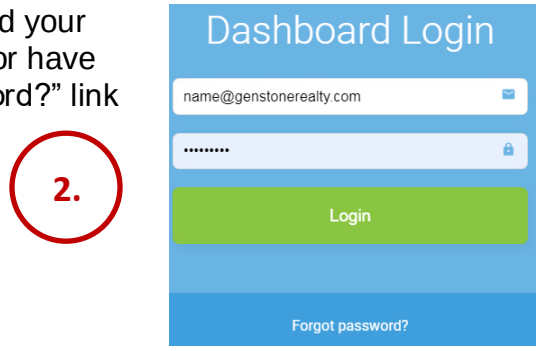
Instructions for Entering Credit Card Information into kvCORE

Tech & Marketing Fee: **$89/month**
Billing Period Begins: **October, 2021**
Note: Monthly billings occur on the 5th of each month and requires a valid credit card in kvCORE.

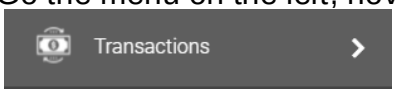
Your E&O Insurance will be billed annually on your anniversary or monthly and will vary based on your anniversary and prior payments.

Instructions to enter your credit card information in kvCORE:

1. Go to https://app.kvcore.com/login
2. Enter your genstonerealty.com email address, and your kvCORE password. If you have never logged in or have forgotten your password, click the "Forgot password?" link at the bottom.



3. Go the menu on the left, hover over Transactions, and select "CORE BackOffice"

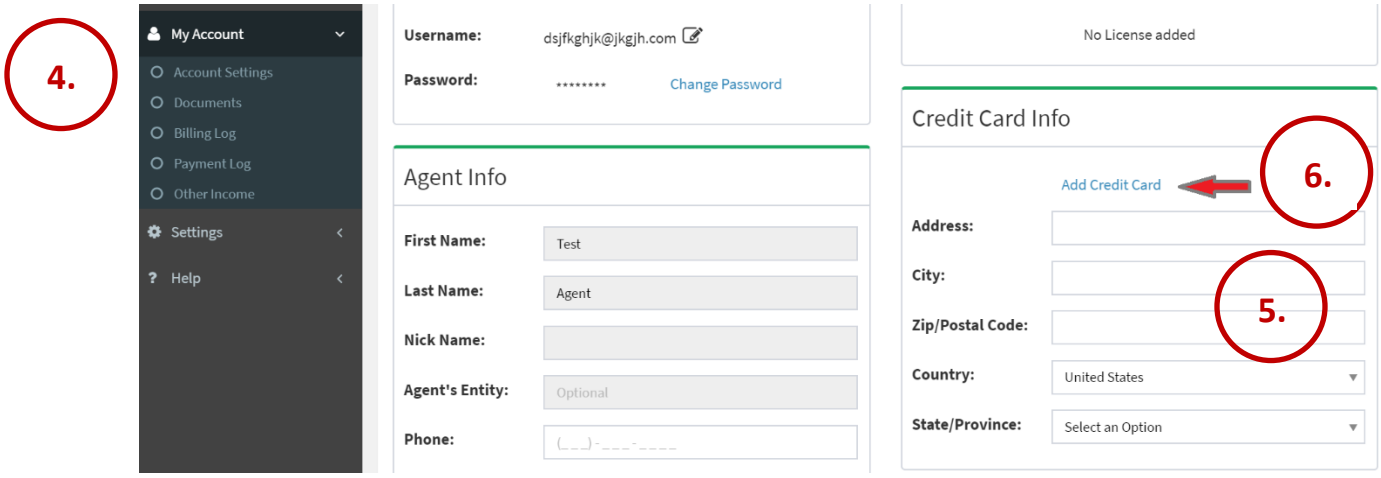




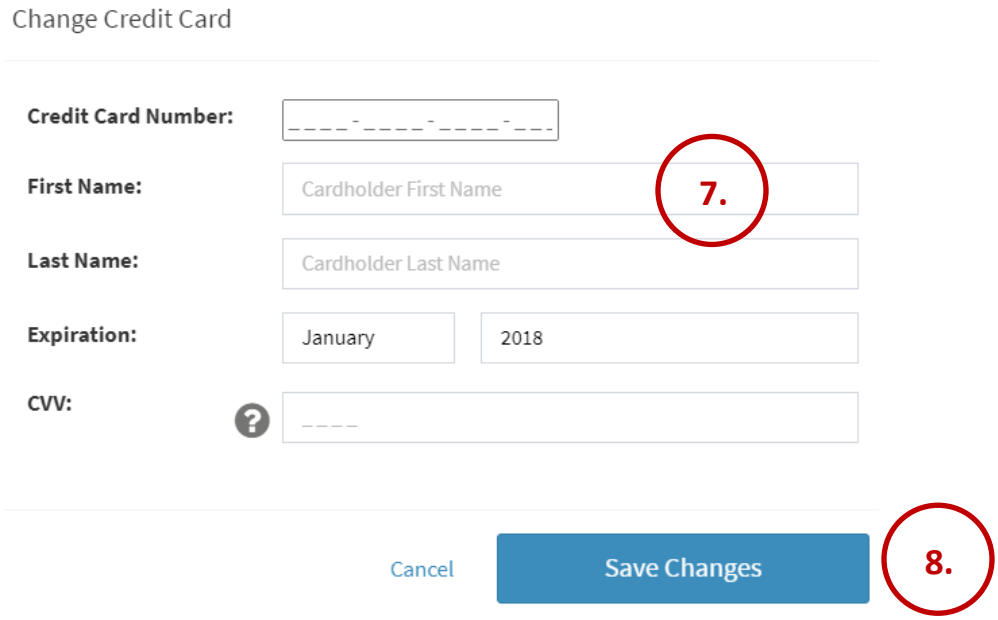
4. In CORE BackOffice, go to My Account on the left, and select "Account Settings"

5. Look to the "Credit Card Info" on the right side of the screen and enter your credit card billing address first. It will automatically save the information.

6. Click the "Add Credit Card" link



7. Enter your credit card number, name on the card, expiration date, and CVV. If you are unsure what your CVV number is, click the Question Mark for more information.



8. Scroll to the bottom to “Save Changes”, and your credit card information will now securely saved with your profile for future billing purposes.

9. If you ever need to change your credit card, follow the same procedure, but enter your new credit card information instead.

Your credit card information will **not** be accessible by GenStone Realty or kvCORE staff. It will be processed by iTransact, a leading credit card processor.

About iTransact Credit Card processor:
iTransact was founded in 1994 as RediCheck, the first provider of Internet-based check acceptance services. In 2015 iTransact was acquired by Payroc LLC. Today we offer merchant accounts (and related services and equipment) in addition to our proprietary Internet payment gateway.

Payroc is fully compliant with the Payment Card Industry’s Data Security Standards (PCI DSS). PCI standards are endorsed by Visa, MasterCard, American Express, and other leading card brands. Payroc’s most recent PCI audit was conducted by Intersec Worldwide Inc. A copy of the Attestation of Compliance can be provided upon request.

For more information, visit Dun & Bradstreet’s business information page about iTransact, Inc.