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Impersonating Company: NetSource One and contact: Stacy Kulhanek

Auto-Pay Configuration

Auto-Pay Enabled

Agreements/Contracts that will be automatically paid with Auto-Pay:

Name	Type Description	Last Invoice Amount	Account	
Backups	Standard	\$0.00	Select an account for auto-pay.	<input type="checkbox"/>
Default	Support	\$0.00	Select an account for auto-pay.	<input type="checkbox"/>

Accounting Agreements (Terms) that will be automatically paid with Auto-Pay:

Name	Description	Account
No records to display.		

Enable Auto-Pay on all invoices under \$1,500.00 Select an account for auto-pay.

Save Auto-Pay Settings

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**