



## How to Enable Recurring Payments

To enable recurring payments, click on the **Recurring Payments** menu item which will bring you to the Recurring Payments Screen.

- Admin Portal
- Home
- My Account
- My Students
- Billing Setup
- Recurring Payments
- Credit History
- Store / Pay Online
- Cart

LOGOUT

### Recurring Payments

Type	Start Date	End Date	Enabled
Weekly	11/21/2013		No
Low Balance	11/21/2013	11/29/2013	No
Weekly	11/21/2013		No
Weekly	11/21/2013		No
Weekly	11/21/2013		No
Low Balance	11/21/2013		No

+ ADD RECURRING PAYMENT

Show Disabled

Initially, your recurring payments will be disabled by default. The **Show Disabled** checkbox will automatically be checked for your convenience. This option forces all disabled Recurring Payments to show in your list displaying a "No" value in the Enabled column.

Click on the pencil for the existing recurring payment you wish to activate.

	Weekly	11/21/2013		No
	Low Balance	11/21/2013	11/29/2013	No

Check the **Enabled** check box, make any necessary changes, and then click the **Continue** button.

## Recurring Payments

Type  
 Frequency  Low Balance  Enabled

Frequency  
Weekly

Credit Card  
Visa 1234

Start Date  
11/21/2013

Continue until I change or cancel this payment  
 Continue until but not after:

Apply	Student	Amount
<input checked="" type="checkbox"/>	AARON COLE	\$65.00
	Aaron Forteen (Shared)	\$45.00

Verify that the settings are correct in the next screen and then click on the **Confirm** button to save your changes.

- A recurring payment of \$65 will be made for AARON COLE weekly.
- A recurring payment of \$45 will be made for Aaron Forteen weekly.

Your recurring Payment will be enabled as indicated by it being displayed in the Recurring Payment List displaying a "Yes" value in the Enabled column.