

GE CAPITAL – JEWELRY ACCENTS

CARD LOOKUP/CARD NOT PRESENT AUTHORIZATION

Unless the customer's GE Capital – Jewelry Accents account was approved on the same day that the sale is being made, entered into POS and authorized through the GE Capital – Jewelry Accents VeriFone, the customer must have and present the GE Capital – Jewelry Accents card sent to them by GE Capital – Jewelry Accents. If not, you may complete a sale using without the card being present under the following procedure:

- ☐ The customer is a Daniel's account holder: Account Number: _____
Account must have had a positive, charge balance at some point that has been paid in full or on which payments are being made; this does not include layaway accounts and does not include accounts set-up only to track cash purchases.

☐ The customer is recognized by an associate in the store: Associate Number: _____

☐ The customer's picture ID matches the name and ID on his/her Daniel's account (F5 Screen).
Verified by Associate Number: _____.

☐ The customer knows their social security number and it matches the number we have file in their Daniel's Account (F5 Screen).
Verified by Associate Number: _____

☐ The customer must know their current mailing zip code for their JA/GE Money account.
Verified by Associate Number: _____

IF ALL 5 POINTS IN THE CHECKLIST HAVE BEEN FILLED OUT AND VERIFIED, YOU CAN LOOKUP THE ACCOUNT NUMBER AND COMPLETE THE SALE WITHOUT THE CARD BEING PRESENT:

1. Press F3 from the Main Menu of JA/GE Veriphone
 2. Press F4 (Account Lookup) from the Credit Transaction Menu
 3. Press F1 (Jewelry) from the Program Name Menu
 4. Enter the customer's mailing zip code
 5. Enter the customer's social security number
 6. 2 Receipts will print showing the customer's name, account number, credit limit, current balance, and open-to-buy (*this is confidential information that must be shredded after it is used*)

This form must be filed with the white POS receipt for the transaction (the white receipt copy goes to SMC Sales Audit in your daily work bag); make a copy of this form and file in the daily work bag kept in the store.