



Liberty Quick Reference Guide

AIRCHARGE LOGIN	ecomPort Login for Internet	
www.aircharge.net/hdml/hdmllogin.asp	Merchant Code	
Merchant Code	User Name	
Password	Password	

To perform a sale:

Manual Card Entry Only – Other functions available on ecomPort

Login to the website
 Enter your **Merchant Code** and **Password**
 Enter the Customers **Credit Card Number**
 Enter **Expiration Month**
 Enter **Expiration Year** – 2 digit
 Enter **CVV** or CVC code. Use **None** or **ILL** for Illegible. **See Below.**
 Enter **Dollars** only
 Enter **Cents** only
 Enter billing **Zip Code** 5 digit
 Using the code returned, finalize transaction with your manual imprinter.

Most VISA, and Mastercard cards have a code above the signature panel on the back of your card. The last three digits of this code are the Security Code (also known as an CVV2 or CVC2 code). **AMEX uses a 4-digit code.**

