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.

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.

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

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

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.