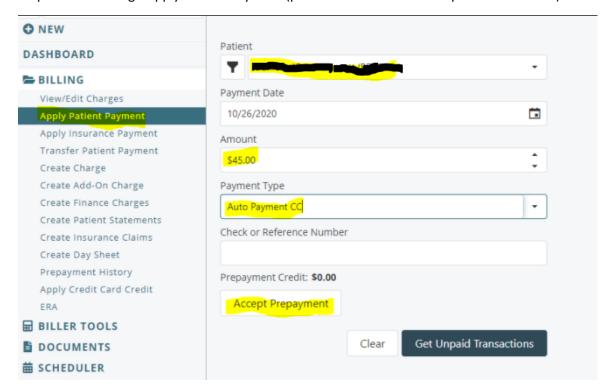
## How to run a CC charge in Valant (separate from an appointment)

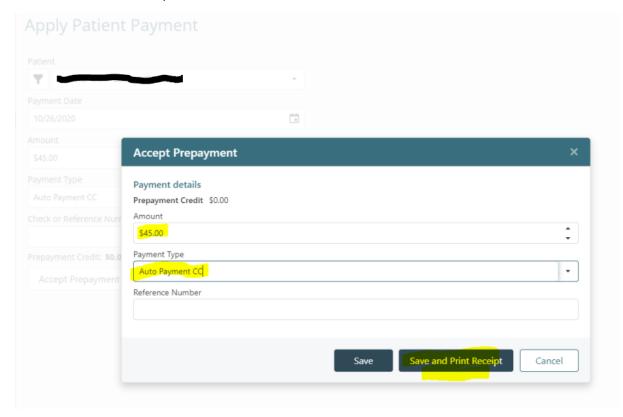
This will save the payment in Prepayments where Jenny will apply the payment accordingly.

Step 1: Go to Billing - Apply Patient Payment (please do NOT click Get Unpaid Transactions) and select Auto Payment CC.



Step 2: Then, this screen pops up:

Select Print & Save Receipt so it saves it in the Patient Chart Documents.



Step 3: And, then the cc processing screen pops up: Select the cc on file you want to charge and click Submit.

