

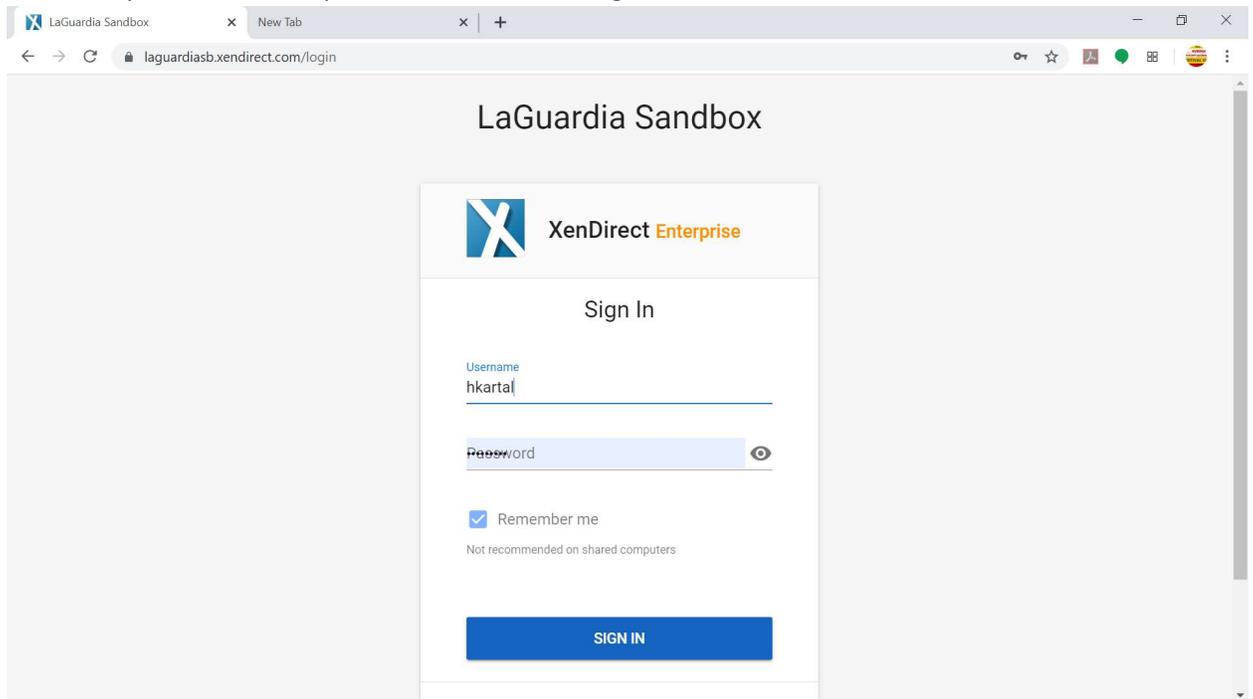


**DARE TO DO MORE**

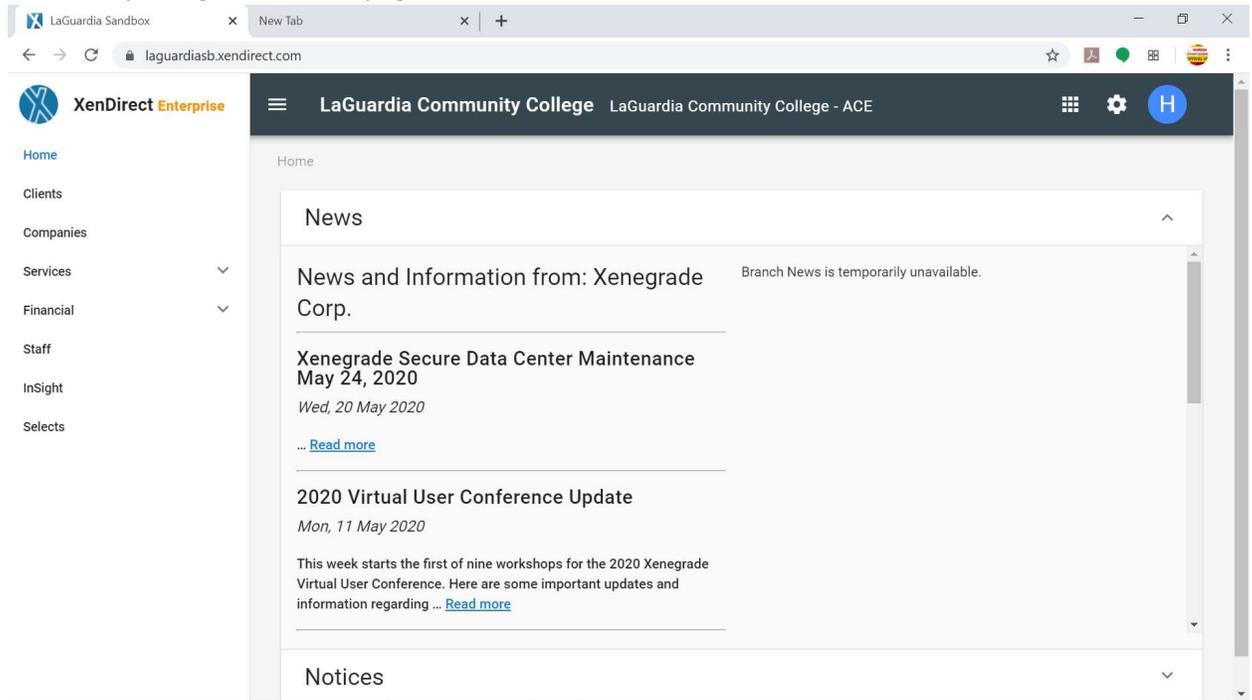
## How To Enter Payment in Xendirect

Instruction to log in and enter payment info to the Xenegrade Registration system:

