Set Up & Manage AutoPay

When you set up AutoPay, payments are made automatically from the bank account or credit card you designate. You can also set payment limits that ensure that only invoices equal to or less than the selected limit are charged to your payment method. Any invoices exceeding this limit must be paid manually.

Once AutoPay is enabled, you will receive an email reminder of the upcoming payment three (3) days before the payment is charged against your account.

Note: You can only have one payment method active for Autopay at a time. If you have an existing AutoPay account and add a new one, the new account is automatically set to Inactive.

In this article:

- Add AutoPay Accounts
- Set Payment Limits
- Deactivate AutoPay Accounts
- Activate AutoPay Accounts
- Delete AutoPay Accounts

Add AutoPay Accounts

Add a bank account or credit card to your AutoPay Settings to use that card or account to automatically pay your invoices. These accounts are added separately from those stored on the Accounts page.

Note: When you add and verify a bank account via the Accounts page, you can click **Set Up AutoPay** after verification to add it to your AutoPay Settings. Credit cards must be set up separately.

1. From the menu to the left, click **Payment Settings**.
2. Click **Autopay Settings**. The AutoPay Settings page opens.
   - If you are adding a bank account, go to **Step 3**.
   - If you are adding a credit card, go to **Step 4**.
3. To add a bank account:
   a. Click **Add Account** and select **Bank.** The Add Bank Account pop-up opens.
   b. Click the **Name on Account** box and enter your full name as it appears on your bank account.
   c. Click the **Routing Number** and enter the routing number for your bank account.
   d. Click the **Account Number** box and enter your full bank account Number.

Add Bank Account

Adding a bank account will allow you to set up one-time or recurring ACH payments which enable you to authorize your bank to quickly send money from your account to pay your invoices eliminating the need for paper checks and cash payments

Click here for more details and FAQs regarding ACH Payments

Name on Account *	Julia Jones
Routing Number *	021000021
Account Number *	11111111111122334

Cancel   Continue

Step 1/2

e. Click **Continue**. The Pending Verification message displays. Your bank account is at Pending status until you receive the two small deposits from Stripe.

f. Once you receive these deposits, return to the AutoPay Settings page, click the bank account, and enter them to verify your account.

4. To add a credit card:

a. Click **Add Account** and **Credit Card**. The Register Credit Card for AutoPay pop-up opens.

b. Click the **Card Number** box and enter your credit card number exactly as it appears on the card.

c. Click the **MM/YY** box and enter the expiration month and year for the card.

d. Click the **CVC** box and enter the CVC for your card. You can find this three-digit code on the back of most major credit cards. If this is an American Express card, the CVC is the four-digit number on the front of the card.

KidKare
Register Credit Card

KKABCParent@gmail.com

Card number

MM / YY   CVC

Submit

e. Click **Submit**.

Set Payment Limits

Set payment limits to ensure that only invoices equal to or less than your limit are charged to your payment method. If an invoice exceeds the limit you set, AutoPay will not run and you must pay the invoice manually. You will be notified via email that an invoice has exceeded your AutoPay limit.

