

O'ahu, Hawaii



USER GUIDE:

# Adding and assigning payment methods

**ATMOS**  
FOR BUSINESS



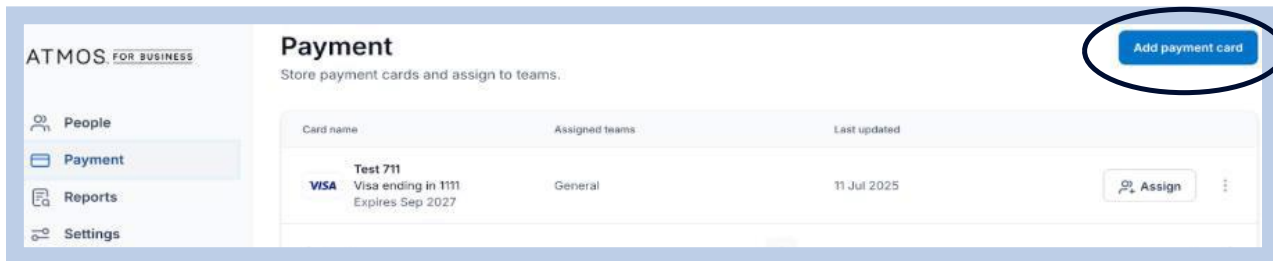
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## 1. Adding payment as an administrator:

Log in to Atmos™ for Business and click the 'Payment' section on the left sidebar. Select 'Add payment card' at the top right corner.



Enter the card details and save:

A screenshot of the 'Add payment card' modal form. The form is titled 'Add payment card' and has a close button (X) in the top right. It contains several sections: 'Card details' with a 'Payment card nickname' field; 'Name on card' and 'Expiration' fields; 'Card number' and 'CVV' fields; and 'Billing address' with fields for 'Country', 'Street address', 'City', 'State / Province', and 'State / Province'. The form is overlaid on a blurred background of the Payment section.

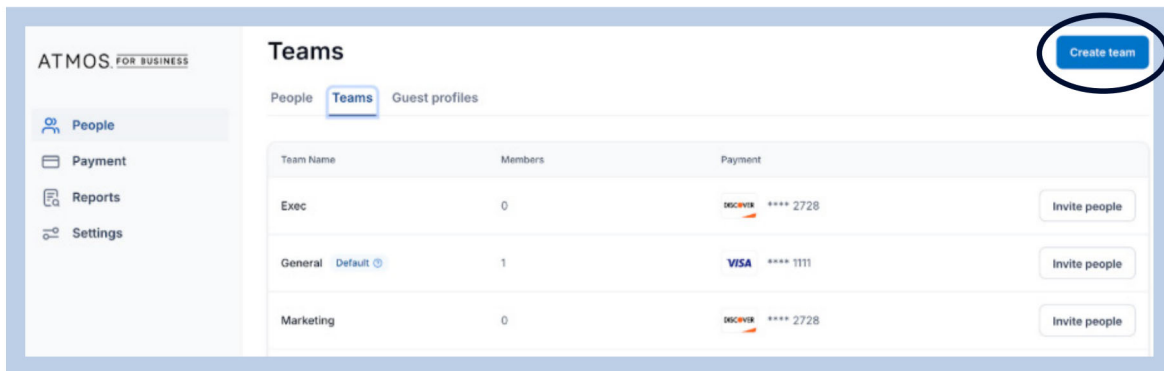
Accepted payment types:

- Alaska Airlines Commercial Account
- American Express
- Diners Club
- Discover
- MasterCard
- UATP
- Visa

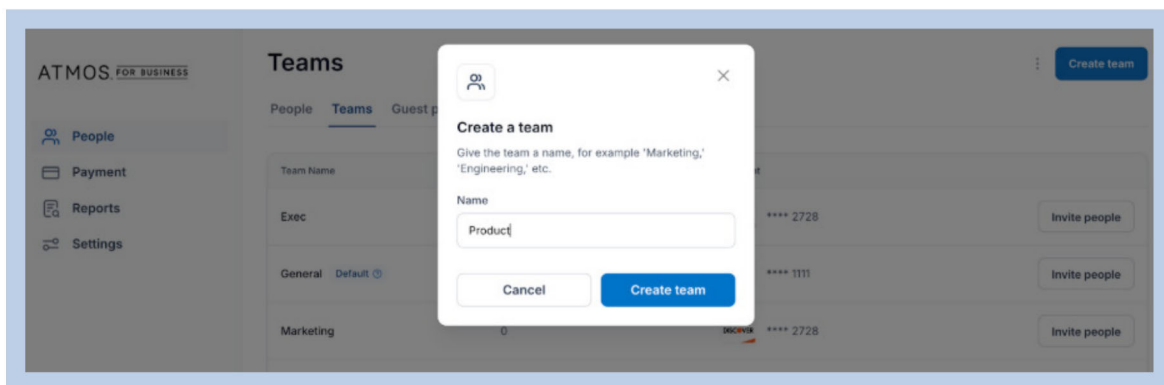
CVV is require for validation only—no charge will be made. CVVs can't be stored and must be entered at each checkout.

## 2. Creating a team:

Administrators can create teams to assign payments to specific groups of employees. If your team uses team-specific credit card, you can store that information here. Create a team, go to the 'People' section and select the 'Teams' tab, then click the 'Create a team' button in the top right corner.

