



DEPARTMENT OF THE AIR FORCE
502D AIR BASE WING
JOINT BASE SAN ANTONIO

APR 03 2014

MEMORANDUM FOR 502 FSS/FSYC

FROM: 502 FSS/FSY
415 B Street East, Bldg 112
JBSA Randolph TX 78150-4424

SUBJECT: Orbital Managed Billing Program for Recurring Charges

1. In an effort to streamline processes and eliminate the need to keep your sensitive information in-house, we are switching to a new Air Force mandated web based program called Orbital Managed Billing run by Chase Paymentech. This program uses Customer Profile Management and allows for Cardholder data to be stored securely within Orbital Gateway. The Orbital[®] Payment Gateway's Customer Profile Management securely stores your customer data off-site -eliminating the need to re-key or store account data, and supports the Payment Card Industry compliance requirements. This is a safe and efficient way to pay your recurring charges at Child and Youth Programs (CYP) and is the current payment system for Air Force recurring charges.
2. You will be asked to fill out a new credit card authorization form. It is very similar in nature to what you have completed in the past. This new form will give us authorization to input your payment information into Orbital Managed Billing. We will create a unique profile for you and that will be the last time we have to access your credit card number, unless you get a new card etc. The recurring charges will be withdrawn just as they are now; either monthly or bi-monthly at the Child Development Program and Monthly or weekly at Youth Programs. The only thing that changes is where the sensitive information is stored. Keep in mind we will no longer manually key your payment information into the terminal each time. Having a valid credit card number on file is still our Standard Business Policy.
3. We appreciate your business and look forward to the smooth transition to this billing system.

Karen M Rudolph

KAREN M. RUDOLPH, GS-13
Chief, Military & Family Services Flight