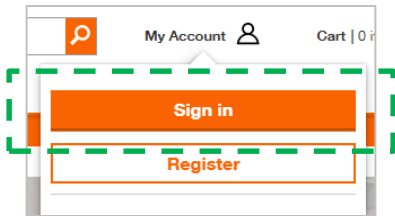


Bulk Upload Credit Cards to a Pro Xtra Account

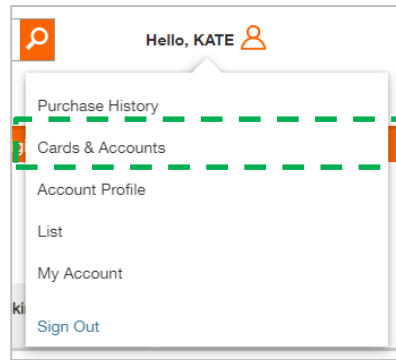
1

LOG INTO YOUR PRO XTRA ACCOUNT



2

GO TO CARDS & ACCOUNTS



3

ON CREDIT CARDS TAB, CLICK "BULK ADD CARDS"



4

FOLLOW POP UP WINDOW INSTRUCTIONS

Add Credit/Debit Card

Upload up to 100 payment methods at a time by typing in your Credit/Debit card number one per line or copy paste them from any of the following file types:

- Excel spreadsheet (.XLS)
- Comma separated file (.CSV)
- Tab separated file (.TSV)
- Space separated text from any document

Nickname (optional)

Agreement Code (optional)

Credit/Debit Card Numbers

Cancel Submit

DID YOU GET THIS ERROR?

Card Number	Error
-3240	Unable to Add Card
-8810	Unable to Add Card
-8810	Unable to Add Card
-4790	Unable to Add Card
-7240	Unable to Add Card
-6420	Unable to Add Card
-5830	Unable to Add Card
-8710	Unable to Add Card

1. Check to make sure the card is not already on the account. Try searching for your card by the last 4-digits.
2. Verify that the card numbers are valid credit card numbers. Check with your bank if you have additional questions.
3. Ensure the correct card numbers are correctly pasted into the pop-up window. Verify that you have followed the formatting instructions in the pop-up window.
4. If copying from an Excel spreadsheet, delete extra spaces between numbers to remove any hidden characters

For additional questions or assistance, please contact Pro Xtra Customer Care at 1-866-333-3551