Setting Up Automatic Payments

Setting up automatic payments is simple. Just click **Get Started** [the user clicks the "Get Started" button located under SET UP AUTO PAY] and choose how you'd like to automatically fund your student's account [the user selects one of the following methods by using the drop-down menu directly under "Meal accounts should be automatically funded:"]. You can schedule payments to start on a specific date and continue on a reoccurring basis [the user does this by selecting **On a recurring basis**; the date the recurring payments begin is selected from the "Starting on" field, and a drop-down menu above this date is used to select how often payments are made, such as Daily or Monthly], or you can have the payments made automatically when a student's account falls below a specified amount [the user does this by selecting **When balance falls below**; then the user selects an amount on the right, or the user may select "Other" to enter a custom amount]. Then, select the desired automatic payment amount for each student [payment amounts appear to the right of students associated with the account; selecting "Other" allows for a custom payment amount, and selecting "$0" will prevent automatic payments from being made to the student's account]. Choose your payment method. Now click **Complete Setup**. Remember: automatic payments can be updated or disabled at any time.