The American College of Radiology



# **Stored Payment Methods:**

### ACH/E-Check & Credit Card

## Part 1: Setup an ACH/E-Check and Credit Card from the customer (CH) view:

**Important:** In this section, ACR® staff users will understand the basics of storing the ACH/E-Check and credit card payment methods in the ACR customer's account/profile.

### Step-By-Step Approach

- 1. Login to the **PPM** system.
- 2. Click on the Stored Payment Method option from the left menu.

→ C	n ppmuat.acr.org/ppm/com	1-dashboard Q 🛠 🌚 🖸
w Ultipro	Nimble Staging Nimble UAT	🗭 Home   Salesforce 🛛 Rew JIRA Dashboard 🗿 Staging Testing ACR 😗 View Listings 🛛 NimbleGoLiveScope 🛛 🔪 📔
		Summary Information
	Summary Information	Bulk Student Upload - Demo
	Purchase Registrations	ACR ID: ACR-06050987
	Manage Addresses	
	Product FAQ	You are attiliated to more than one active program or practice. To view and manage a different program or practice, go to Settings (also available in the menu).
	Manage Individuals	
	Group Bill Management	Program Summary
	Transfer Registrations	No. of Constituents 281
	View Reports	
	Stored Payment Method	There are no records at this time.
	Submit Request	6
	Settings	Need Help?

3. The system will display two options: Add Bank Account and Add Credit Card.

American College a/`Radiology≃		*
	My Payme View and update your s	nt Methods aved payment information.
Summary Information	Add Bank Account	Add Credit Card
Purchase Registrations	We don't see any saved navment meth	ods for you. Save a payment method
Manage Addresses	today, so you can checkout even quick	er.
Product FAQ		
Manage Individuals		
Group Bill Management		
Transfer Registrations		
View Reports		
Stored Payment Method		
Submit Request		
Settings		

- 4. Click the Add Bank Account button to store the ACH/E-Check information.
- 5. For the **ACH/E-Check** testing, use the following details.

Account Number	Routing Number	Postal Code	Billing Address
000000000	00000000	Any five digits	Any

	_		×
Bank Account Details	s		
Routing Number *	Account Number *		
Routing Number	Account Number	Checking	○ Savings
		<ul> <li>Consumer Account</li> </ul>	O Business Account
Billing Contact Inform	nation		
First Name *	Last Name *	City	
Viral	Kamdar	City	
Billing Address *		State / Province	
Street address or P.O. Box		State	
		Postal Code *	Country
Apartment, suite, unit, etc		Zipcode	Country

6. The system allows the users to store more than one form of **ACH/E-Check** information.

	My Payment Methods View and update your saved payment information.				
Summary Information	Add Bank Account	Add Credit Card			
Purchase Registrations	Saved Payments				
Manage Addresses	Bank Account ending in XXXX				
Product FAQ	Expiration Month				
Manage Individuals	Default				
Group Bill Management		1.1.1			
Transfer Registrations					
View Reports					
Stored Payment Method					

- 7. The system provides the following options to the users for **each stored payment**.
  - a. **Set as Default** By selecting this option, the system will use the marked payment method as default.
  - b. **Edit** By selecting this option, the system will allow the user to update the added payment method.
  - c. **Remove** By selecting this option, the system will allow the user to remove the chosen payment method.

Add Credit Card
Set As Default
Edit
Remove
iteritove.

8. Click the Add Credit Card button to store the credit card information.

	My Payme View and update your	ent Methods r saved payment information.
Summary Information	Add Bank Account	Add Credit Card
Purchase Registrations	Saved Payments	
Manage Addresses	Bank Account ending in 'xxxxx	
Product FAQ	Expiration Month	
Manage Individuals	Expiration Year Default	1
Group Bill Management		
Transfer Registrations		
View Reports		
Stored Payment Method		
Submit Request		
Settings		

The American College of Radiology

9. For the **Credit Card** testing, use the following details.

- a. **Please note** the test credit card will only work if the last digit of the total is an odd number and the entire total is less than \$1000.
- b. For example, the total should be \$201, \$823, etc.

ССТуре	Credit Card Number	Expiration Year	Security Code	Postal Code	Billing Address
Master Card	XXXXXXXXXXXXXXX	Any future year	Any three digits	Any five digits	Any
Visa	xxxxxxxxxxxxxxx	Any future year	Any three digits	Any five digits	Any
Visa	xxxxxxxxxxxxxx	Any future year	Any three digits	Any five digits	Any

Credit Card Details			1
Credit Card Number *	Expiration Month *	Expiration Year *	Security Code
	mm	yy	
Billing Address Inform	Last Name *	City	
Billing Address Inforn irst Name * Viral	Last Name *	City	
Billing Address Inform First Name * Viral	Last Name *	City City State / Province	
Billing Address Infor First Name * Viral Address * Street address or P.O. Bo	Last Name * Kamdar	City City State / Province State	
Billing Address Infor	Last Name * Kamdar	City City State / Province State Postal Code *	Country