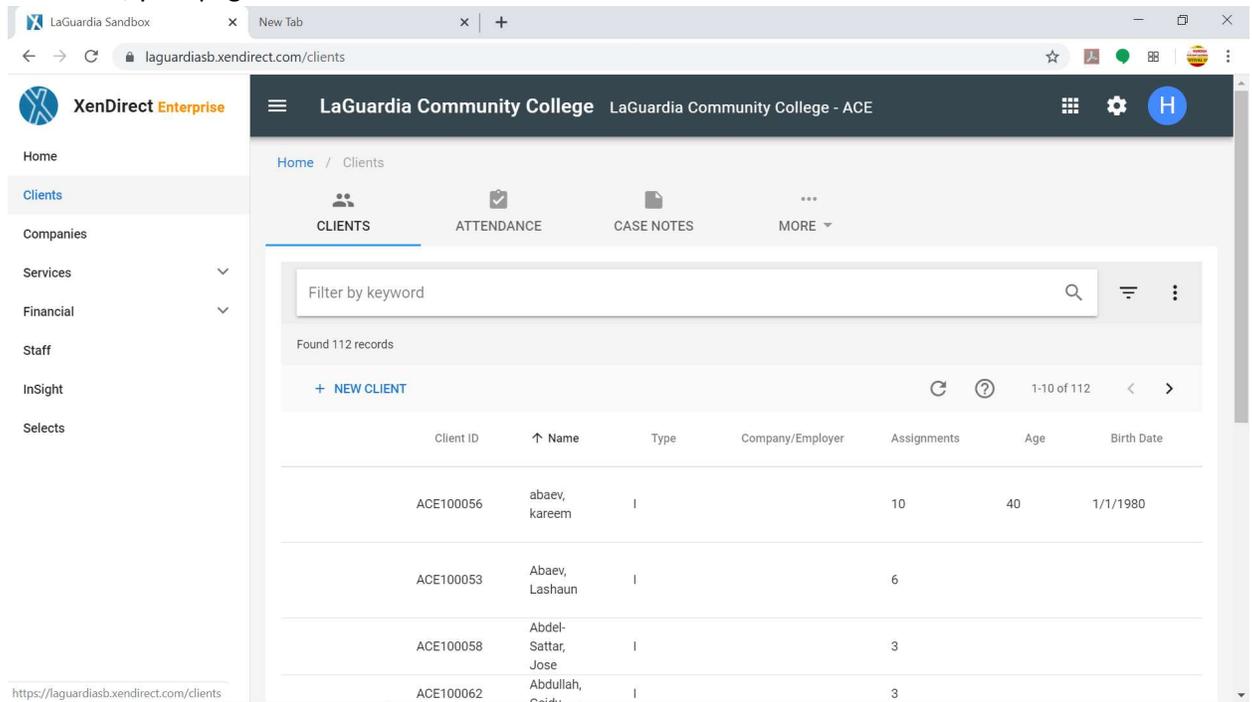
1. Go to the website: <https://laguardia.xendirect.com/login>; your loading page will look like this:
2. Enter your user id and password and click on Sign In.



