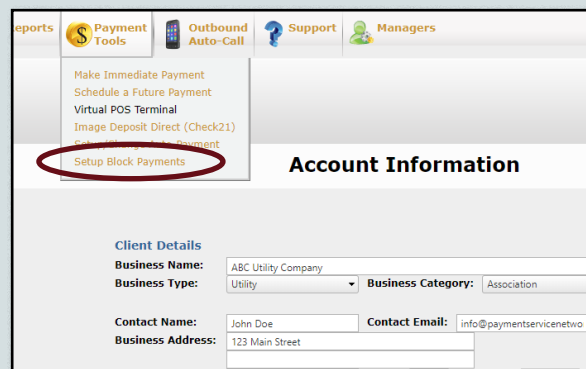


how to:

BLOCK A PAYER IN THE ACCOUNT MANAGEMENT CENTER

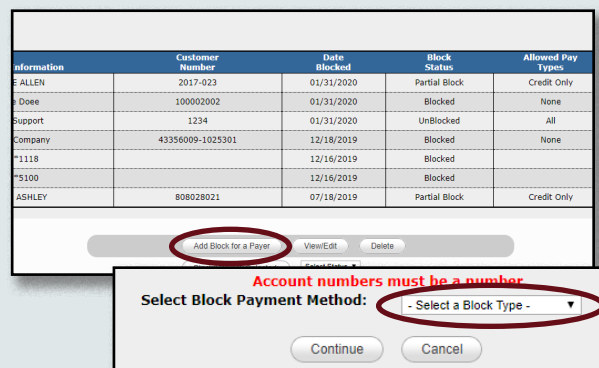
Step 1.

In your PSN Account Management Center (AMC), navigate to Payment Tools>Setup Block Payments.



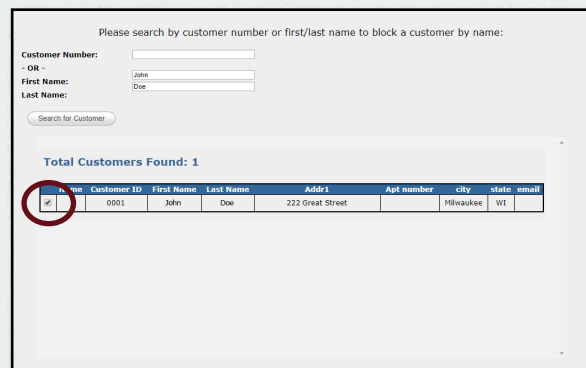
Step 2.

Click on "Add Block for a Payer" near the bottom of the page, select Name/Customer ID from the pop-up's dropdown menu, and click "Continue."



Step 3.

Enter the customer's name and click search. Click the check box to the left of the customer you'd like to block.



Step 4.

Select the payment methods you'd like to allow from the dropdown. For example, select "Credit Only" to block check payments. To block all online payments, select "Cash only." From there, click "Block Access for Selected Customer"