Part 2: Purchase ACR products using the saved ACH/E-Check and Credit Card Payment Method:

### Step-By-Step Approach

- 1. Continue from step no. 12 (Part 1).
- 2. Click on the **Purchase Registrations** tab from the left side menu.

n ppmuat.acr.org/ppm/co	om-dashboard Q 🛧 🛞 🙆
Nimble Staging Nimble UAT	🌩 Home   Salesforce 🛛 🕂 New JIRA Dashboard 🔘 Staging Testing ACR 比 View Listings 関 NimbleGoLiveScope
	Summary Information
Summary Information	Bulk Resident Upload - Demo
Purchase Registrations	ACR ID: ACR-06050985
Manage Addresses	
Product FAQ	View Another Time Period To refresh the dashboard for a different time period, select it from the list and click <b>Finish</b> .
Manage Individuals	* Time Period
Group Bill Management	
Transfer Registrations	Fini
View Reports	
Stored Payment Method	You are affiliated to more than one active program or practice. To view and manage a different program or practice, go to <b>Settings</b> (also available in the menu).
Submit Request	
oubiniencequebe	

3. Select any available **Product** and click on the **Next** button.

25 ppmuat.acr.org/ppm/product-selection					🖈 💿 🖸   🖬 😩
mble Staging 🔹 Nimble UAT 🔹 Home   Salesforce 🛛 🔻 New JIRA Dashboard 🔘 Staging	g Testing ACR	🕑 View Listings 🛛 🕅 NimbleGoLiveSco	pe 🗼 Nimble JIRA 🔀 FusionSpan Gap - R	📔 PRED_Prod 🛛 🌹 COM Dashboard Pr	🗙 Nimble Gap Recordi 🛛 » 📔 All Boo
	+ Tes	t Product Type Registration - 3	December 20, 2023	December 21, 2023	ad
	+ AIR (We	P Categorical Course IN-PERSON lcome SF-1958)	December 20, 2023	December 21, 2023	ad
	+ Tes	t Product Type Registration	December 20, 2023	December 21, 2023	ad
	+ AIR (We	P Categorical Course VIRTUAL Icome SF-1957)	December 20, 2023	December 21, 2023	ad
	+ AIR 226	P Four-Week Reg. Confirmation SF- 5 (IN-PERSON) - Canvas	December 21, 2023	January 31, 2024	
	+ AIR 226	P Four-Week Reg. Confirmation SF- 5 (VIRTUAL)	December 22, 2023	January 31, 2024	
	+ AIR Per	P Categorical Course SF-2263 (In- son)	December 22, 2023	January 31, 2024	
	+ AIR (Vir	P Categorical Course SF-2263 tual)	December 22, 2023	January 31, 2024	
	+ AIR	P 60 Days	December 29, 2023	February 29, 2024	
	+ ACF Reg	2024 TXIT Exam US/CAN istration	February 1, 2024	February 6, 2024	
	+ Lisa 202	a Test Chapter Leaders Workshop 4	April 13, 2024	April 17, 2024	Washington Hilton
	+ 202	4 ACR Annual Meeting - IN-PERSON	April 14, 2024	April 19, 2024	Washington Hilton
		T RadExam 2022 Registration	August 23, 2024	September 24, 2024	
				Next	

4. Select how many registrations you are purchasing and select the constituent's name.

Summary Information	Bulk Resident Upload - Demo
Purchase Registrations	ACR ID: ACR-06050985
Manage Addresses	Add Dedistrations for NYIT DadExam 2024 US/CAN Dedistration
Product FAQ	Who is attending July 1, 2023 - June 30, 2024?
Manage Individuals	
Group Bill Management	How many registrations are you purchasing? Limit is 30 individuals per product
Transfer Registrations	1
View Reports	
Stored Payment Method	Assign to Constituents
Submit Request	Optionally, if you already know the specific individuals attending, select them below.
Settings	Search
	Amy1 Smart302
	1 Registrant(s) selected (Limit is 30 individuals per product.)
	v First Name v Middle Name v Last Name
	Amy1 T Smart302
	+ Amy10 T Smart311

5. Once the is product **added**, click on the **Next** button to proceed an order.

The American College of Radiology

	Purchase Re Purchase registrations for	gistratior	IS	
Summary Information Purchase Registrations		Bulk Resident Uploa ACR ID: ACR-0605	<b>ad - Demo</b> 50985	
Manage Addresses Product FAQ		Review your :	Review Registrations selections, then click Next butto	n to proceed an Order
Manage Individuals Group Bill Management	Product	✓ Registran	it	✓ Quantity
Transfer Registrations	DXIT RadExam 2022 Registration Subtotal: \$ 325	Amy1 Sma	art302	1
View Reports Stored Payment Method			Next	
Submit Request	If you need to start over, click <b>Purchase</b>	Registrations in the menu	I.	

