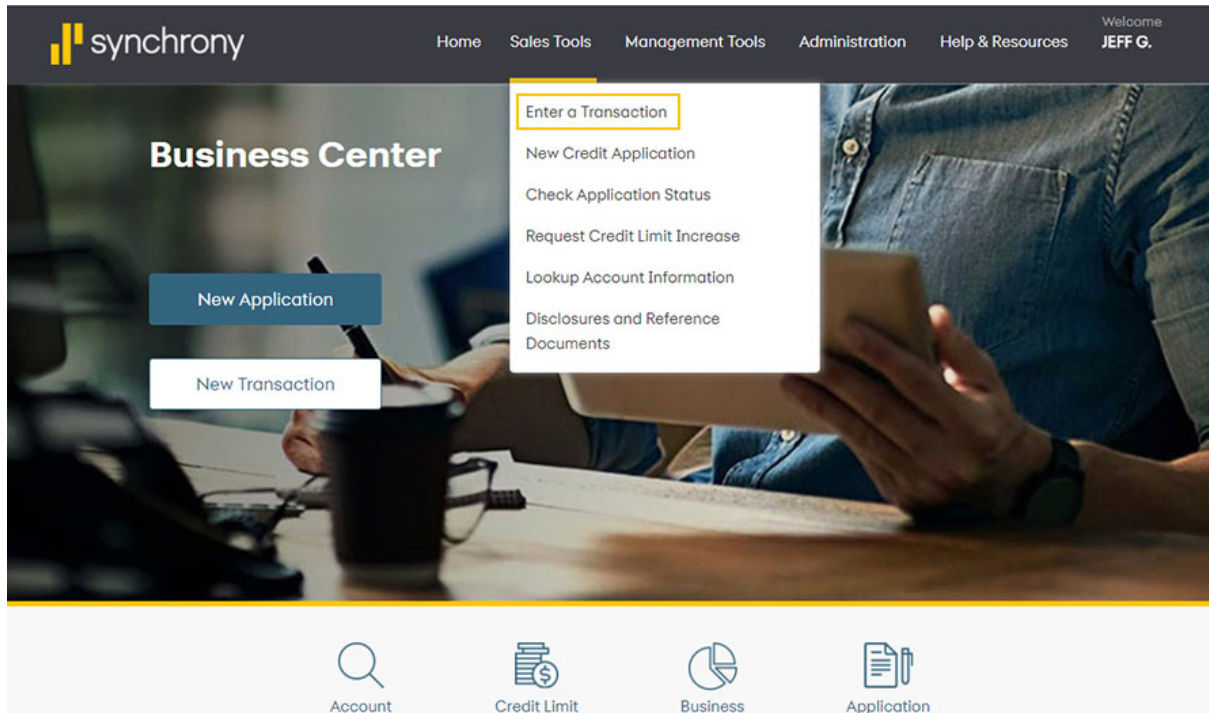


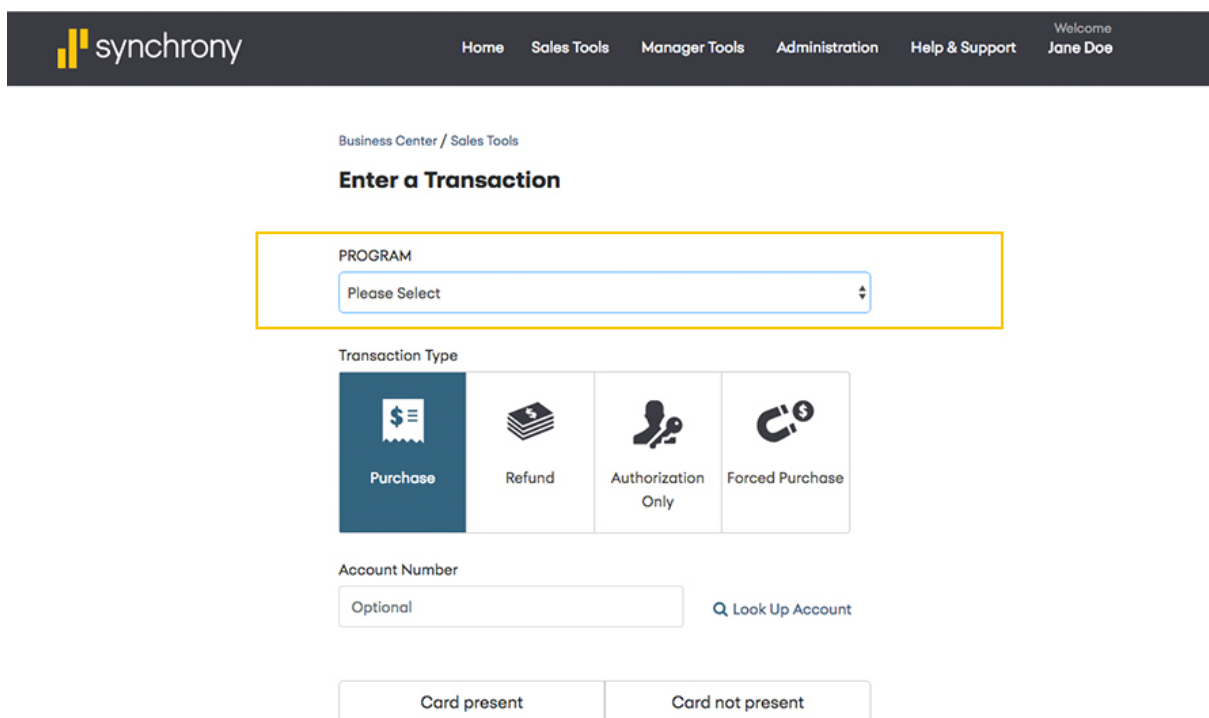
# Process a Sale on Business Center

To process a sale, go to [bc.syf.com](https://bc.syf.com), log in, and follow these steps:

- 1 At the top of the page, select "Sales Tools." Choose "Enter a Transaction" from the drop-down menu.



- 2 Select a financing program from the drop-down menu that the transaction will be applied to.







3

Choose your transaction type.

PROGRAM

Please Select

Transaction Type

 Purchase	 Refund	 Authorization Only	 Forced Purchase
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Account Number

Optional

[Look Up Account](#)





4 Enter the customers account number. If manually entered then you are required to enter in the Card Security Code from the back of the card and Expiration Date. If no Expiration Date check “This card has no Expiration Date”. Click Next to continue.

If card is NOT present, check box for “The card is not present”. Click Next to continue.

\*Synchrony Home and Synchrony Car Care cards require an expiration date.

Program name

Transaction Type

 Purchase	 Refund	 Authorization Only	 Forced Purchase
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Account number

[Look Up Account](#)

Card Security Code

3 digits on back of card

Expiration Date

MM/YY  OR  This card has no Expiration Date

5 Enter the purchase amount.

Business Center / Sales Tools

### Enter a Transaction

Program Name	Transaction Type	Account Number
Revolving Program	Purchase	.....1136

All fields are required unless otherwise noted.

Amount

Cardholder name

Ask the customer to present a valid form of ID to verify that the person presenting the card or using the account is authorized.

Cardholder name

Helen Lovejoy
Timothy Lovejoy

