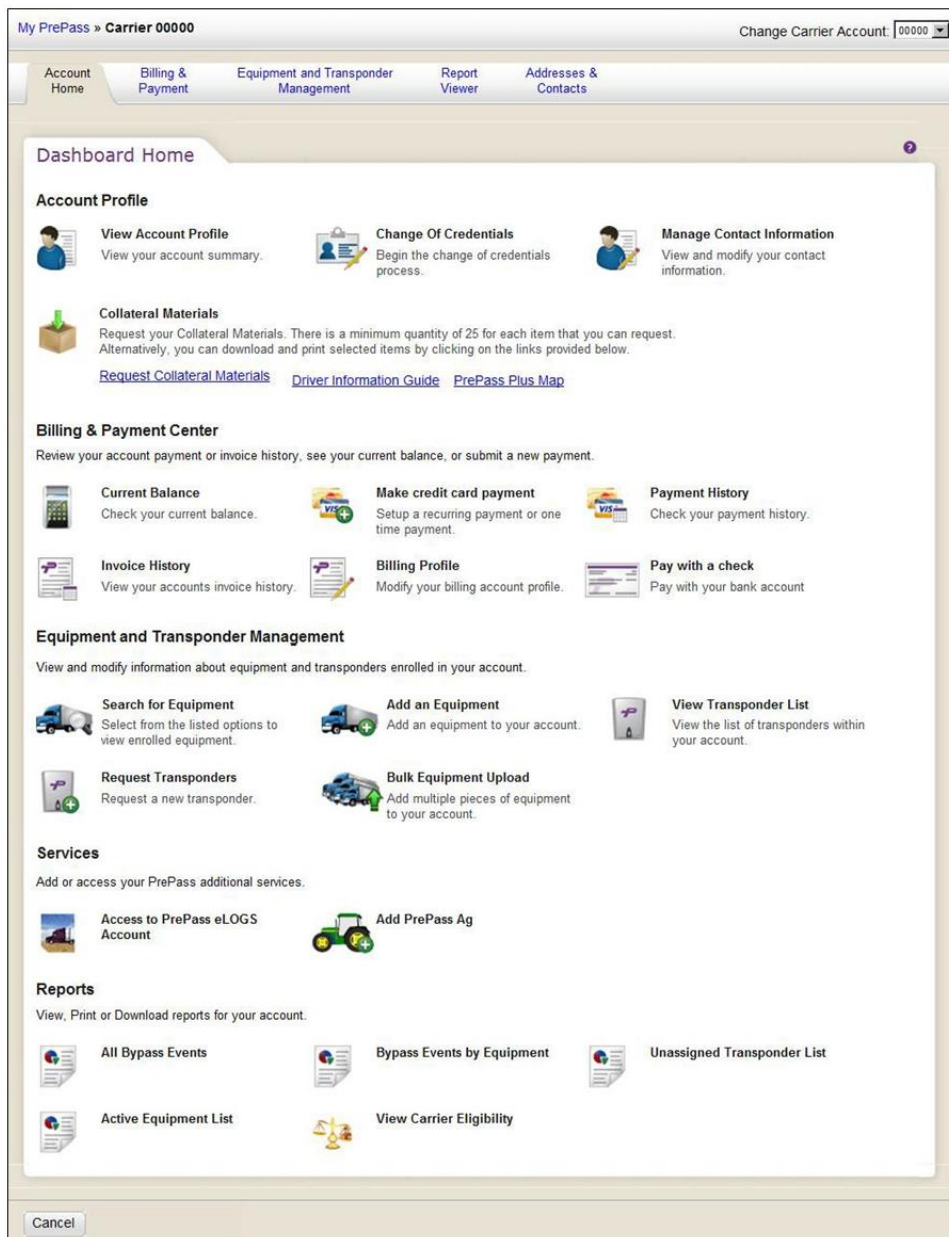


How Do I Set Up or Remove a Recurring Payment Program?

