



Customer Instructions Regarding Processing Credit Card Transactions

IMPORTANT NOTE: A **Transaction Fee** of 2.75% is calculated against the invoice amount. This amount will be added to the order amount charged to your card. The Transaction Fee is a combination of the processor's fee and the credit card/bank charges. Horn receives no part of this fee.

Once you begin to input data, for security purposes, the system will automatically void the transaction if there is no activity for more than two minutes. The emailed confirmation will state the card payment was declined and you must begin the process again. **Complete the transaction without interruption.**

Go to the web page noted below where you will log-in and pay for your purchase on-line.

<https://eps.mvpbanking.com/cgi-bin/mmulogin.pl?access=90993366>

The HORN log-in page will appear and you will have 3 options:

A "Guest User" is chosen if you do not intend to have the system memorize your data for repeated uses. You would choose this option if you do not want an account set-up. (Typically for one-time use). This shouldn't take more than a minute or two to complete.

The "Registered Payer Login" box is for customers who have previously registered using the "New Internet Payer" login.

The "New Internet Payer" is a customer who wants to set-up an account for repeated use after which they will be a "Registered Payer". You will create a Password and will save your data so that future payments can be input in a matter of seconds.

Your Order Acknowledgement will include your HORN account number, the order number and the amount to be paid.

Your Horn account number is unique and permanent. It is a 7 digit number and all zeros at the beginning must be used as part of the 7 digits. It is displayed by the **Bill To:** section of the Order Acknowledgement

After your account is set-up, the next screen has a box for the Payment Amount. Below that box is a space to insert the 6 digit E.T. Horn Order Number. The **Order Number** is in the upper right-hand corner of the Order Acknowledgement below the date.

The next screen shows you the cards we accept with the boxes to fill-in. As you can see, you can pay via American Express, Discover, Mastercard and Visa.

The next screen is a review summary page before you click and confirm payment. This page will summarize all the information submitted AND will include the **Transaction Fee**.