**6** Enter the first and last name of the cardholder. (If you looked up the cardholder's account, their name will appear. You may need to select the exact name that matches the cardholder.)

Cardholder name

Ask the customer to present a valid form of ID to verify that the person presenting the card or using the account is authorized.

Cardholder name

Helen Lovejoy
Timothy Lovejoy

Ask the customer to present a valid form of ID to verify that the person presenting the card or using the account is authorized.

**7** Trans/Promo Code: Enter the desired 3-digit promotion code to use with this transaction. If a preferred list of promotions has been set up for use, choose the desired promotion code from the drop-down menu.

Tran/ Promo Code

Enter a 3-digit code or select a code below

601  
99.99% APR Until Paid in Full

645  
No Monthly Interest if Paid in Full within 6 Months

667  
99.99% APR Until Paid in Full

Invoice Number

Optional

Next Back

8 If you checked “The card is not present” box (or if you performed an account lookup) on the previous screen then you will be required to document a valid primary ID and verify the person making the purchase is named above. Select ID from the ID Type drop down, enter expiration date and state.

**Identification**

Please document a valid primary ID and verify the person making the purchase is named above. If the person making the purchase is not listed above, call 1-800-333-1082 to verify they are authorized to use the account.

Patient Identification

ID TYPE

Expiration Date

Month Year

State

Submit Back

Cancel

9 Select the “Submit” button. The transaction has been submitted.

Tran/ Promo Code

Enter a 3-digit code or select a code below

601  
99.99% APR Until Paid in Full

645  
No Monthly Interest if Paid in Full within 6 Months

667  
99.99% APR Until Paid in Full

Invoice Number

Optional

Submit

Back

Cancel