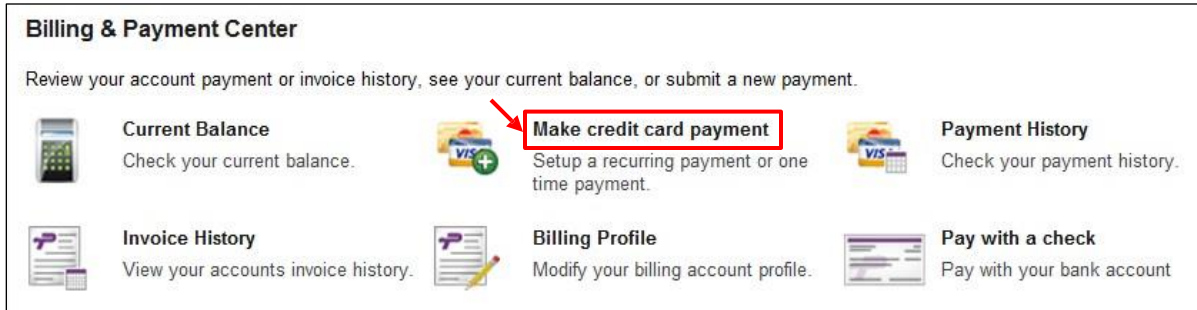
1. Log into account. Please see the **How Do I Log into My Account?** document (DOC-0125) for additional assistance with logging into PrePass.com.
2. On the **Admin Home** tab, click **Select**.



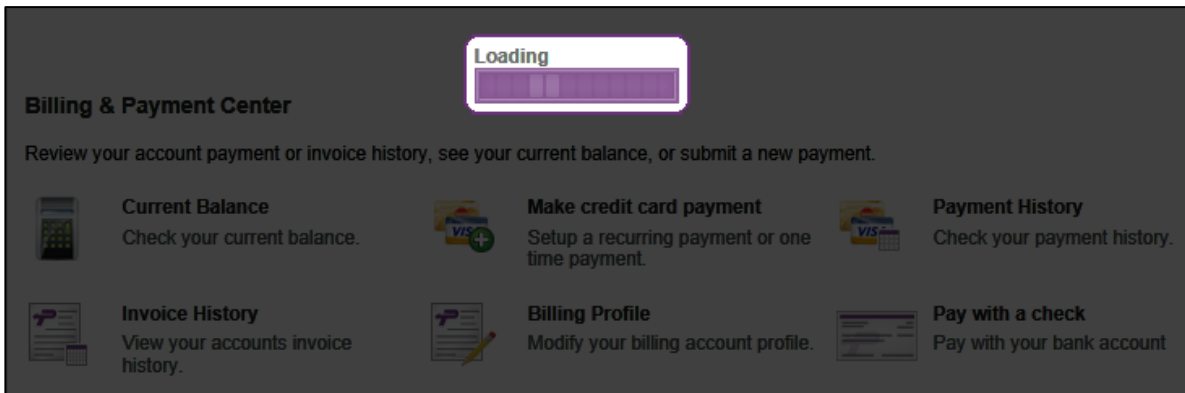
The **Dashboard Home** tab appears.



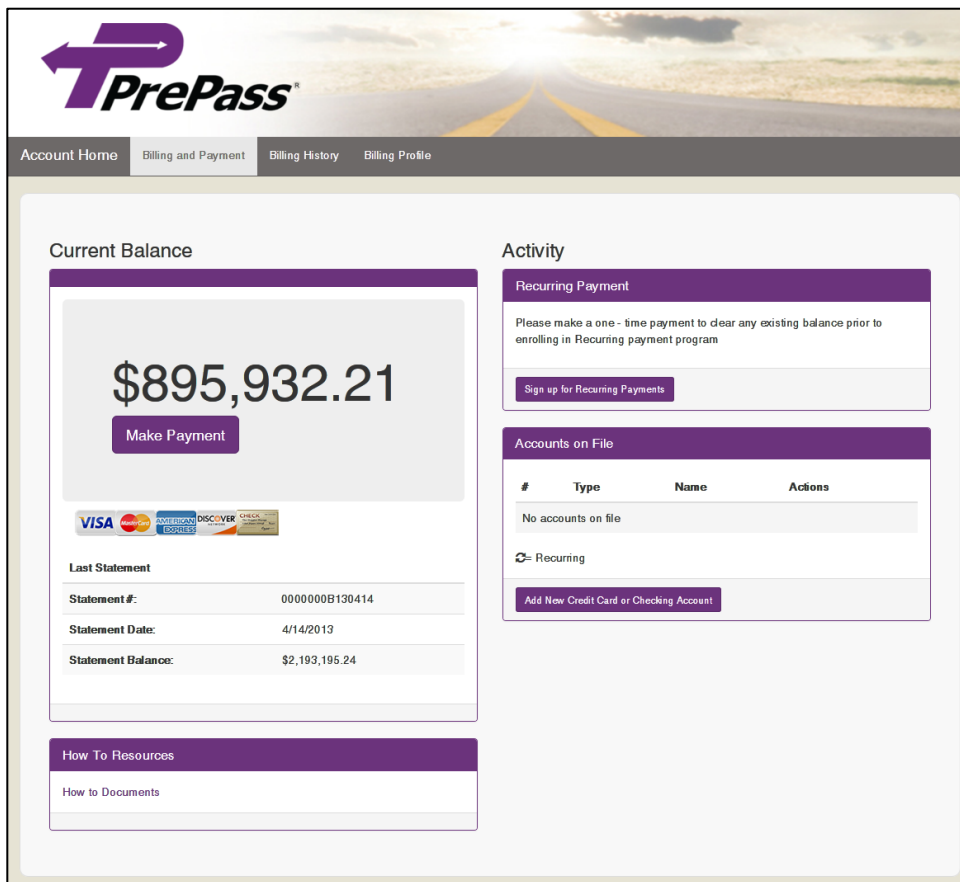
3. In the **Billing & Payments Center** section, click **Make credit card payment**.



