

Manage Credit Cards - Groups

Manage Credit Cards function is available as a tool for recording and managing Credit Card information and transactions. Credit Card information will only be stored and NOT processed through the PMS system unless you have connected MyCard, the automatic payment system.

if you have added the MyCard Credit Card module to your MyPMS. For more information or to setup the MyCard service please contact BookingCenter directly or go to www.bookingcenter.com.

My Card users: When you click on Manage Credit Cards, a new window opens with the Credit Card information and Transaction history for the guest. You can then Manage the Credit Card Transactions or Add a new transaction. See the following functions below for specific tasks.

[Using MyCard](#)

[Authorization at Check-in](#)

[Incremental Authorizations](#)

[Swipe Rates with Authorization](#)

[Adding a new Credit Card](#)

Group Booking Details