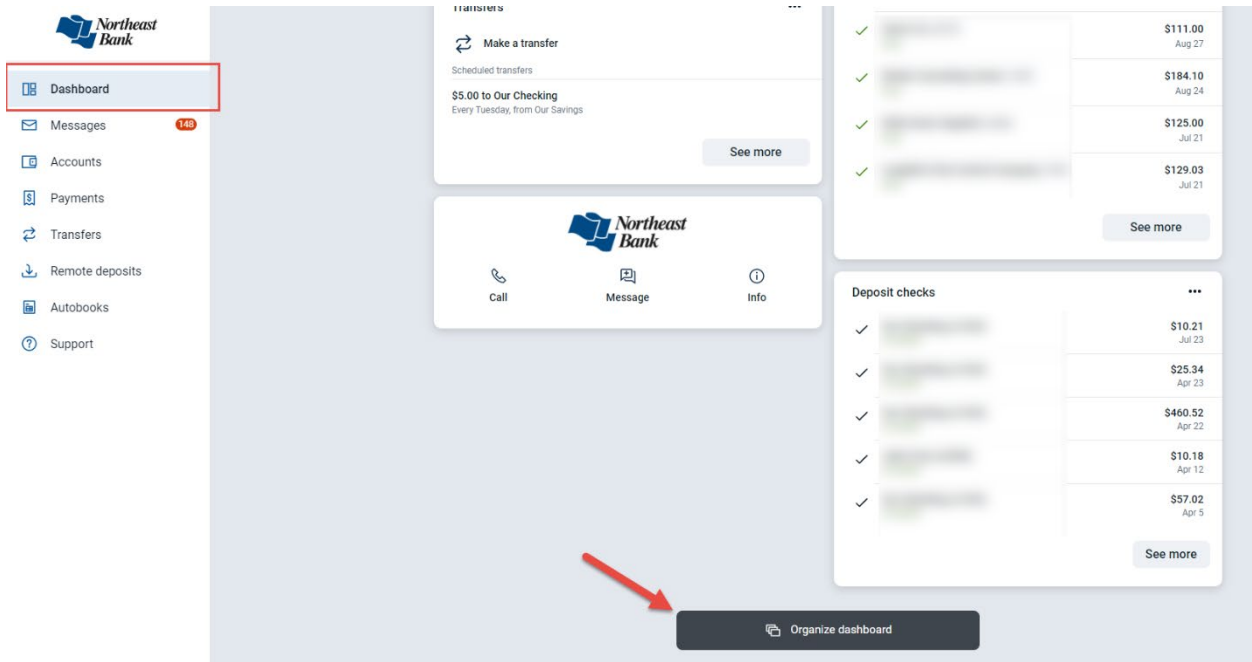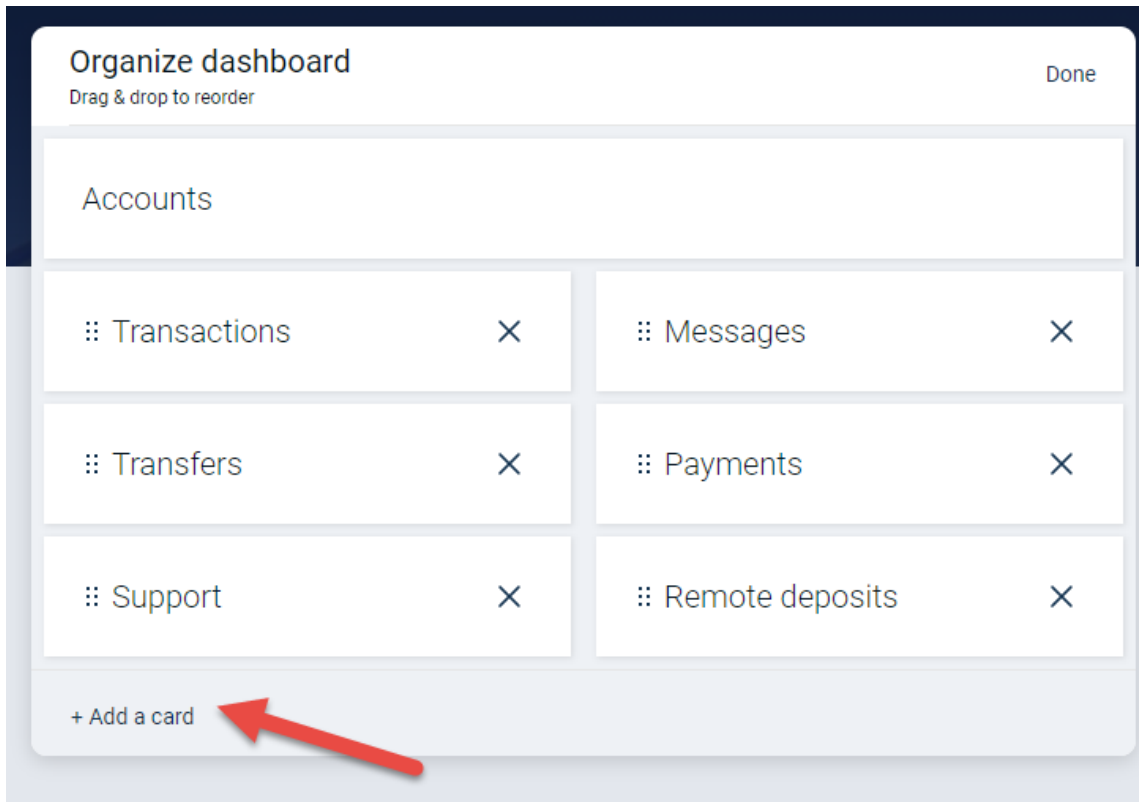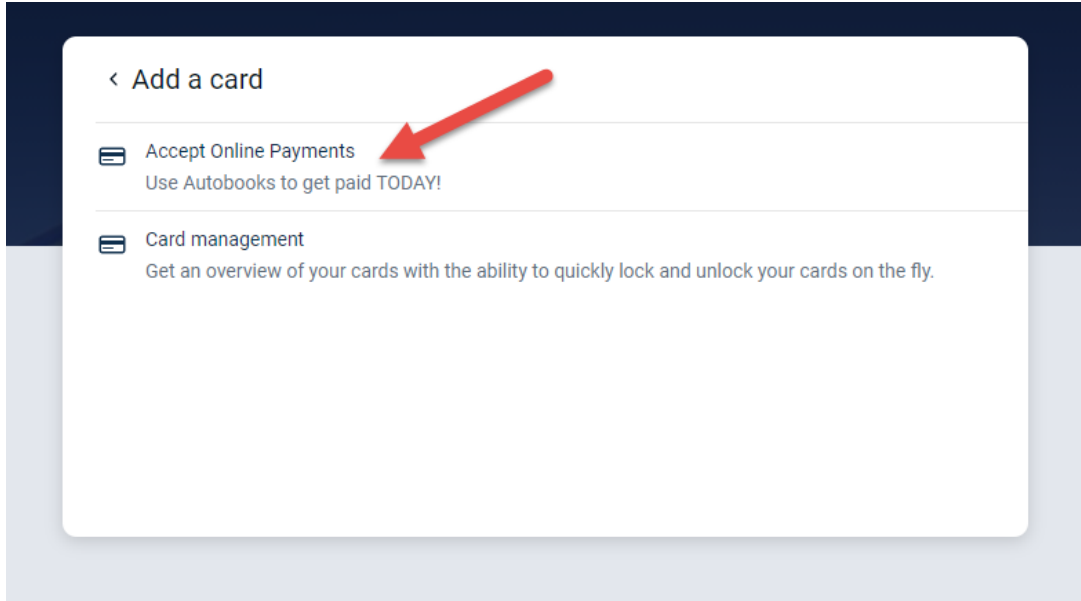Scroll to the bottom of the Dashboard and click Organize dashboard
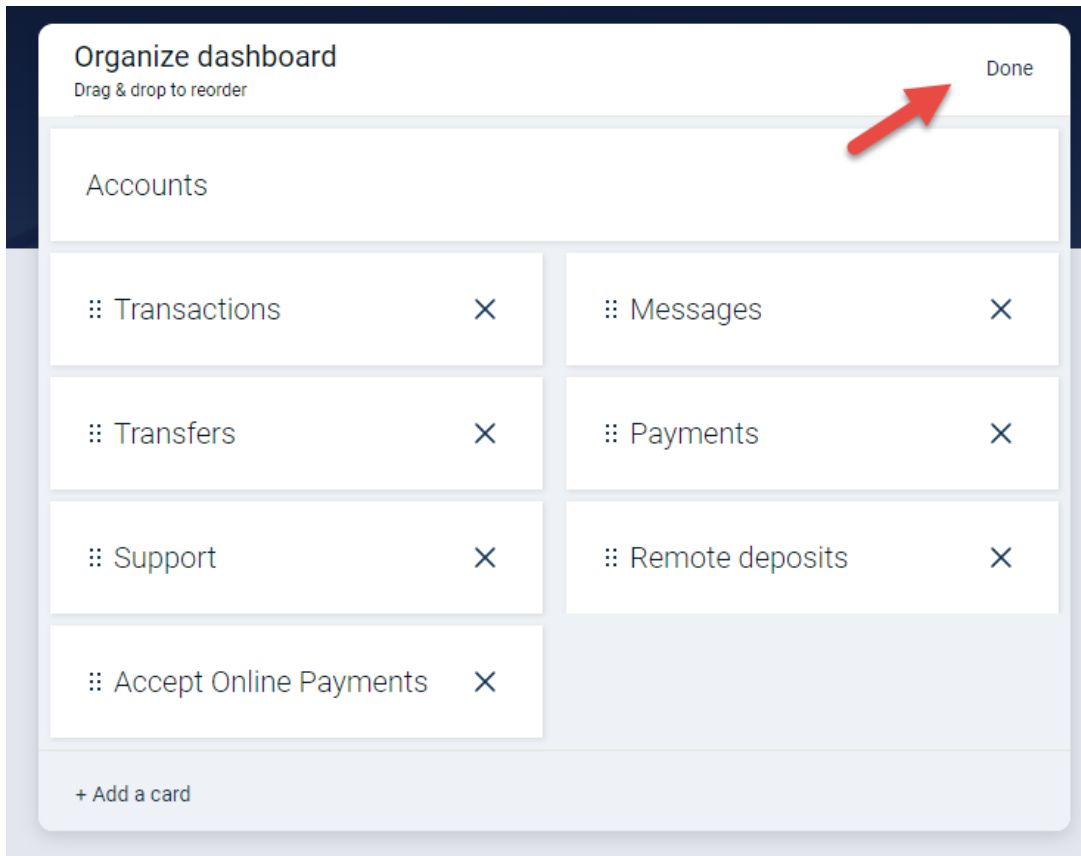

Click + Add a card

Click Accept Online Payments and then the < next to Add a card to go back and select the location where you want the card on your dashboard.

Once you have the card where you want it, click Done

The Accept Online Payments will now display in the spot you selected on your Dashboard. You can click Send an invoice or Accept Payments Now to get started.