website by copying button html/URL or QR code.
- Subscriptions: Automated recurring billing to charge customers on a regular basis with minimum hassle.



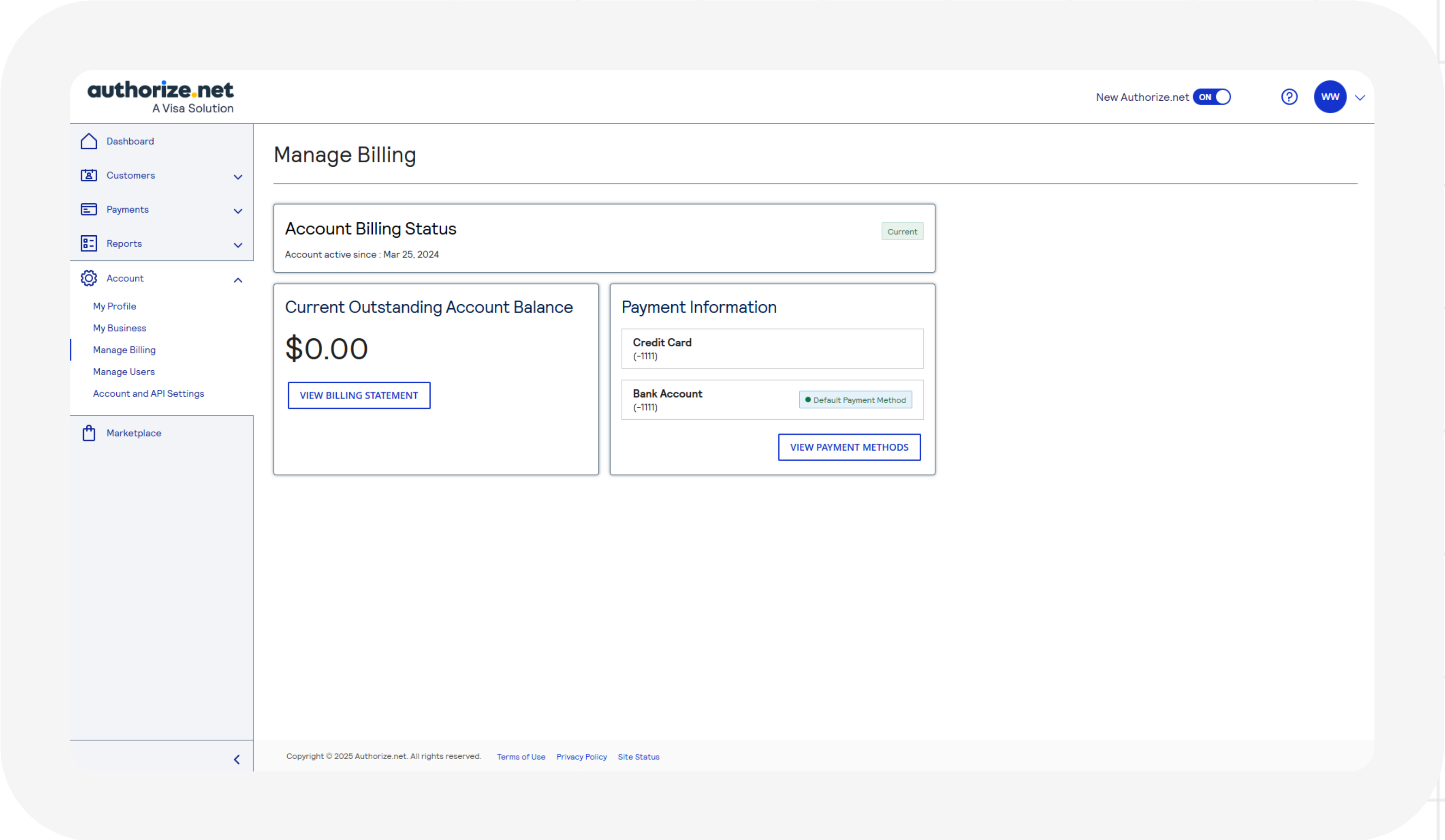
The reports workspace provides insights into transaction settlement and account updates:

- **Settlement report:** View all credit card transactions settled during a specified time, grouped by status and batch.
- **Account Updater report:** View all credit cards that have been updated every month to keep your customer profiles current and recurring billing running.



The account workspace helps you manage your profile, business, billing, users, API settings, and more:

- My profile: Your profile details, roles and permissions, and notification settings.
- My business: Your business details, product and fees, and processor configuration.
- Manage billing: Your current billing status, payment information, and billing statement.
- Manage users: Account owners and admins can create, edit, activate, delete, and search for users.
- Account and API settings: Your account settings, including fraud, processor, API Keys, OAuth, Payment Form, Webhooks, and more.



The marketplace workspace helps you to enable and manage additional products and services:

- Enable and manage: Enable and manage additional value-added services and products such as Account Updater, Customer Information Manager, and Recurring Billing.