

## Overview

In order to streamline your checkout process, a credit card processor has been integrated within PetExec. This allows pet parents to save one or more credit cards to their account for a swipe-less purchase at our facility. In addition, any products or services we offer online (i.e. boarding packages) can be purchased directly from your PetExec account from the comfort of home.

You can access this feature either online or via the app - the steps are the same for both. For purposes of this document, the images shown are from the online portal.

### Login to PetExec

Visit <u>https://secure.petexec.net/login.php</u> or use the mobile app to login to your PetExec account.

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	PetExec	
	Welcome to PetExec! (i)	
	User Name @gmail.com	
	Password	10
	Sign In Forgot Pa	issword?
	Logging in implies your continued acceptance of the legal Terms of Sen site.	vice of this

# Dashboard

From your dashboard, choose the **Credit Card on File** option to save a new credit card or modify existing credit cards on file.

LC		Hello J
Welcome to A Dog's World! We are a <b>free roam</b> bo number of dogs you are requesting to board. Tha		k our occupancy numbers, please fill in the number of rooms to match the
A Dog's World, LLC Menu Options	3	
Account Details	Services	Packages
🖈 Personal Info	Request a Boarding Time	Boarding Package History
😌 Pet Info	🛏 Modify Boarding Time	🐉 Daycare Package History
Credit Cards On File	🍫 Request Daycare	Cother Package History
File Uploads	Request a Grooming	Purchase a Package
Contracts/Agreements	箇 My Calendar	
Reference History		

Storing a Payment Method



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# Storing a Payment Method Via PetExec Online Portal

To add a new card, simply enter the card and billing information and then click **Add Card.** If you want this to be the primary card on your account, be sure to click the Primary Card checkbox at the top of the page. You will see a green box flash at the top of the screen confirming that your card has been saved to your account.

Add a New Card			
Primary Card			
Card Alias	Card Holder *		Card Number *
WF Debit	Jane Doe		
Expiration Month *	Expiration Year *		
Sept (09)	~ 2025	~	
Billing Contact Info Billing Name * Jane Doe Billing Address 2		Billing Address * 1234 Nesting Bird Lane Billing City *	
Additional Billing Address		Littleton	
Billing State *		Billing Zip / Postal Code *	
Colorado	~	80125	
	Add	Card	

Once you have saved at least one card, you will see all saved cards displayed at the bottom of the page. You have the option to edit or delete any saved cards from this page.

Existing Cards There is 1 card saved.			
Primary Card	Yes	Name	
Card Alias	WF Debit	Address	
Card Holder		Address 2	
Card Type	visa	City	Littleton
Card Number	XXXX-XXXX-XXXX-2	State	со
Expiration Date	03/2023	Zip	80125
	Edit th	is Card Delete this Card 🗲	

#### Storing a Payment Method