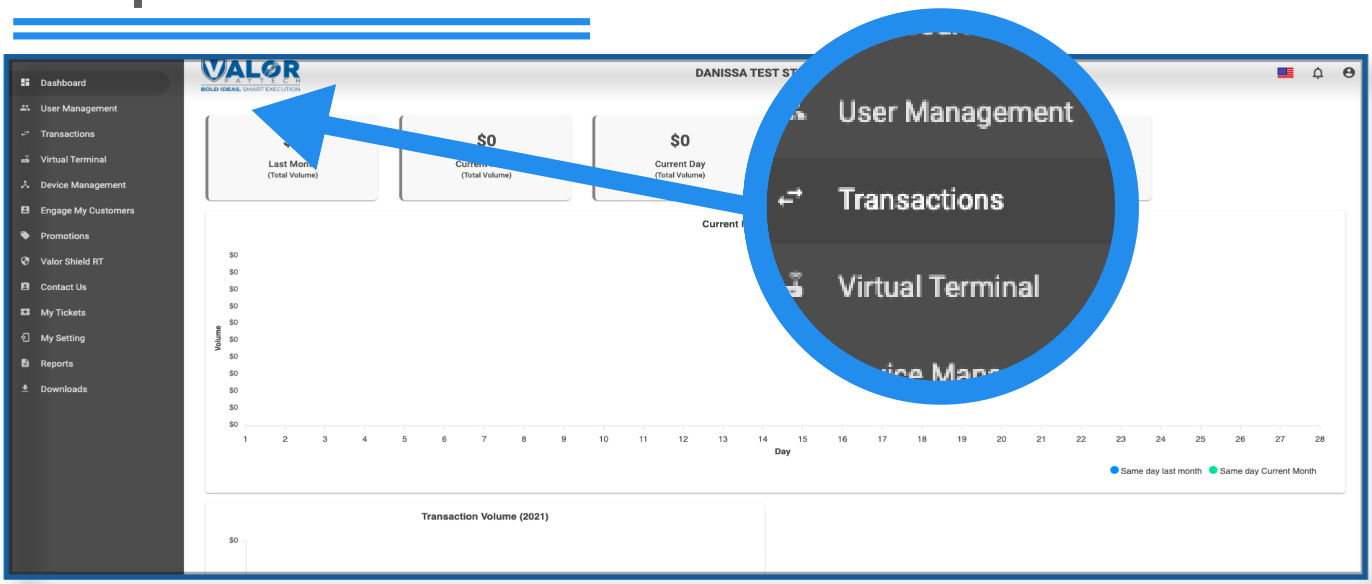
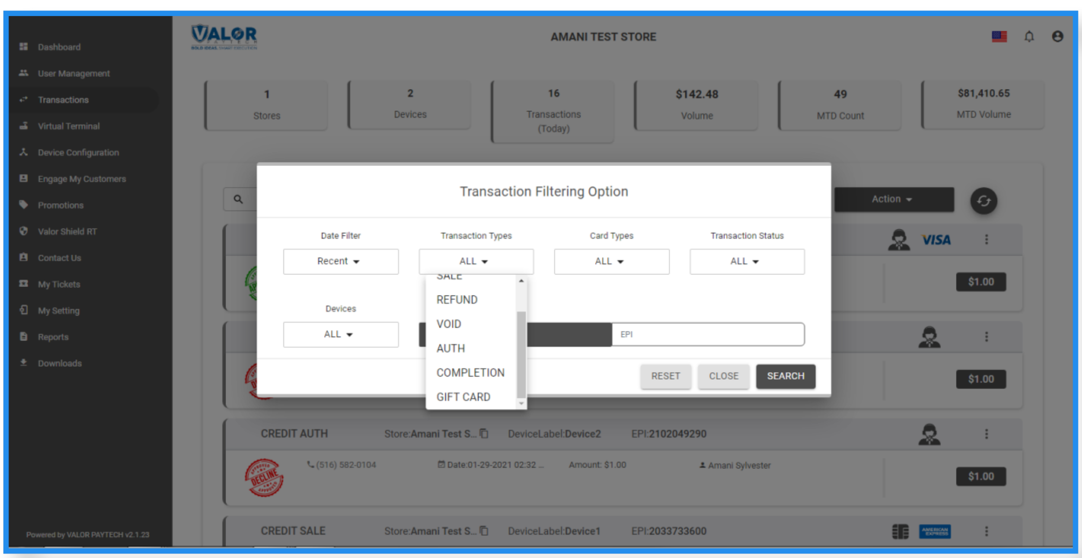
Capture a PreAuth in The Portal

