

HOLIDAY HOUSE DISTRIBUTING

PO BOX 1439 LAND O'LAKES FL 34639 • Phone (813) 929-0909 Fax (813) 929-9703 ORDER Lines: 800-443-4318 • Fax 800-863-7041

Web Site: www.hhdonline.com • E-mail: info@hhdonline.com

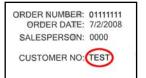
Pay Your Invoice Online By Credit Card

1 When entering information in the "Invoice Payment By Credit Card Form," you can use the images below to guide you to the correct information. PLEASE NOTE: A maximum of 2 invoices may be paid at one time. You will need to separate them with a comma (example: 1111111,22222222).

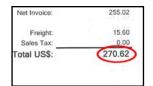




Invoice# is located at the top right corner.



Customer# is located at the top right corner.



Total Amount To Be Paid for the Invoice is located at the bottom right corner.

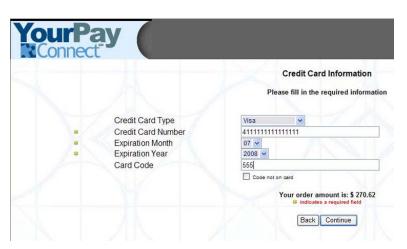
2. Once you have entered information on all three fields, press the button "Continue to secure payment form." This will take you to a secure web site being used for our customers.

Invoice Payment By Credit Card Form





3. You will be directed to a form where you will enter all billing information. Please note: If you do not enter an email address you will not receive a receipt through email. You can print out the last page before finishing your payment to have a hard copy of the transaction which will have all information you need to reference. (See step 5)



4. You will be directed to another form where you will enter your credit card information. Be sure to enter the CV Code (Visa- 3 digits located on the back of the card. AMEX- 4 digits located on the front of the card).



- You will be directed to an "ORDER CONFIRMATION" page. <u>PRINT THIS PAGE</u>. This is the last page before you will be re-directed back to HHDonline.com.
- 6. Press the "Continue" button.
- 7. You will be re-directed to HHDonline.com. This page will inform you whether or not your payment was successful. If your payment was successful and you entered an email address you will receive 2 emails containing your contact and billing information.

If you have any problems you can call our office at 800-443-4318 x235. We are open M-F 8:30am-5:pm Eastern time.



Referencing Your Payment Confirmation

The "ORDER CONFIRMATION" will act as your reference should you need to contact us in the future regarding your online payment. If you are wondering, "How do I find..."

Invoice# that was paid

The line called "Approval code" contains your invoice number(s). The number you entered will show after the first 8 characters.