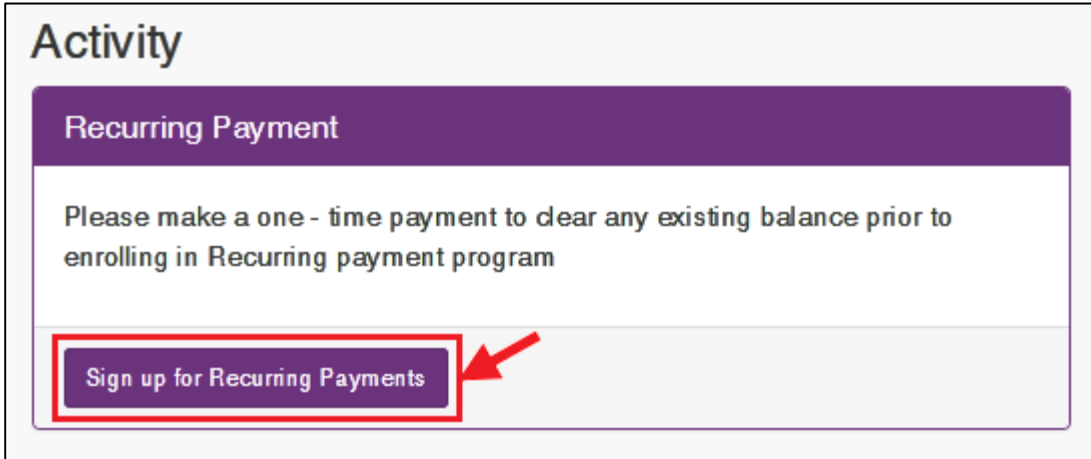
A **Loading** indicator will appear on the screen as the Billing and Payment page loads.



The **Billing and Payment** page appears.



- Under the **Activity** section, click on [Sign up for Recurring Payments](#).



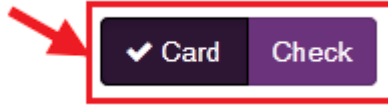
The **Recurring Payments** window appears.

The screenshot shows the "Recurring Payments" form. At the top, there are two buttons: "Card" (selected with a checkmark) and "Check". The form is divided into two columns of input fields:

- First Name:** Text box with placeholder "First Name on Card".
- Last Name:** Text box with placeholder "Last Name on Card".
- Card Type:** Dropdown menu with "Visa" selected.
- Card Number:** Text box with placeholder "Enter Card Number".
- Expiration Date:** Text box with placeholder "Enter Expiration Date".
- CVV:** Text box with placeholder "Credit Card Code(CVV)".
- Address:** Text box with placeholder "Address".
- Address Line 2:** Text box with placeholder "Optional".
- City:** Text box with placeholder "City".
- State:** Text box with placeholder "State Abbreviation".
- Country:** Buttons for "USA" (selected) and "Canada".
- Zip Code:** Two text boxes separated by a hyphen.
- Email:** Text box with placeholder "Email Address".

Below the input fields is an **Authorization** section with the following text: "By enrolling this account in PrePass recurring payments, the customer authorizes PrePass to draft payments from the account each invoice period. This authorization will remain in force until PrePass has received notification from the customer of their termination at an appropriate time. If any of the payments are returned unpaid, the customer will be removed from the recurring program and a fee of \$25.00 will be assessed to their account balance." At the bottom right, there are two buttons: "Cancel" and "Enroll".