Step 1



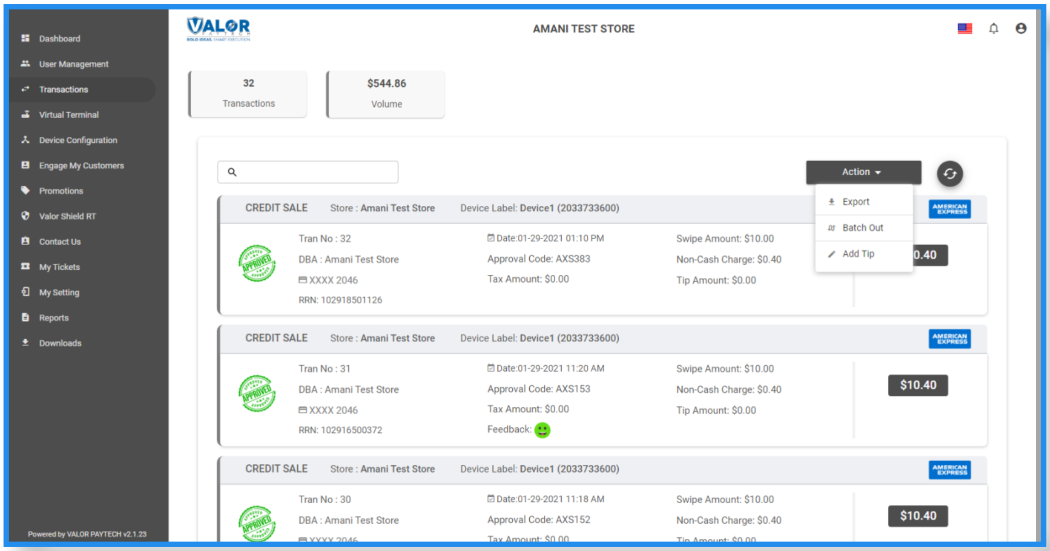
Click on Transactions in the sidebar menu. Here you will see your live transactions. Select the Filter button to the left of action to search for specific transactions.

Step 2



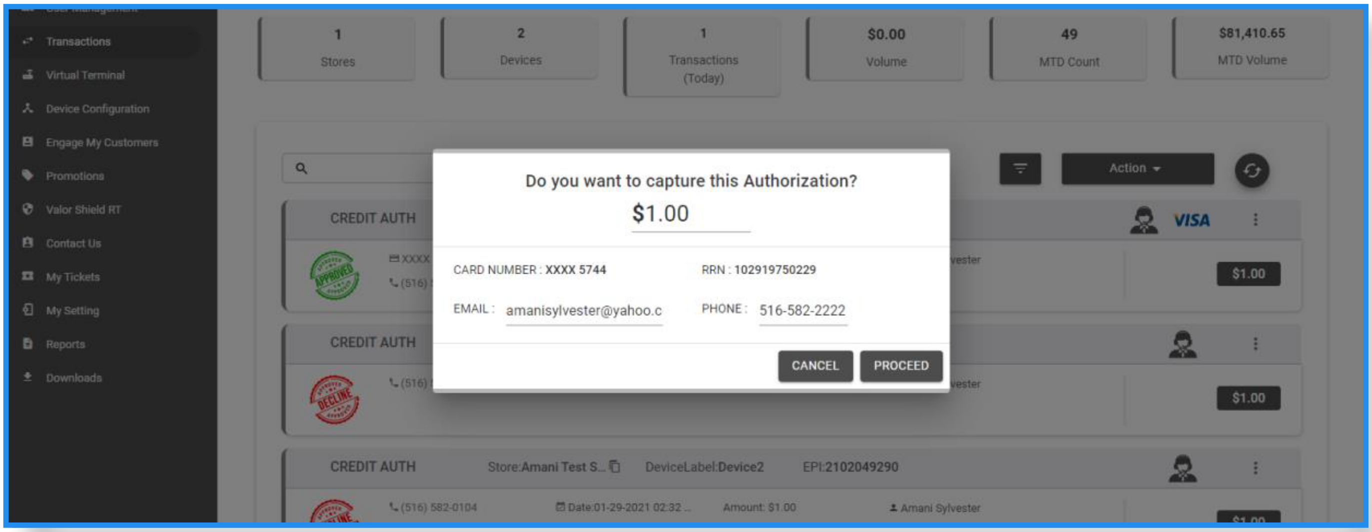
Click on the transactions filter menu, chose **“AUTH”** to show the all Pre Authorized transactions. Click on Search to find the specific transaction.

Step 3



Now you will see all of your pre authorized transactions. Note that all of your transaction will say **"Credit Auth"** at the top of the transaction snapshot. Select the ellipsis on the top right of the transaction you want to capture. From the dropdown menu, click on **Capture.**

Step 4



You will be prompted to confirm that you want to proceed to Capture the transaction. You can edit the sale amount, email and phone number before the confirmation is completed.