



CSO System Add-on: Credit Card Processing



CSO Credit Card Processing is an option specific to individual career events that allows you to accept payments from employers and/or students via credit cards directly through your CSO System.

SERVICE CHARGE: 5% per transaction

How does it work?

If you elect to use CSO Credit Card Processing for your career events, CSO Research will collect the career event payments charged to credit cards by employers and/or students. After your career event is over and finalized, CSO Research will issue a check to you that will include all collected payments minus the 5% service charge described below.

What does it cost?

There is a 5% service charge for each payment collected via credit card for career events. This service charge covers all credit card and processing fees as well as collection and management of all funds collected via credit card. This service charge is the only cost associated with managing career events in your CSO System. As always, you define and control the employer and student fees for your career events.

Frequently Asked Questions

1. Do I have to use CSO Credit Card Processing? – No, it's simply an option. If utilized, the option is specific to individual career events so that you can choose to use it for certain events but not others.
2. Does CSO Credit Card Processing accept all credit cards? – It accepts payment via Visa, MasterCard and American Express.
3. What happens once I turn on CSO Credit Card Processing for a specific event? – Once an event with associated event fees is made available for registration by employers and/or RSVPs by students, an option will be available to pay via credit card. When a user selects Credit Card as the payment method, a secure credit card information screen will be presented to them. This screen will collect all information necessary to process their payment via



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credit card. Once credit card information has been entered successfully the payment will be processed.

4. Is there a way I can easily tell how many payments have been made via credit card and what the CSO service charge will be? – Yes, when using CSO Credit Card Processing in an event, this information is shown in the Event Statistics section.
5. What information will an employer or student see related to the credit card payment? – Once an employer or student has successfully submitted a credit card payment in the CSO System, they will receive an email containing a receipt for the payment. This receipt is purely for the credit card charge itself and is not related to a specific CSO System site so it is not customizable. On their credit card statement an employer or student will see that the charge was processed by CSO Research, Inc. This information is clearly displayed to them on the credit card entry screen.
6. Once I'm done with my event, how do I access the funds collected via credit card for employers and/or students? – Any event using CSO Credit Card Processing will show a Request Check function at the top of the event screen. Clicking Request Check will prompt you for check payable and mailing information. If you collected both employer and student payments via credit card, you will determine whether you want one check for the entire amount or two checks, one for the employer amount and one for the student amount. If you select two checks you can enter separate information for each check. Once you have submitted the check request an email is sent to CSO Research for processing. CSO Research will use the entered information to generate and mail a check in the amount of all collected payments minus the 5% service charge. Checks are processed within 10-15 business days of request.

Contact the CSO Sales Team at 866-705-4201 x2 or email sales@csoresearch.com to have credit card processing activated in your CSO System.