

## **INSTRUCTIONS FOR MARKETS PROCESSING CREDIT CARD TRANSACTIONS**

**IMPORTANT: THESE INSTRUCTIONS SHOULD BE COMPLETED BEFORE YOUR MARKET DATE.**

Using the AGI website to process credit-card payments:

What is needed?

- Computer with connection to internet
- Printer (optional) if you wish to print a receipt for the customer
- Internet experienced operator
- A market specific email address

**Step 1: CREATE** a Market specific email address

- Why create a new email address?
  - Will serve as your account on the AGI website
  - Serves as a record of all credit card transactions from your market
  - Required to process credit card transactions
- Examples:   wichitagraceAGM@yahoo.com  
                  austinfumAGM@gmail.com  
                  desmoinesfpresAGM@verizon.com
- Use an internet email engine of your choice. Examples include (Yahoo, Gmail, AOL, Verizon, and Cox).
- Create the email address like the examples above, with the city, abbreviation of your organization, and with AGM in the name.

**Step 2: NOTIFY** AGI of the new email address

- Using your new email address, notify AGI of the new email address. Please send an email to Tony Princ, AGI Director of Operations, notifying him of the new market email address. Please include the full name and location of your market and your name with contact information. Tony's email is: [tony@alternativegifts.org](mailto:tony@alternativegifts.org)

**Step 3: REGISTER & TRAINING** on the AGI Website

- After you have notified Tony of your email address ó Tony will reply with the instructions for registering on the website. This will include instructions on processing mock credit card transactions for training purposes.

Questions? Call Tony Princ at 1-800-842-2243 or email [tony@alternativegifts.org](mailto:tony@alternativegifts.org)