

Administrator Guide: Credit Card Re-Authorization

Administrators will need to occasionally reauthorize an integrated credit card feed. This may be required if:

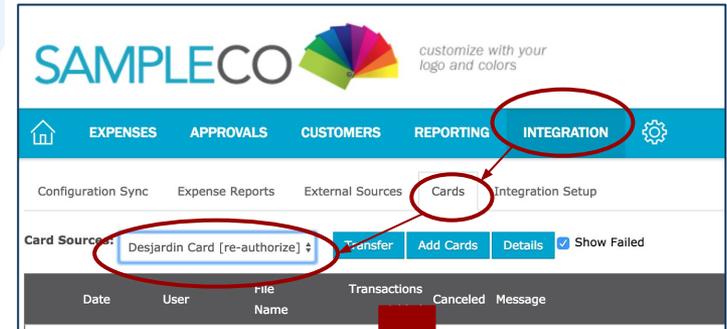
1. the authorization token has expired; or
2. the online password credentials for the credit card were changed.

Steps to Reauthorize:

1. Administrators will receive an email from Nexonia if a card needs to be re-authorized.
2. The administrator will need to log in to Nexonia on the web and go to the Integration section - this is the module to the left of the settings icon. It may be labelled with the name of your accounting or ERP system.

Settings > Integration > Cards tab

3. Open the dropdown menu labelled **Card Sources**. You'll see the name of your credit card feed(s). If the label says "[re-authorize]", select it from the dropdown.
4. A window will appear asking you to reauthorize the card. You'll see the card and institution details, and fields to re-enter the card credentials. Enter this information, click the [Update account information] button, and your card will be updated with the new authorization token.



Card

Please note that you're connecting your personal card and account transaction data to 011 Nexonia Demo (SalesForce.com & QuickBooks Online)'s use of Nexonia, and as such their administrators or any other users assigned to edit your expense reports can see the available transactions. They cannot see any transactions you delete nor can they see your account list. They'll only see what you personally chose to connect to Nexonia. Your account information is not stored in our servers. They are safely managed by our provider Intuit to ensure the confidentiality of your information.

Institution:	Desjardins Online Solutions (Quebec & Ontario, Canada)
Account type:	Card
Number:	*****
Nickname:	VISA DESJARDINS CLASSIC
Description:	
Currency:	CAD
Card Number:	
Password:	

Update account information