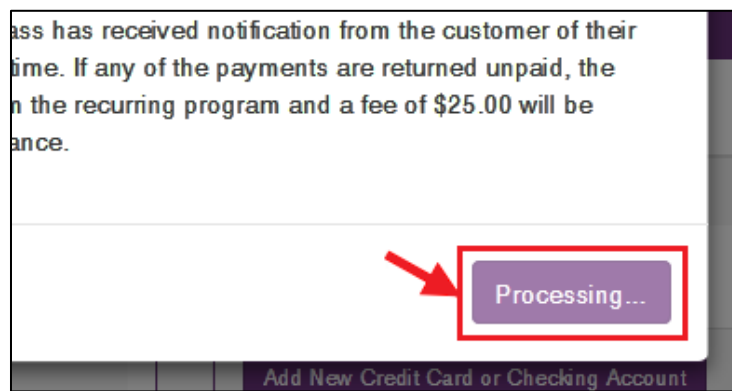
- Click on **Card** or **Check** to select the payment type.
Note: The Recurring Payment screen will change based on your selection.



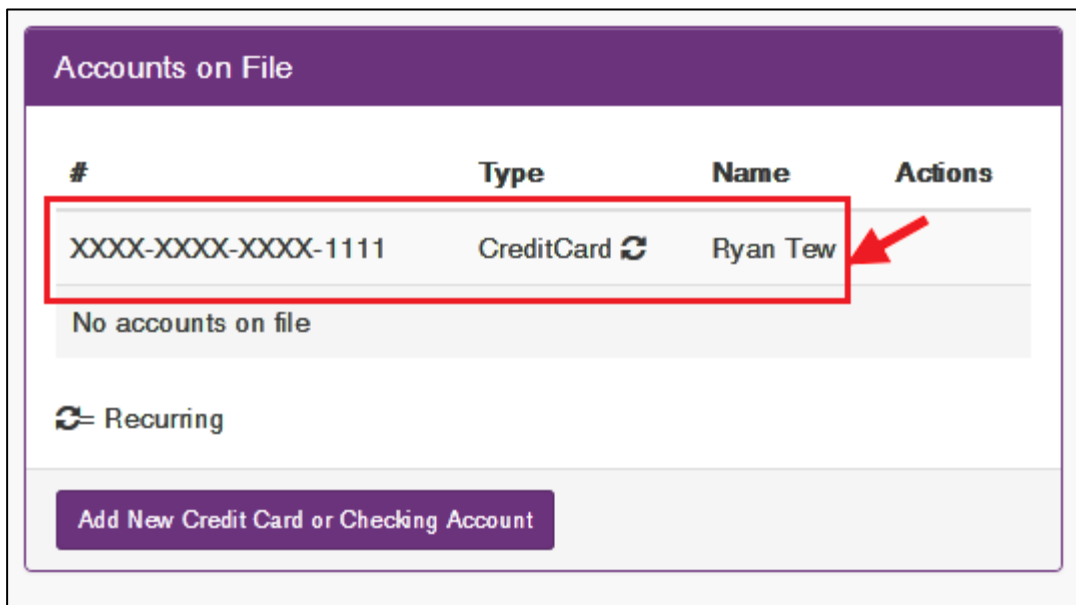
- Populate the fields on the tab with the correct payment and billing address information.
- Click **Enroll** in the lower right area of the window to initiate the process.



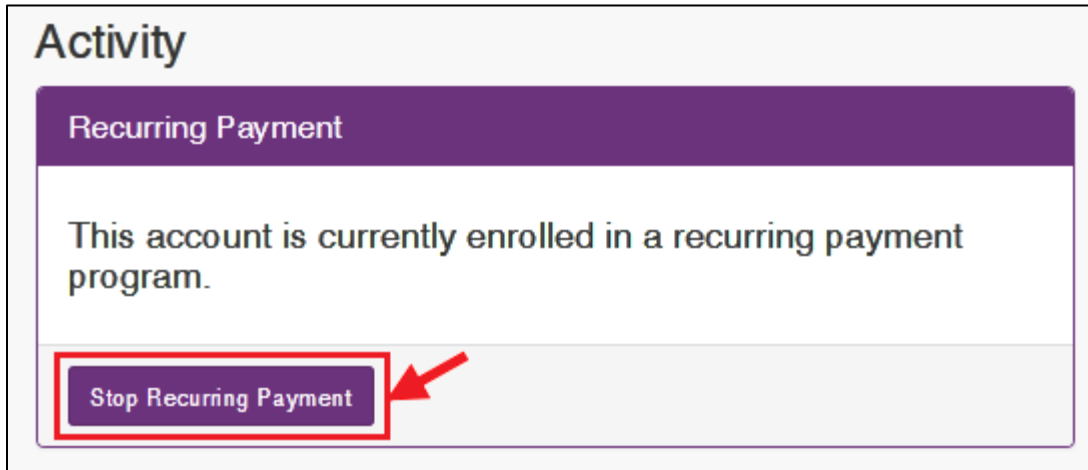
Note: The Billing and Payment system will display a **Processing...** message. When this process completes you will be returned to the main **Billing and Payment** page.