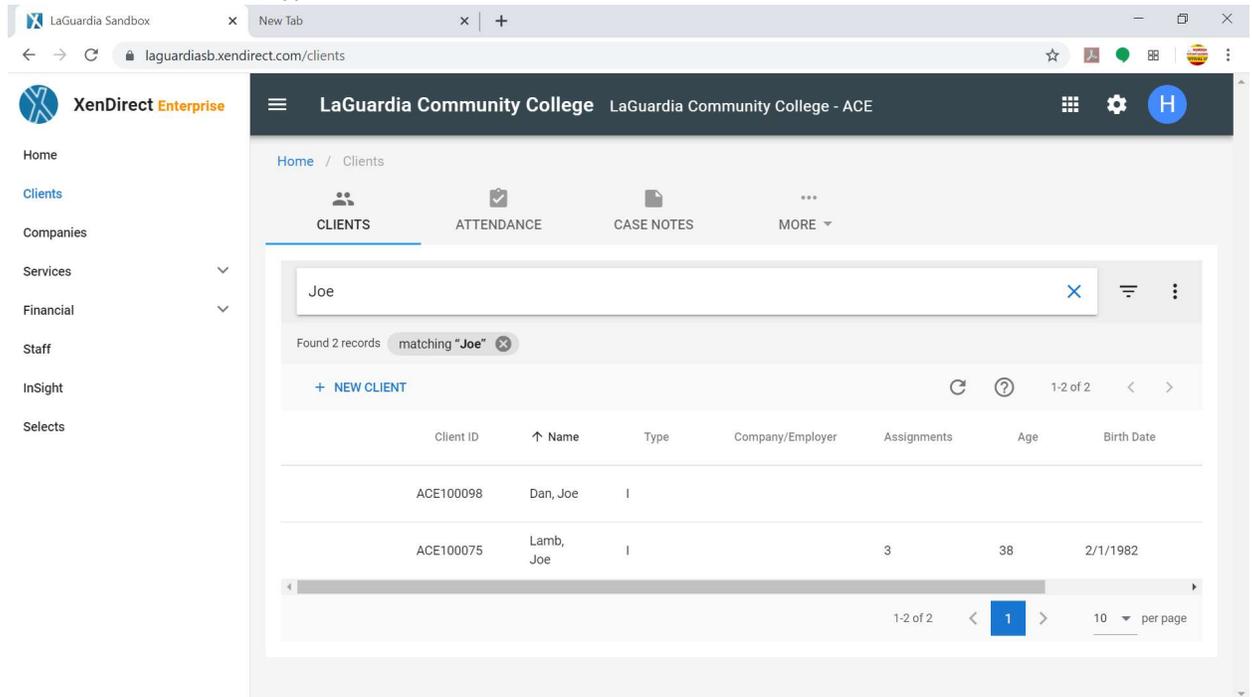
3. Once you log in, the main page will look like this:



4. To access to students records, click on Clients from the left upper corner. Once you click on Client, your page will look like this:



