

## **Credit Cards and Checks Processing Instructions - Chicago**

- Link: <https://payment.redfinpos.com/app/JH/jhpos.asp>
- Username: Your 5-digit Office Number (e.g., 13669)  
Password: Your 5-digit Office Number and Tea (e.g., Tea13669) Please note in password, K is capital, f and s are lower case
- Invoice Number = Receipt Number
- If payment is approved, print receipt in duplicate
- Have customers sign a copy and attached to JH receipt copy B
- Give another copy to customer
- If payment is declined, ask customer for another method of payment