



## Protocol for Entering Customer in iCheckGateway

1. Login to your iCheckGateway portal.
2. Go to Customers link
  - a. Select 'Add Customer'
  - b. Enter the following:
    - i. First Name
    - ii. Last Name
    - iii. Address 1 & 2 (if necessary)
    - iv. City
    - v. State
    - vi. Zip
    - vii. Notes – if you have relevant information to record. Do not record card information in this field.

### Add New Customer

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Site ID:	Jahr ▾
Customer Number:	9A89D14B7F8745D
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Company:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text"/>
Zip:	<input type="text"/>
Phone:	<input type="text"/>
Email Address:	<input type="text"/>

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Notes:

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