5. To find a student, type first or last name of the student in search bar as shown below:

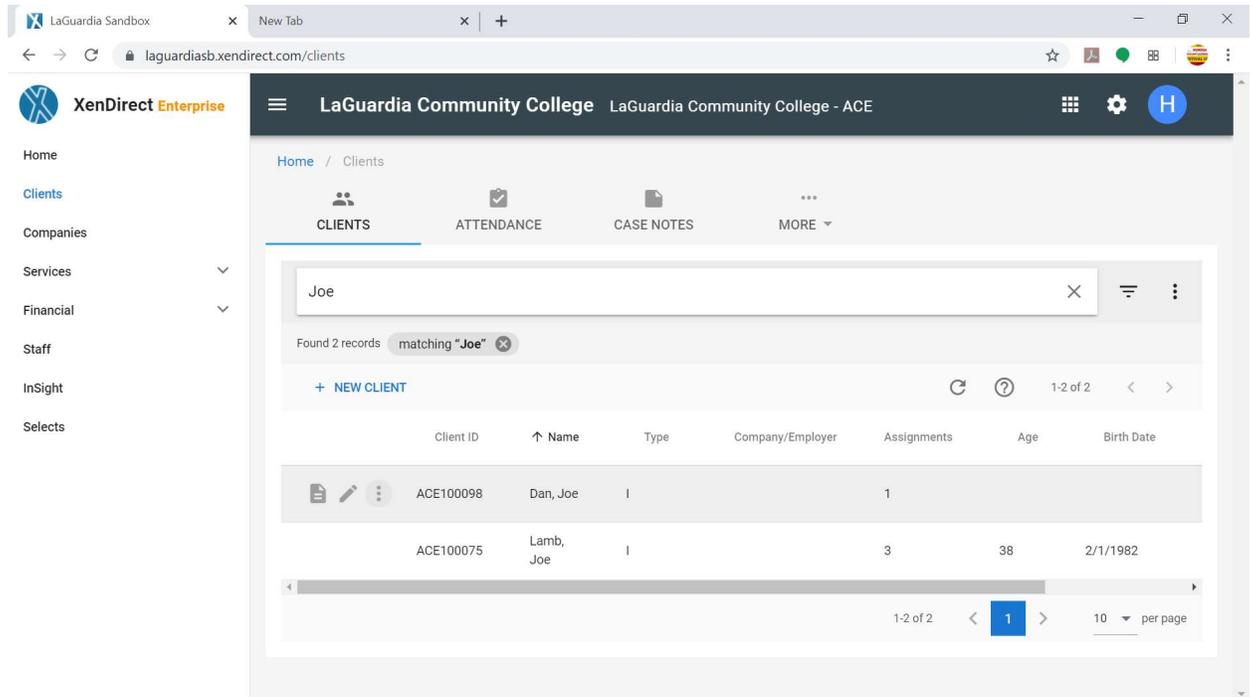


The screenshot shows the XenDirect Enterprise interface for LaGuardia Community College. The search bar contains the text "Joe". Below the search bar, it indicates "Found 2 records matching 'Joe'". A table displays the search results:

Client ID	Name	Type	Company/Employer	Assignments	Age	Birth Date
ACE100098	Dan, Joe	I				
ACE100075	Lamb, Joe	I		3	38	2/1/1982

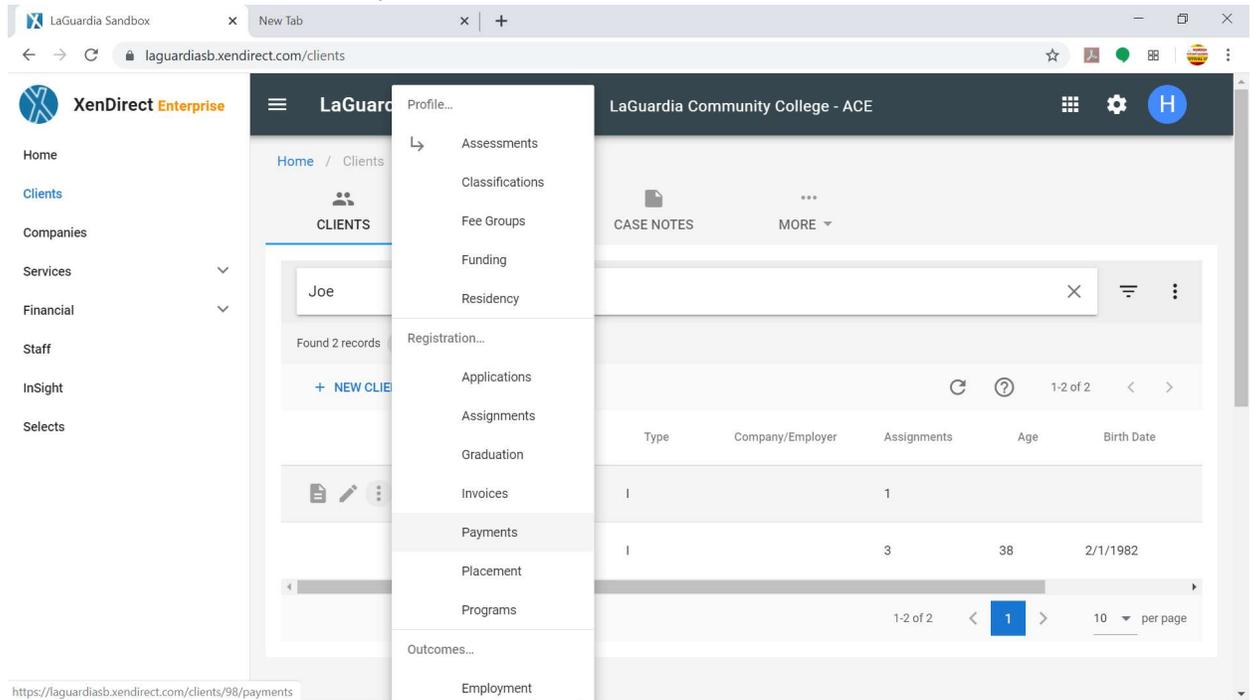
Then simply hit Enter or click on magnifying glass icon to see the search results. For our case, we are searching for a student named "Joe"

