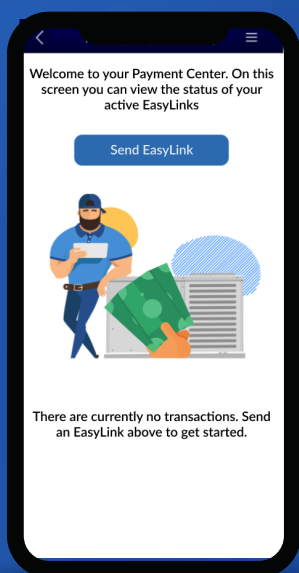
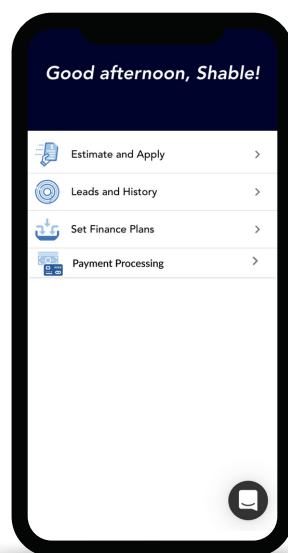


# HOW PAYMENT PROCESSING WORKS

*Process credit card payments powered by Clearent  
EASILY from the Credit for Comfort platform*

## GO TO PAYMENT TAB

To get started, go to the **payment processing** tab located inside the Credit for Comfort platform.

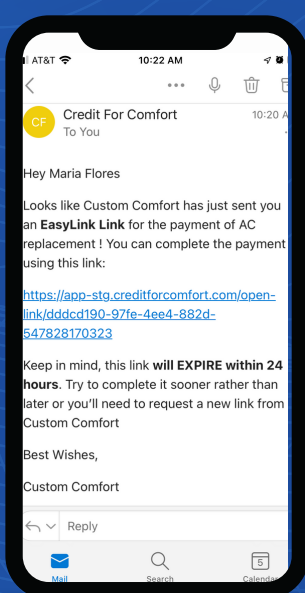
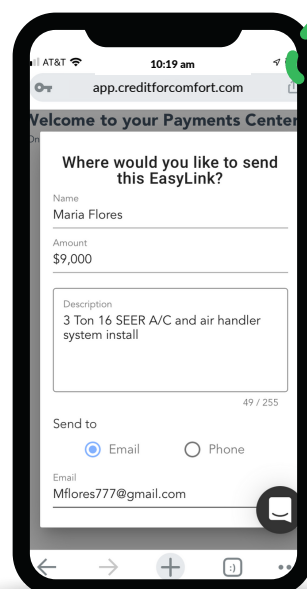


## OPEN PAYMENT CENTER

The tab will take you to your Payment Center. From here you can send an **EasyLink** to your customers that will let them pay for the job with a credit card.

## SEND PAYMENT

After you click Send EasyLink, this window pops up. Write the customer name, payment amount, and a brief job description, then choose how you'll send EasyLink (via text or email) **and** click **Send**.



## COMPLETE PAYMENT

Your customers will receive a text or email that includes a clickable **hyperlink** they can use to fill out their credit card information.



*Link only lasts 24 hours*

## CHECK PAYMENT STATUS

You can check the **status** of any EasyLink application you have sent from the **Payment Center**.