6. Once the unpaid order is created, click on the **Checkout** button.

Purchase Registrations Purchase registrations for your constituents
Bulk Resident Upload - Demo ACR ID: ACR-06050985
Your order was created. Select <b>Checkout</b> to pay now by credit card.
To view and print your invoice in order to submit payment at a later date, please click HERE or from the main page, select Summar followed by View Orders.
Checkout

7. Select **payment methods** (ACH/Credit Card) already saved and click the **Submit** button.

	Review Your Selection a	ind Pay.	
Merch	andise Products		
merch	Deside at	0	
	Product	Quantity	Price
	CPI Nuclear Radiology Module 2019 (ONLINE)	1	\$105.00
Coupo	on Code		
Limit or	ne per order.		
	Code		
			Apply
My Pa	yment Methods		
You have	ve selected the Saved Payment option. Ad	d, edit, or remove	your saved
paymer	nts if you would like to update your payme	ent information.	
в	ank Account ending in XXXX		
ОВ	ank Account ending in XXXX		
O V	ISA ending in XXXX		
Ð	cpires 11/2024		
Paymo	ent Type		
	ay Now - Saved Payment		
O P	ay Now - Saved Payment ay Now - New Credit Card		
OP	ay Now - Saved Payment ay Now - New Credit Card		
O P	ay Now - Saved Payment ay Now - New Credit Card		
O P	ay Now - Saved Payment ay Now - New Credit Card S		
illing Address	ay Now - Saved Payment ay Now - New Credit Card S untry		
illing Address	ay Now - Saved Payment ay Now - New Credit Card s untry		
illing Address Co	s Street		
illing Address Co	s Street		
illing Address Co	ay Now - Saved Payment Say Now - New Credit Card S S untry Street		
illing Address Co	ay Now - Saved Payment Say Now - New Credit Card S untry City City		
illing Address Co State/Pro	ay Now - Saved Payment Say Now - New Credit Card S untry Street City wince		
illing Address Co State/Pro Zip/Postal	ay Now - Saved Payment ay Now - New Credit Card s untry City City Code		
illing Address Co State/Pro Zip/Postal	ay Now - Saved Payment ay Now - New Credit Card  S untry City City Code Code		
illing Address Co State/Pro Zip/Postal	ay Now - Saved Payment ay Now - New Credit Card  S untry City City Code Code Code Code Code Code Code Code		
illing Address Co State/Pro Zip/Postal	ay Now - Saved Payment ay Now - New Credit Card  S untry City City City Code Code Code Code Code Code Code Code		
illing Address Co State/Pro Zip/Postal Check Payme ank Account Typ	ay Now - Saved Payment ay Now - New Credit Card s untry Street City City City Code Code Code Code Code Code Code Code		
State/Pro Zip/Postal Check Payme ank Account Typ ank Account Nu y clicking the Su count ending in pove listed produ	ay Now - Saved Payment ay Now - New Credit Card s untry City City City Code Code Code Code Code Code Code Code	charge my Chec mount of \$105.0	:king D0 for the
State/Pro Zip/Postal Check Payme ank Account Typ ank Account Typ ank Account Typ ank Account Typ ank Account Typ	ay Now - Saved Payment ay Now - New Credit Card  S untry City City City Code Code Code Code Code Code Code Code	charge my Chec mount of \$105.0	king b0 for the
State/Pro Zip/Postal Check Payme ank Account Typ ank Account Typ ank Account Typ ank Account Typ ank Account Typ ank Account Payme ank Account Typ ank Account Payme ank Account Payme and Account Payme Account Payme Acc	ay Now - Saved Payment ay Now - New Credit Card  s untry City City City Code Code Code Code Code Code Code Code	charge my Chec mount of \$105.0	Ching Do for the
State/Pro Zip/Postal Check Payme ank Account Typ ank Account Typ and Account Typ ank Account Typ and Account Typ Account Account Typ Account Account A	ay Now - Saved Payment ay Now - New Credit Card s untry Street City City City City Code Code Code Code Code Code Code Code	charge my Chec mount of \$105.0	:king b0 for the

8. The system will display the following screen.

The Ame	rican College c	of Radiology					
	American College ₀/ˈRadiology <sup>™</sup>		Welcome, Viral Kamdar My ACR For Patients Media Center Contact Us About ACF Cart   🗂 Catalog   🗸 Donate   🐡 Join   🎧 Renew   👯 ACR Job			Us About ACR	
	Enter Your Search						Q
	Clinical Quality Research	Advocacy and Economics	Lifelong Learning and CME	Member Resources	Practice Management, Quality, Informatics	Research	Log Out
			Chec Review Your Se	CKOUT election and Pay.			
		Just a secon	d				

9. Once the payment is processed, the system will create an **Order Summary**.

	Order Summary You're all set.		
Order #3722918 Gransaction Date 9/13/2023 Grand Total \$105.00			Print Invoice
Verchandise Products			
Product		Quantity	Total Price
CPI Nuclear Radiology Module 2019 (ONLINE)		1	\$105.00
Fotal Details			
		Grand Total	\$105.00
		Total Payment	\$105.00
		Bank Account ending in spoor	