Manage Payment Methods and Auto Pay

If your provider is registered to accept online payments through Parachute, the **Settings** page will have an additional tab for **Payment Information & Auto Pay.** This is where you can add payment methods.

Settings

User Settings & Notifications	Payment Information & Auto Pay

Discover

Account Nickname	Harley Davidson
Account	XXXXX-7025
Last Used	

AutoPay

All future invoices will not be paid automatically while AutoPay is disabled.

Status	Disabled

1. From the menu to the left, click Settings.
2. The settings page opens, click the **Payment Information & Auto Pay** tab.
3. Click [✏ Edit] in the top right corner to add, update, remove any payment information.
4. Click [Save] once updated have been made.

Add & Manage Credit Cards

Adding credit cards to Parachute allows you to use cards for one-time or recurring invoice payments.

1. From the **Payment Information & Auto Pay** tab, click [+ Add New Payment Method]
2. Select [+ Add Credit Card] . The **Payment Method** box pops up.
3. Enter all required fields:
   - Enter your **Card Number** exactly as it appears on the card.
   - Enter the expiration month and year for the card in **MM/YY** format.
   - 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.

Payment Method

Card Number *	5488 5566 5474 155
Expiration Date *	07 / 27
CVV *	256

[Cancel] [Continue]

4. Click **Continue** and the card will be verified. You will receive an error if the card information was entered

incorrectly.

5. Once the card is verified, it shows in the payment list.
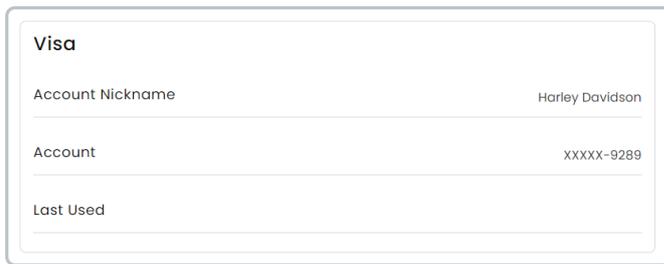
Visa	
Account Nickname	Harley Davidson
Account	XXXXX-9289
Last Used	

6. Click **Save** in the upper right hand corner.

Delete a Credit Card

To delete a credit card:

1. In the **Payment Information & AutoPay** section within Settings, click the **Edit** button in the upper right and corner, then find the card you would like to remove.

2. Click the 🗑 icon. This will permanently remove this bank account, unless you add it back manually.

Add & Manage Bank Accounts

Adding a bank account to Parachute allows you to set up one-time or recurring ACH payments. This authorizes your bank to quickly send money from your account to pay your invoices, eliminating the need for paper checks and cash payments. This payment method is referred to as an ACH payment. Paying your invoices with ACH can save you money, as the processing fees charged for this method of payment are typically less than the ones charged for using a credit/debit card.

When you add a bank account, Stripe, the service that processes online payments, will make two small deposits into your account. You have to enter these amounts to verify your bank account. Ensure that all information you enter is accurate.

1. Go to **Settings**.
2. Select the **Payment Information & Auto Pay** tab and click Edit in the upper right hand corner
3. Click **+ Add New Payment Method**
4. Select **+ Add Bank Account** . The **Payment Method** box pops up.
5. Enter all required fields:
    - Your full name as it appears on your bank account.
    - Enter the **Routing Number** for your bank account.
    - Enter the **Account Number.**
6. Click **Continue**. The Pending Verification message displays. Your bank account is at Pending status until you receive the two small deposits from Stripe. Once you receive these deposits, continue to the **Verify a Bank Account** heading, below.

Payment Method	🗑
Name on Account *	Joe Smith
Routing Number *	000111222
Account Number *	123456789

Cancel   Continue

7. Click **Save** in the upper right hand corner.

Verify a Bank Account

Once you receive two small deposits from Stripe, return to the Settings page to verify your pending bank account.

1. Go to **Settings**
2. Select the **Payment Information & Auto Pay** tab.
3. Click on the **Edit** button located at the top right corner.
4. Choose the bank account listed on the left to bring up the verification prompt.
5. Click the **Deposit 1** and **Deposit 2** boxes and enter the deposit amounts as shown in your bank transaction log.

