



InvenTrust
Properties

InvenTrust Properties Credit Card Payment Sign Up

Please fill out this form and submit to: aphelpdesk@InvenTrustProperties.com

Date: _____ Name: _____

Email Address: _____

Business Name: _____ Vendor No.: _____

Can your company accept Visa or MasterCard credit card payments? If "Yes", you qualify to receive invoice payments by credit card.

_____ Yes _____ No

Are you aware of any transaction limit that can be charged by credit card?

_____ Yes _____ No

If Yes, amount of limit: _____

Would you prefer to receive one or multiple payments for invoices? (Check one below)

_____ Receive one payment for multiple invoices

_____ Receive one payment per invoice

Should we be aware of any card limitations?

If Yes, explain: _____

How to retrieve payments:

1. A secure email message will be sent to you at the email address listed above when you have a payment to collect from InvenTrust Properties. The sender address will always be from @wellsfargo.com.
2. The message will contain a link. After you have clicked on the link, enter the following three pieces of information to retrieve your payment:
 1. Payee ID:
 2. Invoice Reference:
 3. Zip Code: 60515
3. You will then be presented with a screen showing a Control Account Number and remittance information for the invoice(s) being paid.
4. Process the payment by keying the Control Account Number into your point of sale equipment / merchant terminal.
* Please note the credit card transaction must be processed for the "Authorized Amount" noted or it will be declined.

Downloading data from the remittance:

1. Right click on the Invoice Reference and Description box (where remittance information such as invoice number, amount and facility is detailed).
2. Select the option export to Excel.
3. Excel will automatically open and begin to download information; the data will reflect in two columns on the spreadsheet.