net net	tsource	e one	BILLS PAYMENT HISTORY AUTOPAY P	AVMENT ETHODS		Quick Summary Current Account Balance: \$0.00 Open Invokes: 0 Past Due Invokes: 0 Past Due Balance: \$0.00 Open Service Tickets: 28
Home Billing Service Quotes Configuration My Account Lesport	Impersonating Company: NetSource One and contact: Stacy Kulhanek Auto-Pay Configuration Auto-Pay Enabled 2 Agreements/Contracts that will be automatically paid with Auto-Pay:					
Administration	Name	Type Description	Last Invoice Amount	Account		
Administration	Backups	Standard	\$0.00	Select an account for auto-pay.	-	
	Default	Support	\$0.00	Select an account for auto-pay.		
	Accounting Agreements (Terms) that will be automatically paid with Auto-Pay:					
	Name		Description		Account	
	No records to di	splay.				
4	🔶 Enable Auto-Pa	Enable Auto-Pay on all invoices under \$1,500.00 Select an account for auto-pay.				
	Save Auto-Pay	Settings				
Netsource One, Inc. 5410 Hampton Place Saginaw, MI 48804 989-498-4535 800-410-2872						
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Step 1) Click on AutoPay

-This is where you can setup recurring auto payment

Step 2) Check Auto-Pay Enabled Box

-A list of monthly agreements you currently have will appear

Step 3) Select the payment method drop-down

-Choose which payment method you will use for each agreement

Step 4) Option to Enable auto-payment for any/all invoices that are under \$1,500

Step 5) Click Save Auto-Pay Settings