6. Once you locate the student, hover over three dots as shown below:

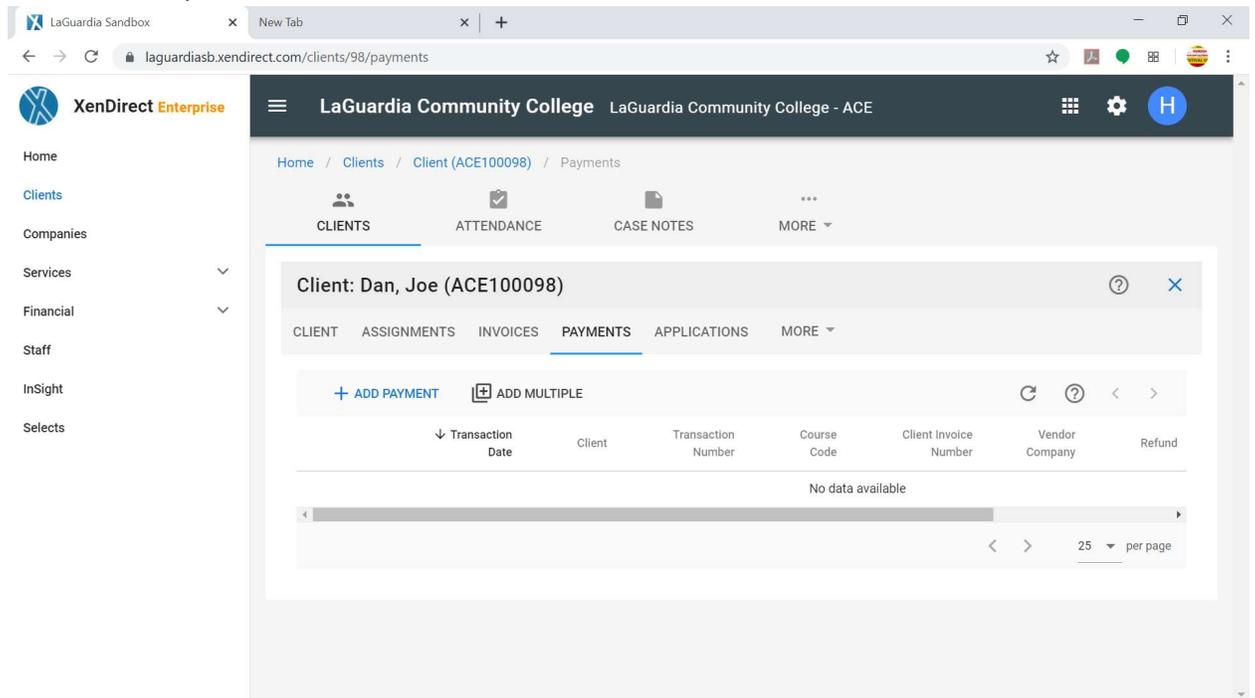


The screenshot shows the same XenDirect Enterprise interface as in step 5. The search results table is displayed, and the first record, Dan, Joe (ACE100098), is highlighted. The three dots menu icon is visible next to the first record, indicating that the user is hovering over it.