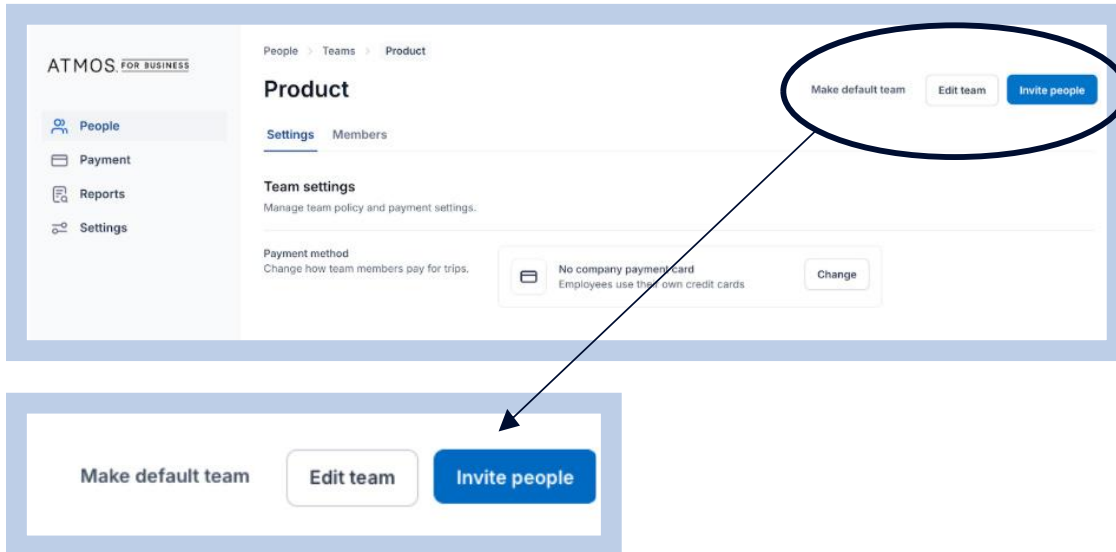


From here, you can add a team name. Be sure to click 'Create team' to activate.

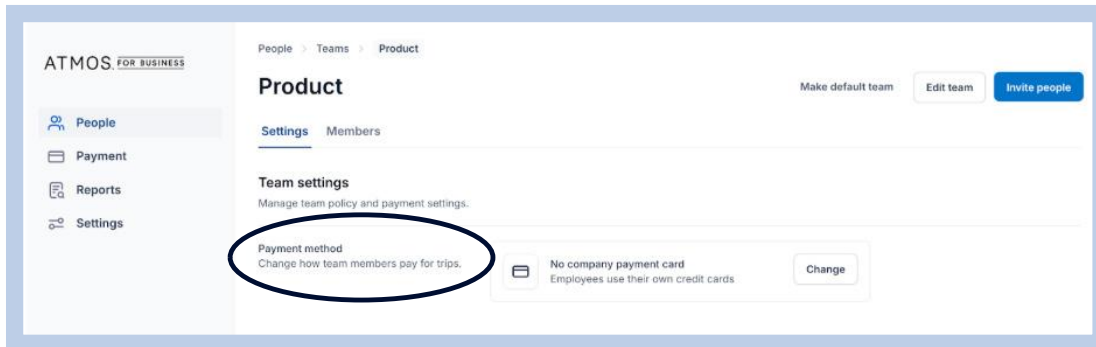


### 3. Assigning payment to teams:

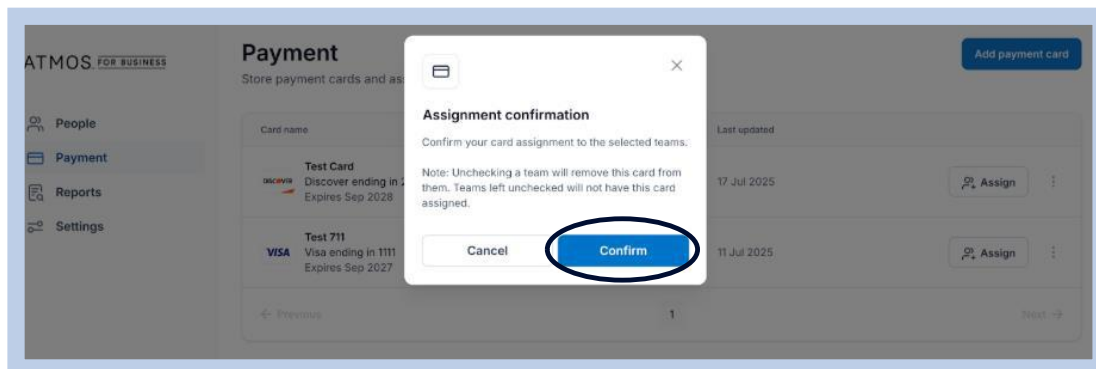
Atmos for Business supports multiple teams to mirror your organization's structure. Please note that an employee can only be part of one team at a time. You can set up additional teams at any time, and you can also set up a default team for newly added employees or end users. Go to the 'People' section, then the 'teams' tab (as shown below).



To add payment to a team, click the 'People' section and the 'Teams' tab, then select the team you want to review. Under the team, click 'Payment method'.



Select one of your uploaded credit cards and be sure to click 'Confirm' to save the change.



For additional support send us an email at [AtmosForBusiness@AtmosRewards.com](mailto:AtmosForBusiness@AtmosRewards.com), visit our FAQ page, or call us toll-free at 1-888-327-2755, Monday through Friday, between 8:00 a.m. and 6:00 p.m. (PT).