   For example, if the deposits were **$0.12** and **$0.05**, input **12** in the first box and **5** in the second box.
6. Click **Verify Account**. If the amounts entered match what is shown on your bank account, the **Success** message displays and you can now use your bank account to pay invoices.

Delete a Bank Account

To remove bank accounts you are no longer using:

1. In the **Payment Information & AutoPay** section within Settings, click the Edit button in the upper right and corner, then find bank account you would like to remove
2. Click 🗑 icon. This will permanently remove this bank account, unless you add it back manually.

Setup & 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.

> **Note:** You can only have one payment method active for AutoPay at a time.
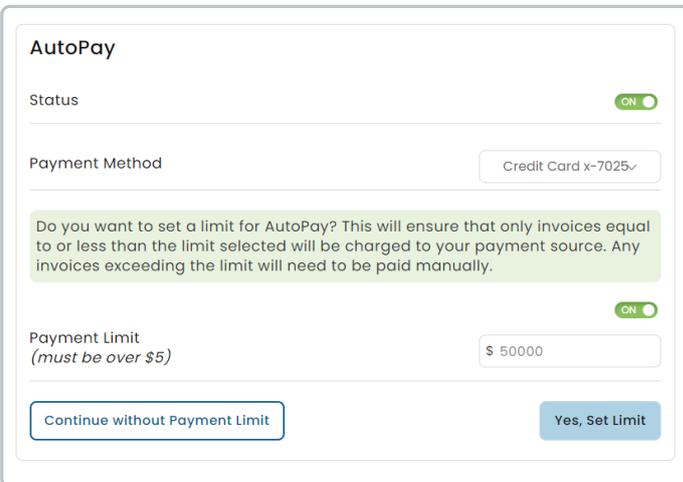
Enable AutoPay

1. From the **Payment Information & AutoPay** tab within **Settings**, click the ✏ Edit button in the upper right corner.
2. Turn the AutoPay status from Off to **On.**
3. From the **Payment Method** drop down, select the desired payment method.
4. Click **Yes, Enable.**
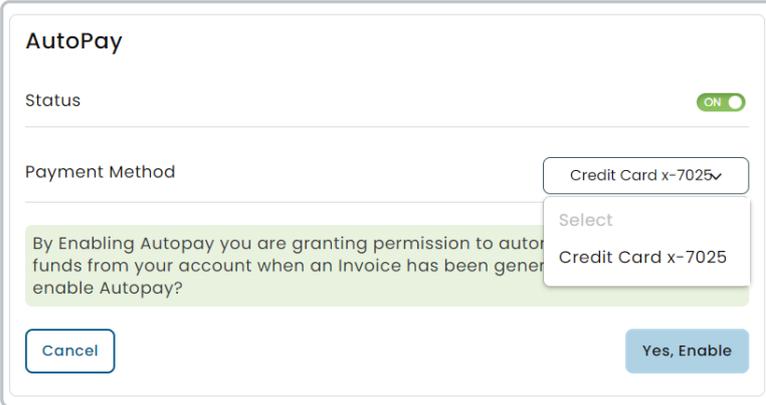
AutoPay

Status   ON ⬤

Payment Method   Credit Card x-7025⌄

Select

Credit Card x-7025

By Enabling Autopay you are granting permission to autor
funds from your account when an Invoice has been gener
enable Autopay?

Cancel   Yes, Enable

5. If you wish to set a Payment limit enter in the amount, then click **Yes, Set Limit.**
6. If you don't wish to set a limit at this time click **Continue without Payment Limit.**

AutoPay

Status   ON ⬤

Payment Method   Credit Card x-7025⌄

Do you want to set a limit for AutoPay? This will ensure that only invoices equal
to or less than the limit selected will be charged to your payment source. Any
invoices exceeding the limit will need to be paid manually.

                                                                    ON ⬤
Payment Limit
(must be over $5) $ 50000

Continue without Payment Limit   Yes, Set Limit

7. Click Save in the upper right hand corner.

Disable AutoPay

1. In the **Payment Information & AutoPay** section within Settings, click the Edit button in the upper right and corner
2. Turn the AutoPay status from on to **Off**.
3. Click **Yes, Disable.**

AutoPay

Status   OFF

Do you want to disable autopay? This means that future invoices will not be paid automatically.

No, Keep   Yes, Disable

4. Click **Save** in the upper right hand corner.