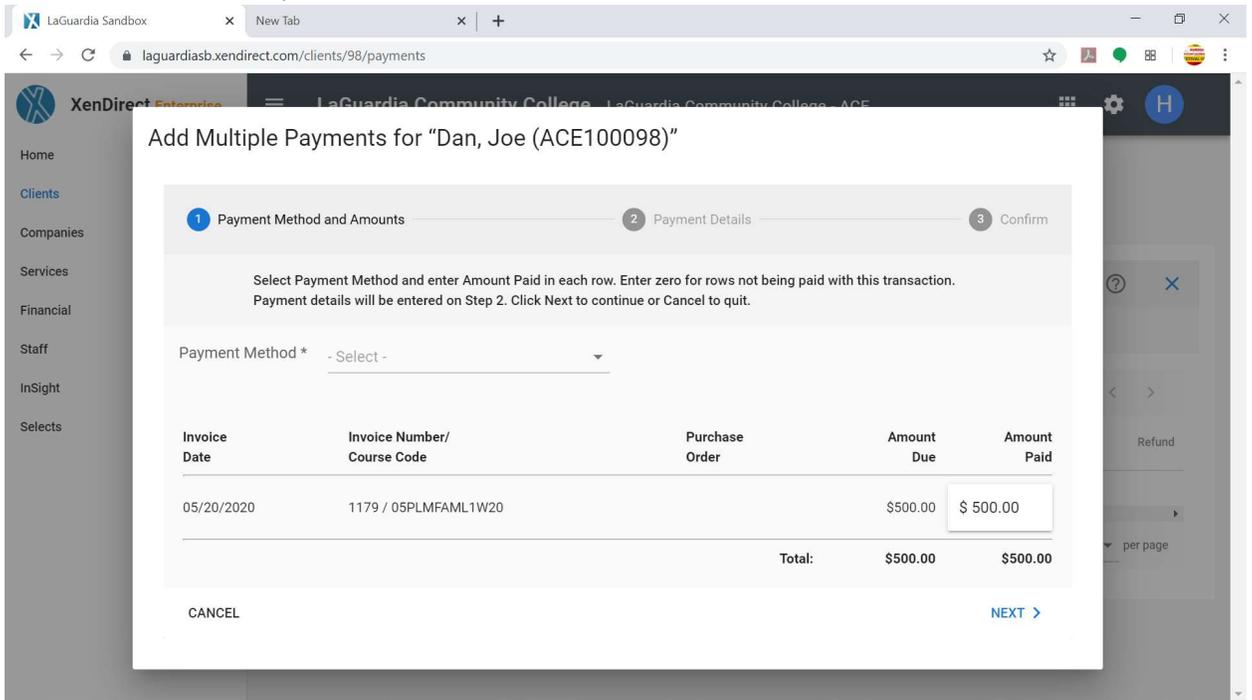
7. Click on three dots to see options as shown below:



