Setup Scheduled Payments

- **Setup Scheduled Payments** will walk users through setting up a scheduled payment based on a frequency of choice.
- If there are no properties or payment methods established for the profile, users can add them by clicking on the links shown below.

Payment

Select a Property:

Please add a Property First ▾

+ Add a Property

Select a Payment Method:

Please add a Payment Method First ▾

+ Add a Payment Method

- The payment type will automatically default to the **Scheduled Payment** tab, however, users may toggle between **Scheduled Payment** and **One Time Payment.** Users can make a scheduled payment on a monthly, quarterly, semi-annual or annual basis.

- The **End Date** defaults to *No End Date*, however, users have the ability to establish an end date.

- Management Companies can set a predefined value for the following fields when a user is setting up a Scheduled Payment
    - Payment Amount
    - Payment Frequency
    - Date of First Payment
- If the Management Company charges an eCheck fee for Scheduled Payments, it will be displayed as "Fee Per Payment" under the Fixed Amount and is included in the Payment Total. This fee will be charged each time a payment is processed in the schedule.

- If the Payment Amount and/or Payment Frequency is predefined, the use will not be able to edit these field
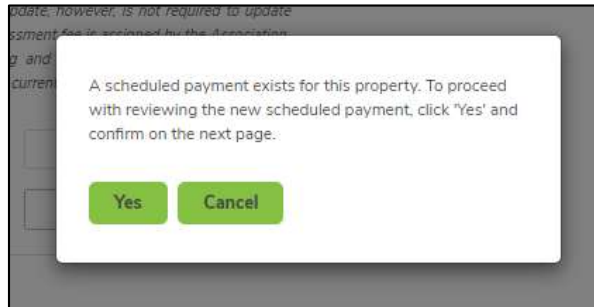

- If the Date of First Payment is predefined, the user will only be able to start their payment on the predefined date

- If a recurring payment already exists for the chosen Property, a popup is displayed warning the user that completing the action may result in a duplicate payment. The user can either click *Cancel* and be routed back to the dashboard, or click *Yes* and proceed with the payment.

- Once the payment is reviewed and confirmed, it will be presented under **Scheduled Payments** on the **User Dashboard.**