

UBFWIT - Credit Card Processing/Authorization Online

1. Contact Cindy Johannes devclj@buffalo.edu. Provide her with your
 - UBIT Name
 - If you do not know your UBIT name visit <http://cit-helpdesk.buffalo.edu/services/faq/account.shtml>
 - E-mail address
 - UB Foundation account that will receive credit card payments
 - Service type (merchandise, registration, etc.)
2. Once your UBFWIT account is set up at UB Foundation, you can process credit cards. This will eliminate the need to call the 1-800 number for authorization. (The number authorization will be phased out.) The purchaser's credit card will be charged immediately. Please note the charge will be in the name of **UBF Activities Online**.
3. Go to <http://www.ubfoundation.buffalo.edu/ubfwit> or click on process credit cards now.
4. Enter your UBIT name and password.



Enter Network Password

Please type your user name and password.

Site: www.ubfoundation.buffalo.edu

Realm: DCE Login

User Name: devclj

Password: [masked]

Save this password in your password list

OK Cancel

UB Foundation Web Interface for Transactions (UBFWIT)

① *items are required

*UBF Account Number: *There was a problem retrieving your UBF Account Numbers*

② Deposit Number:

③ *Service Type:

④ First Name:

⑤ Last Name:

⑥ *Description of Charge:

⑦ *Amount: \$

⑧ Comments:

⑨ Send me a confirmation email: No Yes Email:

⑩

1. Select the UB Foundation account you want to receive payment. *
2. Optional: deposit number for transaction(s)
3. Select the service type for the transaction
4. Enter card holder's First Name *
5. Enter card holder's Last Name *
6. Enter description of charge *
7. Enter amount of charge* (minimum amount \$10.00)
8. Optional: Enter any comments relating to the transaction.
9. Enter no or yes if you want an e-mail notification that this transaction was processed. (Recommended that you enter "Yes")
10. Proceed to credit card payment form.

* Items will appear on your merchant e-mail receipt.

Credit Card Process

UBFWIT Transaction

- 1 *items are required
- 2 *We accept Visa, Mastercard, Discover, and American Express*

*Name (As it appears on your credit card)

3 *Credit Card Number

4 *Expiration Date (MM-YYYY) -

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1. We accept Visa, MasterCard, Discover and American Express.
2. Enter name as it appears on credit card.
3. Enter the credit card number without spaces or any dash.
4. Enter credit card number.
5. When you are ready to process, click on the submit button.

If your card is not processed, the errors will be displayed **in red** on the screen.

If your card is approved “this transaction has been approved” will be displayed on the screen. If you checked “Yes, send me a confirmation,” you will receive a merchant e-mail receipt.

To process another transaction, click on process another transaction.

If you are finished, exit.

UBFWIT Transaction Status:

This transaction has been approved.

[Process another transaction](#)

If you have any questions, call or contact Cindy Johannes 645-3013 ext.223 or devclj@buffalo.edu