

## **How do I Set up Automatic Debits (Auto Replenishment)?**

You can setup auto replenishment for any student linked to your account. (1) From the Dashboard screen, open the Menu and click the "Auto Replenishment" option. (2) Prior to setting up Auto Replenishment, you must have at least one payment method added to your account. If you have not yet added a payment method, open the Menu and click the "Payment Methods" option. Click "Add Payment Method" to add either an ACH account or a card. Auto Replenishment will be tied to whichever payment method you set as your default. (3) Return to the Auto Replenishment screen and establish the trigger balance amount, the amount you would like to add to the account, and when you would like Auto Replenish to stop (the expiration date). (4) Click "Save," read the terms and conditions, acknowledge the terms and conditions by putting a check mark in the box, and click "Save" again. You will be notified when the payment processes or alerted if we have any difficulties completing any payments.

Payschool Central Support, phone # 1-877-393-6628.