

5 Easy Ways to Process BizX Transactions

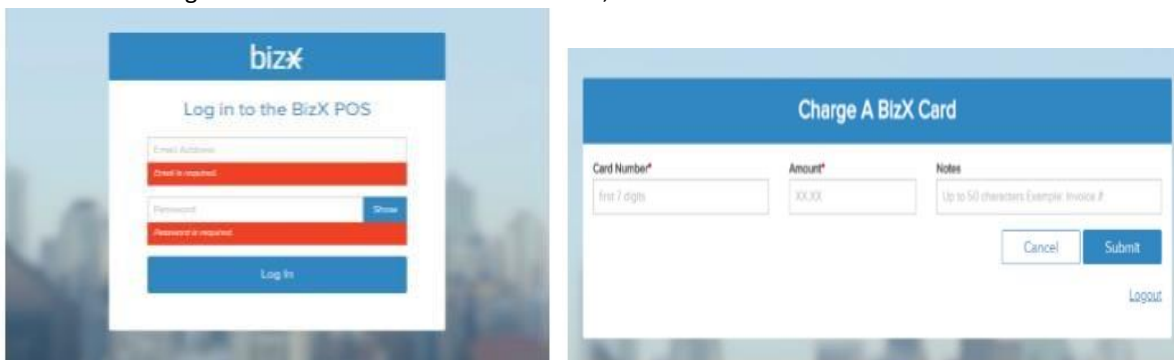
Modified on: June 12th, 2019

1. [Payment through the BizX Web Portal](#)

- There are three different ways to transact on the web portal: Charging a BizX card directly, sending/requesting BizX, or setting up recurring transactions
 - 1) **Charging a BizX card:** This option is great for **Business to Consumer** transactions, such as purchases at restaurants and retail locations, where buyers can provide you with their BizX card onsite.
 - Hover over the Transactions tab in the middle of the site; a popup menu will appear. Click on “Charge a BizX Card”. From here, enter in the first seven digits of their card number, add any relevant notes in the “notes” section, and enter in the transaction amount. When you’re all set, click charge – they payment will be processed instantly!
 - 2) **Send/Request BizX:** This is a great way to complete transactions for **Business to Business** transactions.
 - If you need to collect money from a BizX account, hover over the “Send/Request BizX” tab. From there, click on “Request BizX”. Enter in either the buyer’s company name, account number, their BizX card number, or email address. Once the company has been selected, enter in the total BizX you are requesting, being sure to add any relevant notes in the “notes” section. **We highly recommend attaching an invoice to your request.** Once that’s been completed, hit “Request”, and the buyer will be notified you are looking to collect payment from them.
 - If you are sending BizX to a member, hover over the “Send/Request BizX” tab. From there, click on “Send BizX”. Enter in either the buyer’s company name, account number, their BizX card number, or email address. From there, enter in the amount of BizX you are sending to the member, being sure to add in any relevant notes in the “notes” section. After that, click on “Pay BizX” – the funds will be instantly deposited in the member’s account.
 - **Recurring Transactions:** Buyers can set up recurring payments to sellers that will automatically be processed at set intervals. This is perfect for continuous sales with the same total \$ charge each time. Hover over the Transactions tab in the middle of the site; a popup menu will appear. Click on “Recurring Transactions”. From there, enter in the account number of who you are paying, the pay schedule (including # of recurrences, first payment date, etc), total, and any relevant notes. The recurring transaction will be set up once you click on “Submit”.

2. [Pos.bizx.com](#)

- Go to pos.bizx.com and login with your email and password
- Enter the first 7 digits of the customer’s account number, amount and transaction notes and hit submit



The image displays two screenshots of the BizX POS web portal. The left screenshot shows the login page with the BizX logo at the top, followed by the text "Log in to the BizX POS". Below this, there are two input fields: "Email Address" and "Password", each with a red error message "Email is required" and "Password is required" respectively. A "Log In" button is at the bottom. The right screenshot shows the "Charge A BizX Card" page. It has three input fields: "Card Number" (with a sub-label "first 7 digits"), "Amount", and "Notes" (with a sub-label "Up to 50 characters Example: Invoice #"). There are "Cancel" and "Submit" buttons at the bottom, and a "Logout" link in the bottom right corner.

3. Payment by Phone

To use the phone authorization line, call 1 (800) 705-BIZX (2499) and press 1 for authorizations. You will need to have the following information for the prompts:

- First 7 digits of the BizX Card number
- Your 5 digit BizX Account Number
- The transaction dollar amount including cents

Follow the prompts and the system will give you a transaction/authorization number. This number is your confirmation that the funds have transferred from their account to yours.

If the card is declined or expired, please get an alternate form of payment and email help@bizx.com to request an override. If we cannot process the override, you will need the alternative form of payment to ensure payment.

It is important to have proof of payment authorization from an authorized user on the buyer's account before processing payments. This can be in the form of a BizX authorization slip, a signed receipt, a signed invoice or an email confirming you are authorized to charge their account for the specified amount. If a dispute were to arise in the future and you do not have this proof of payment authorization then all disputed transactions will be reversed.

4. Payment by using the BizX App

With BizX App, you can pay as a buyer in addition to the two other options outlined above.

- Find a BizX member, use their services and ask them for their email address or card number.
- Open the app, click "pay" and fill in the amount and contact info. Make a note what are you paying for and click send. All this info will be stored in your transaction history. Note this isn't for sellers to accept payment by email but rather the buyer to pay the seller - no authorization slips required!
- If a member is enrolled in BizX Pay, you can find him in the app and send him BizX dollars without asking for their email or card number. Just choose a member and click "Pay now". Learn how to [enroll in BizX Pay here](#)

5. Payment by Bulk Upload

Send transactions into our Member Care team by bulk upload. All transactions should be submitted in the following format.

	A	B	C	D	E	F	G
	Seller	Buyer	Date	Amount	StatementNotes	InternalNotes	
	12345	12345	08/09/2017	1	Statement Notes.	Internal Notes	

- Once the template is complete, send it to us at help@bizx.com with the subject title "bulk authorizations"