1. From the menu to the left, click **Payment Settings**.
2. Click **Autopay Settings**. The AutoPay Settings page opens.
3. In the **Payment Limit** section, check the **Set a Payment Limit for Invoices** box.
4. Click the **Payment Limit** box and enter the maximum dollar amount you wish to automatically pay.
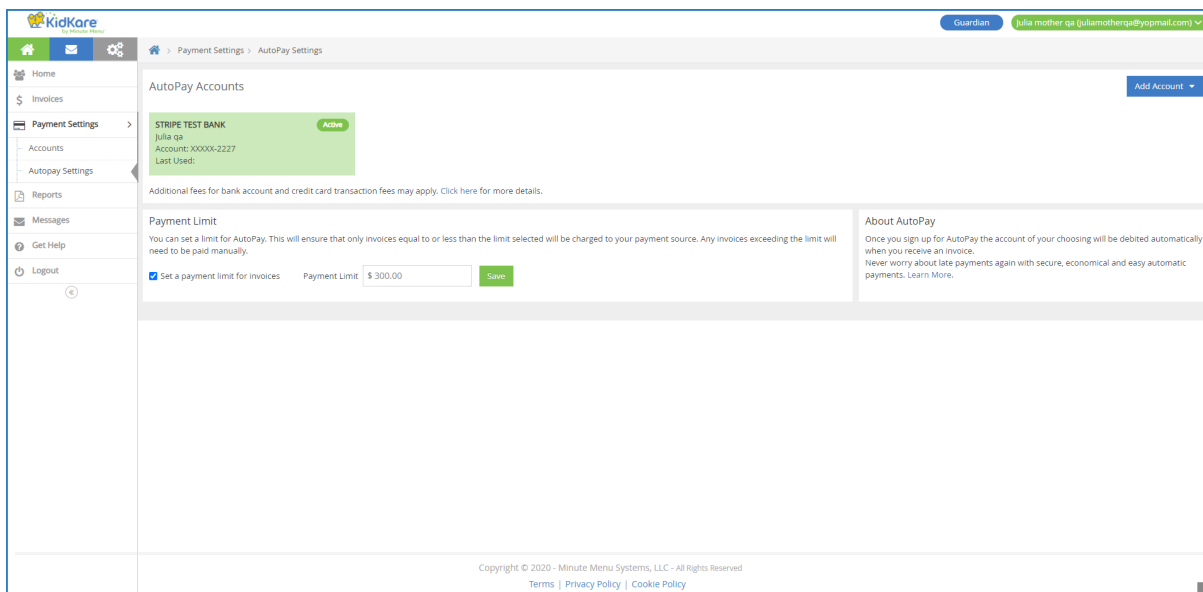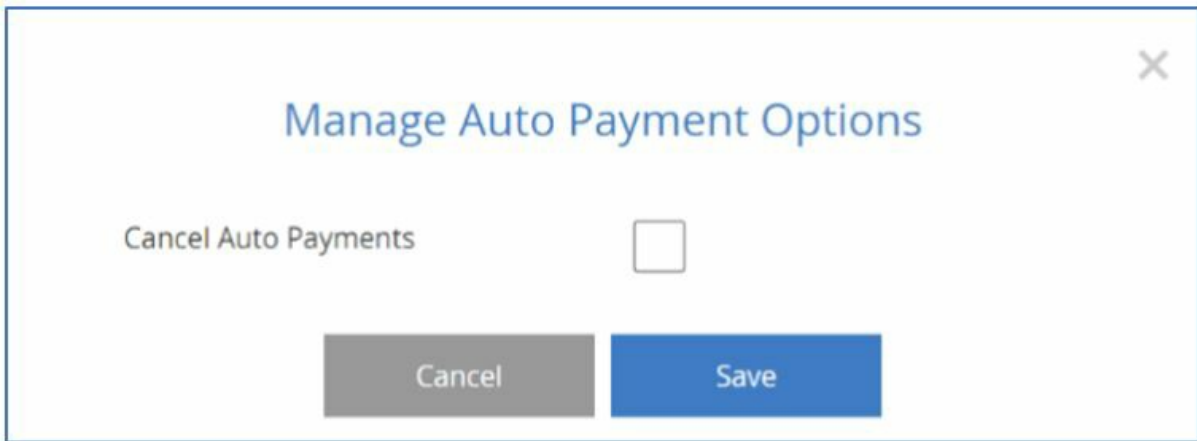

5. Click **Save**.

Return to Top

Deactivate AutoPay Accounts

You can only have one payment method active for Autopay at a time. If you have an existing AutoPay account and add a new one, the new account is automatically set to Inactive. Deactivate the AutoPay methods you are not currently using.

1. From the menu to the left, click **Payment Settings**.
2. Click **Autopay Settings**. The AutoPay Settings page opens.
3. You will see an option that says "To update/cancel Auto Pay, please **click here**." Click on the words **click here** and the following image will pop-up on your screen.

4. Check the box next to **Cancel Auto Payments.**

5. Click **Save.**

Activate AutoPay Accounts

If you need to activate a different AutoPay account, you can do so. Activating a new AutoPay account automatically deactivates the currently active account. For example, if your bank account is Active and you activate your credit card, the bank account is automatically deactivated.

1. From the menu to the left, click **Payment Settings**.

2. Click **Autopay Settings**. The AutoPay Settings page opens.

3. Click the account to activate. The AutoPay Account Details pop-up opens.
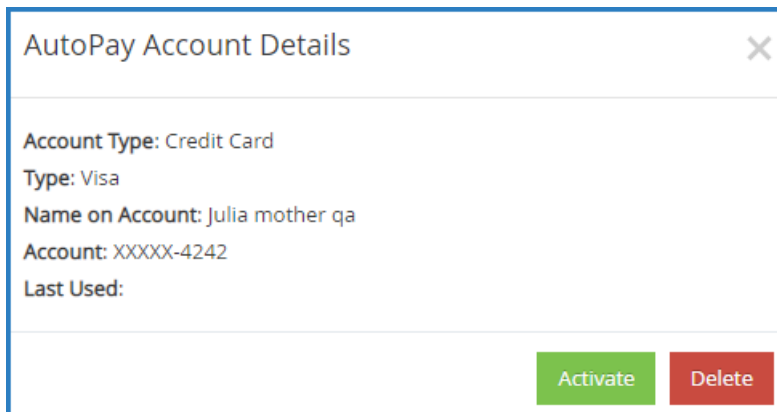
4. Click **Activate**. The account is Activated. If you already had an active AutoPay account, it is automatically deactivated.

Delete AutoPay Accounts

To delete AutoPay accounts you are no longer using:

1. From the menu to the left, click **Payment Settings**.

2. Click **Autopay Settings**. The AutoPay Settings page opens.

3. Click the account to delete. The AutoPay Account Details pop-up opens.

4. Click **Delete**.

5. At the Are You Sure prompt, click **Yes**.

Return to Top