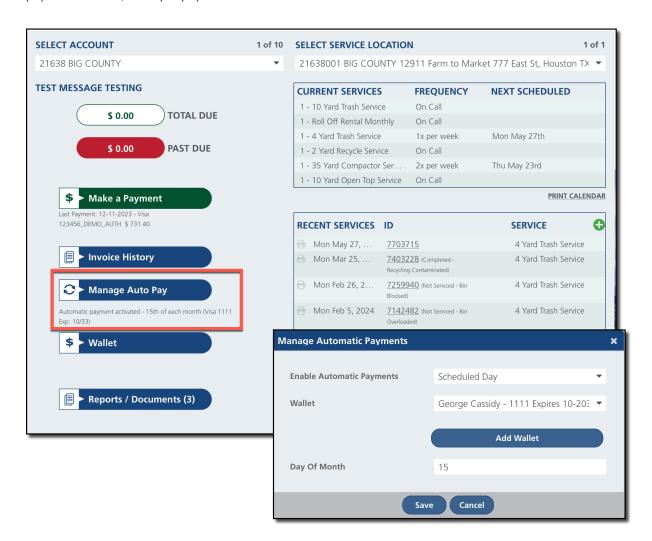# Customer Portal - Manage Autopay

Last Modified on 07/01/2024 11:17 am EDT

Pathway: *Customer Portal > Manage Automatic Payment*

The Manage Automatic Payments screen allows users to activate automatic payments, choose the frequency and payment method, and input payment details.

Manage Automatic Payments

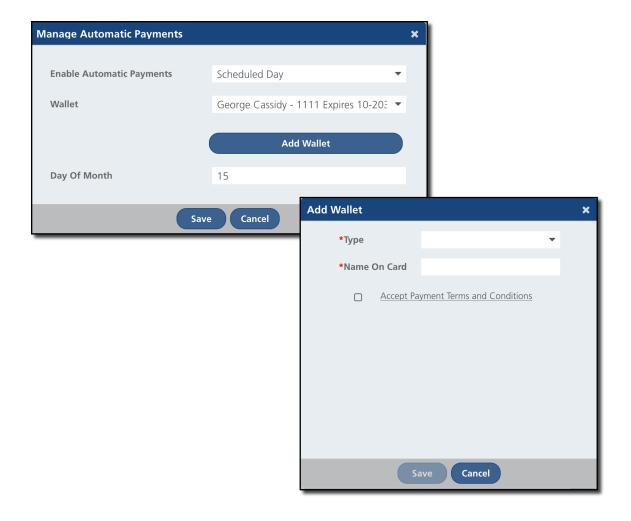| Filter	Description
Enable Automatic Payments	Select from the following payment options to enable automatic payments: • No - If selected, automatic payments will not be enabled. • Scheduled Day - If selected, auto-pay will be processed on a set day each month identified in the 'Day of Month' field. • At Billing - If selected, auto-pay will be processed at the same time as billing.
Wallet	Choose an existing credit card or bank account payment method to be utilized for automatic payment processing.
Add Wallet	Option to add a new payment method for auto-pay to use if there is not an existing method available, or the payment method has changed.

Day Of Month	Identifies which day auto pay will process each month if 'Scheduled Day' is used.
Maximum Payment Amount	Option to enter a maximum payment amount that auto-pay can process.

Enable Automatic Payments

1. Select '**Manage Auto Pay'** from the Customer Portal home screen to open the **Manage Automatic Payments** window.
2. From the **'Enable Automatic Payments'** drop down (Manage Automatic Payments screen), select one of the following options:
   - Scheduled Day - If selected, auto-pay will be processed on a specific day each month identified by the customer.
   - At Billing - If selected, auto-pay will be processed at the same time as billing.
3. Select an existing option from the **Wallet** drop down, or **Add a Wallet** if a new method should be added.
4. If **Scheduled Day** was selected from the 'Enable Automatic Payments' drop down, enter the **Day of Month** auto-pay should process.
5. Optional, enter a **Maximum Payment Amount** that can be processed using auto-pay.
6. Click **'Save'** when finished.

Add Wallet

The Add Payment Method tool is used to store credit card and bank information for automatic payment charges.

Manage Automatic Payments ✖

Enable Automatic Payments	Scheduled Day ▼
Wallet	George Cassidy - 1111 Expires 10-203 ▼
	Add Wallet
Day Of Month	15

Save   Cancel

Add Wallet ✖

*Type	▼
*Name On Card	
☐	Accept Payment Terms and Conditions

Save   Cancel

1. Click the **'Add Wallet'** button from the Manage Automatic Payments screen. This will open the 'Add Wallet' popup.
2. Select the wallet **Type:** Bank Account or Credit Card.
3. Enter the **Name** of the bank account or credit card holder.
4. Select the **"Accept Payment Terms and Conditions"** hyperlink to review the terms and conditions. Check the associated box to acknowledge and accept.
5. Click **'Save'** to add the payment method.