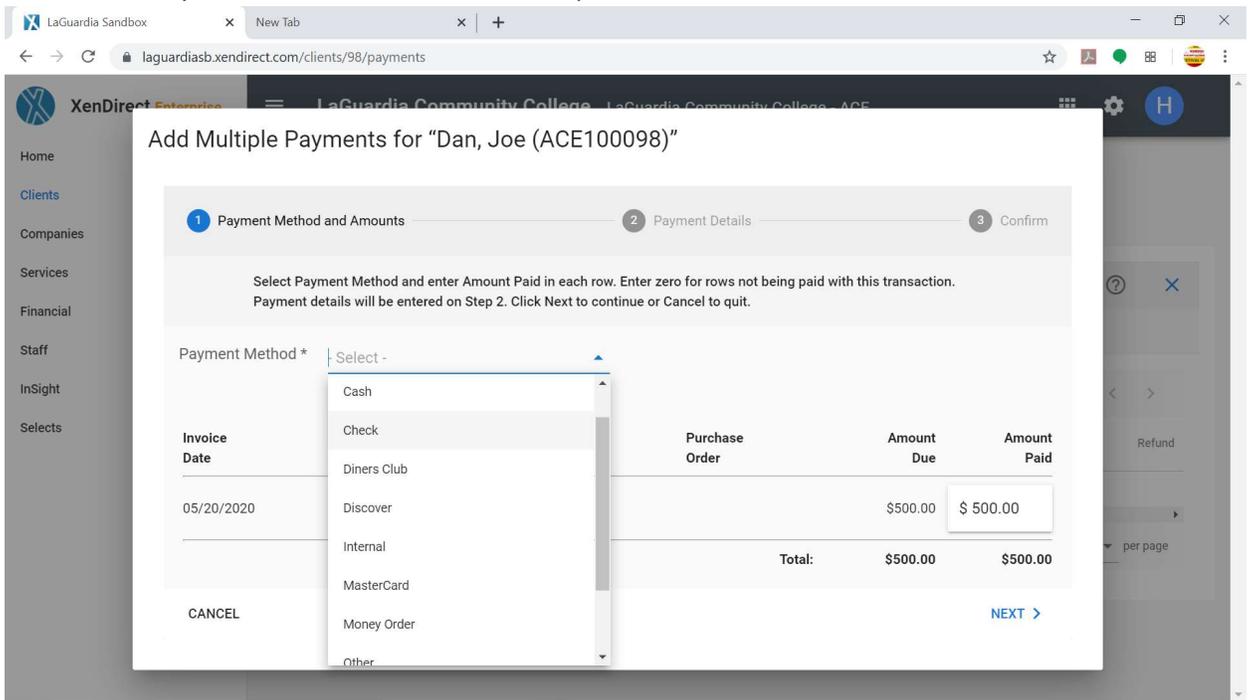
8. Click on Payments as shown below:



9. Click on “Add Multiple” as shown below:



10. Click on Payment Method to see the listed options as shown below:



- Choose the payment method and type the desired payment amount if it is different than the invoice amount. For this case, the invoice amount is \$500 and if the payment amount is \$500 then there is no need to adjust the amount. Once enter payment method and payment amount then click on Next. The new screen will look like as shown below:

Enter required credit card fields to be processed and other fields as appropriate. Credit card number, expire date and CVV Code are not saved during this process. Click Next to process or Cancel to quit.

Payment Method **MasterCard** Card Number \*  Required

Payer's First Name \*  Expire Date \*  MM/YY

Payer's Last Name \*  CVV Code \*  Required

**Credit Card Address**

Card Street

Address

Card ZIP Code

**Other optional fields (applied to all payments)**

Company

Funding Source

- Enter the info for card and company if it is applicable then click on Next.

- The following page will show the summary for payment, invoice, class, and payment method info as shown below. If everything looks accurate then click on Submit to finalize the payment entry process.

Add Multiple Payments for "Dan, Joe (ACE100098)"

Payment Method and Amounts
  Payment Details
  3 Confirm

Enter optional fields as appropriate. Click Next to continue or Cancel to quit.

Payment Method **Check** Check/Ref Number **111**

Payer's First Name **Joe**

Payer's Last Name **Dan**

Invoice Date	Invoice Number/ Course Code	Purchase Order	Amount Due	Amount Paid
05/20/2020	1179 / 05PLMFAML1W20		\$500.00	\$500.00
<b>Total:</b>			<b>\$500.00</b>	<b>\$500.00</b>

CANCEL [← BACK](#) [SUBMIT](#)

14. The following page will have a message like below reading, "Payment successfully created."

The screenshot shows the Xendirect Enterprise web application interface. The browser address bar displays the URL `laguardiasb.xendirect.com/clients/98/payments`. The page title is "LaGuardia Community College - ACE". A green notification banner at the top right states "Payments successfully created". The main content area is titled "Client: Dan, Joe (ACE100098)" and features a "PAYMENTS" tab. Below the tab, there are buttons for "+ ADD PAYMENT" and "ADD MULTIPLE". A table displays the payment record:

Transaction Date	Client	Transaction Number	Course Code	Client Invoice Number	Vendor Company
5/20/2020	Dan, Joe	1076	05PLMFAML1W20	1179	

The table includes pagination controls at the bottom right, showing "1-1 of 1" and "25 per page".

For further info, please visit the Xendirect Knowledge Base page:  
<https://xenegrade.kayako.com/Knowledgebase/Article/View/130>