

QRG PAY.3 – Adding a Saved Token to Autopay

Adding a saved token to autopay

1. From the customer's account, select the Billing tab
2. Click on the Payment Token the customer wants to add to autopay
3. Edit the token by clicking on the pencil
4. Check the box next to Autopay and select the Service Center that will be added to autopay.
5. Save the changes.

The screenshots illustrate the process of adding a saved token to autopay:

- Step 1:** Account overview page. The 'Billing' tab is selected in the 'Sales Service Billing' navigation bar.
- Step 2:** 'Payment Tokens (3+)' list. A token with ID 'PayT-00037701' is highlighted.
- Step 3:** 'Payment Token PayT-00037701' details page. The pencil icon for editing is highlighted.
- Step 4:** Edit form. The 'Autopay' checkbox is checked, and 'Ormond Beach' is selected as the service center.
- Step 5:** The 'Save' button at the bottom of the form is highlighted.