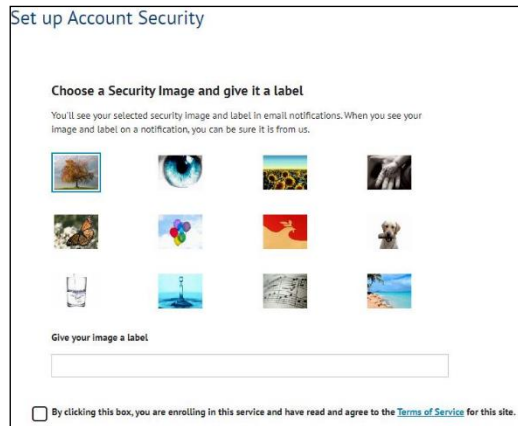
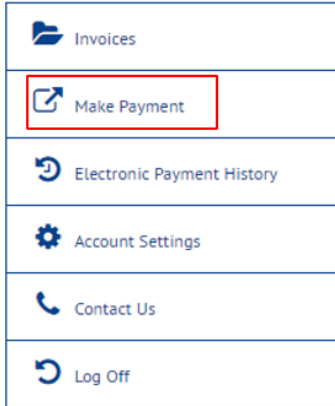


Job Aid – Make Recurring Payments

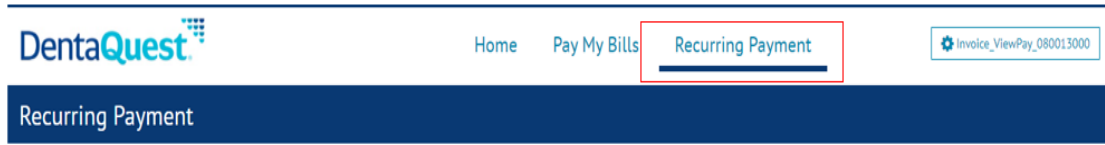
1. Click **Make Payment** to make a recurring payment.

Notes:

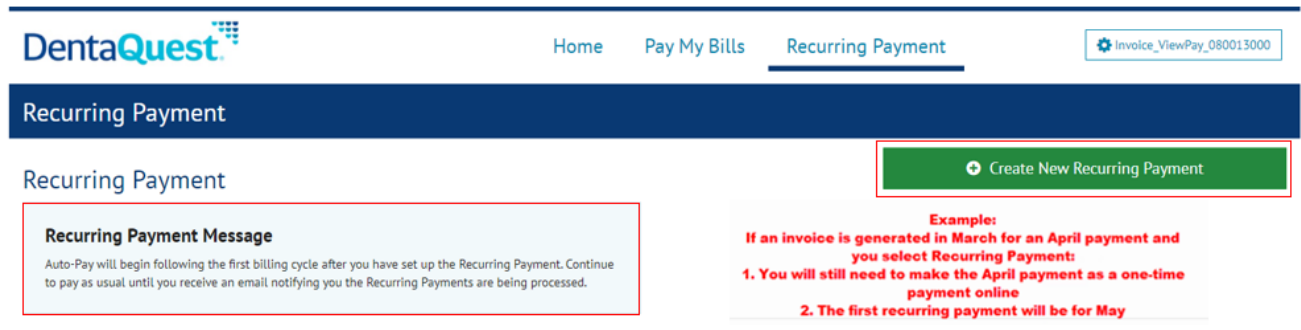
- This only displays if you have the necessary security to make a payment.
- The first time you are making a payment, you will be asked to choose a security image and give it a label. This will insure you that the notification is from us.



2. Click **Recurring Payment**.



3. Click **Create New Recurring Payment**.



4. Enter a name for the payment in the **Payment Name** box (i.e. ABC Company, Monthly Dental Payment).

Note: You must set up recurring for each subgroup separately.

5. Click **Continue**.

6. Select the *DUE DATE* in the **When would you like to make your payment** box.

7. In the **Payment Amount** section, select the Amount Due.

Note: The amount due on the bill is the total amount due, including any past due balances shown on the invoice.

8. In the **Keep Making This Payment Section**, select one of the following:

- I Stop the Payment:** the recurring payment will continue until it's cancelled.
- Number of Payments:** allows you to enter a specific number of payments.
- Specific Date:** allows you to enter a specific date when you want to stop recurring payments. The recurring payment will execute up to and including the date entered.

9. Optional: Click the box to **Send a reminder** a certain number of days before the payment is processed.

10. Click **Continue**.

11. On the Recurring Payment Setup screen:

- Select a payment method from the dropdown, if it is already created **or**
- Click **Add a Payment Method** to create a new one.
 - Enter the bank information.
 - Click **Add**. This will bring you back to the Payment page.

Add A Payment Method

BANK ACCOUNT

Account Type

Personal
Business

Banking Type

Checking Account
Savings Account

Give This Account a Nickname

Name on the Account

Routing Number

Anybank USA

Account #

Re-enter Account #

Pay to the Order of _____
