



## Active Software & Hardware Systems

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### AUTHORIZE.NET INSTRUCTIONS

Go to [www.authorize.net](http://www.authorize.net)

Login ID: \_\_\_\_\_

Password: \_\_\_\_\_

Click "Search" on the top.

Change "Settlement Date" "To" and "From" to: Unsettled

Click "Search" on the bottom.

Click on the Transaction ID to Settle

Click "Capture"

Enter the actual amount of the invoice and click "OK", or just click "OK" if it is for the full amount.