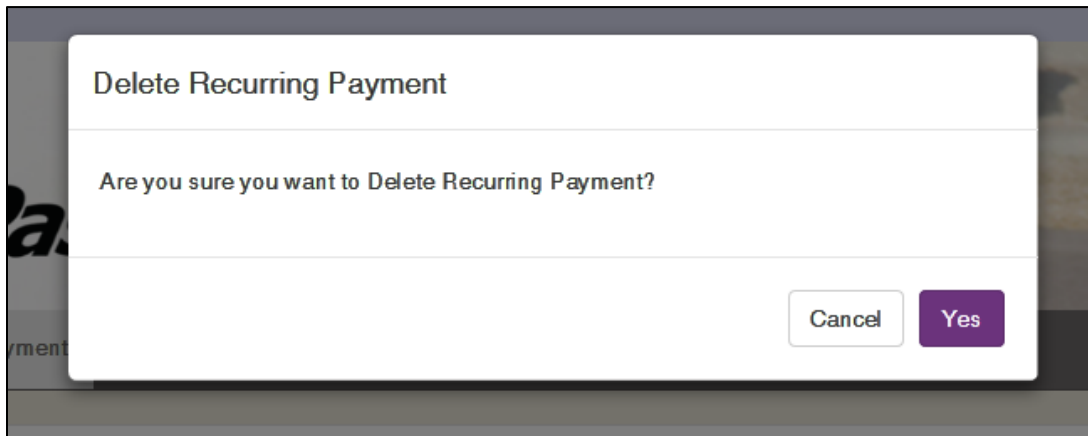
- Verify that your Recurring Payment information appears under the Accounts on File section.
Note: An email confirmation will be sent to you regarding enrollment in PrePass AutoPayment.



- To stop the **Recurring Payment** process click on the **Stop Recurring Payment** button under the **Activity – Recurring Payment** section.

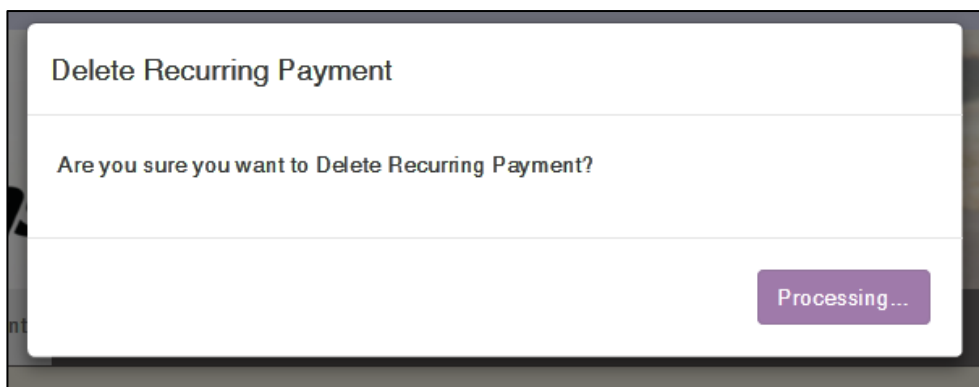


The **Delete Recurring Payment** message appears at the top.



- Click **Cancel** to return to the **Billing and Payment** screen.
- Click **Yes** to confirm Delete Recurring Payment program.

Note: A **Processing** message appears while the Recurring Payment is deleted. Once completed you will be returned to the Billing and Payment screen.



24. Confirm your previously enrolled Recurring Payment account is no longer on file and the Activity for Recurring Payment now displays the **Sign up for Recurring Payments** button once again.

Activity


Recurring Payment

Please make a one - time payment to clear any existing balance prior to enrolling in Recurring payment program

[Sign up for Recurring Payments](#)

Accounts on File

#	Type	Name	Actions
No accounts on file			

 Recurring

[Add New Credit Card or Checking Account](#)

25. Click [Account Home](#) to return to the main home screen.
26. Click [Logout](#) in the upper-right corner of the screen to log out of PrePass.com.