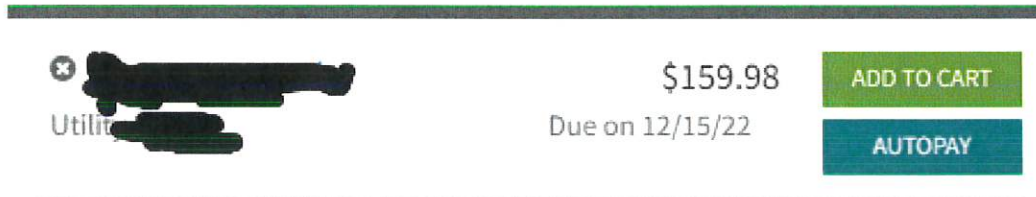


SET UP SCHEDULED AND RECURRING PAYMENTS

First go to senoia.com and select “online payments”

You will need to create an account.

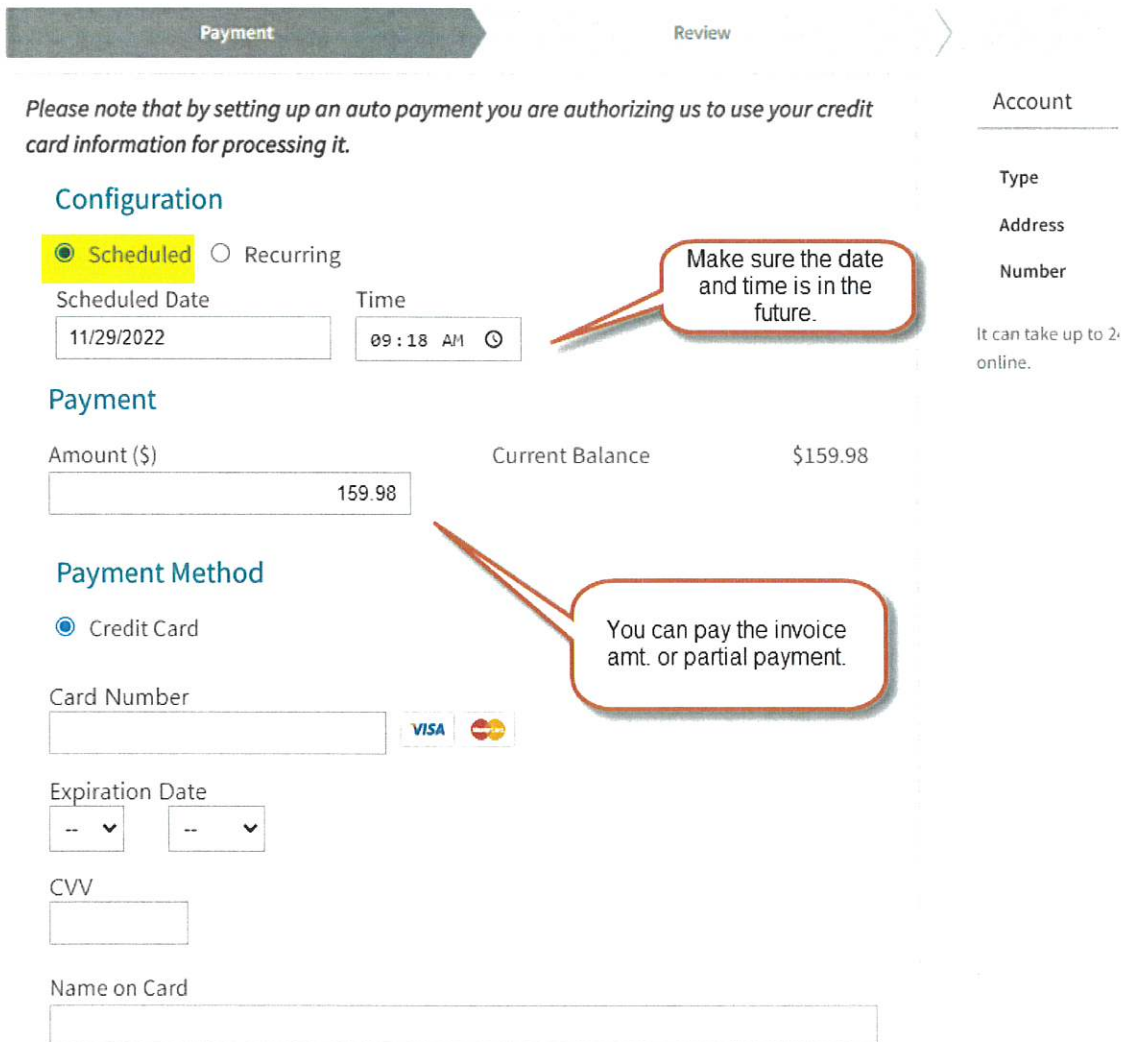


Utility [blacked out] \$159.98
Due on 12/15/22

ADD TO CART
AUTOPAY

BEFORE YOU “ADD TO CART” do one of the following:

I want to schedule a one-time payment future date and time:



Payment Review

Please note that by setting up an auto payment you are authorizing us to use your credit card information for processing it.

Configuration

Scheduled Recurring


Scheduled Date: 11/29/2022 Time: 09:18 AM

Payment

Amount (\$) 159.98 Current Balance \$159.98

Payment Method

Credit Card

Card Number [field] 

Expiration Date [field] [field]

CVV [field]

Name on Card [field]

Account

Type [field]
Address [field]
Number [field]

It can take up to 2-3 business days to process online.

Make sure the date and time is in the future.

You can pay the invoice amt. or partial payment.

I want to schedule recurring payment (each month) set-up instructions:

Configure an Auto Payment

Payment **Review** **Thank You**

Please note that by setting up an auto payment you are authorizing us to use your credit card information for processing it.

Configuration

Scheduled Recurring

Notify before processing

Notify day(s) before processing the payment

Recurrence Schedule

Recur on day of every month(s) at

Start Date

End Date

End after occurrences

Current Balance

Threshold Amount (\$)

Payment Method

Credit Card

Card Number

Account

Type	Utility
Address	105 OWENS PATH
Number	5533

It can take up to 24 hours for payments to appear online.

Callout Boxes:

- Set the as recurring when you want to be every month Automatically
- Check to get a notification email every how many days are set by the customer
- Set the calendar day that they want it to hit each month and time
- Make sure start date is the day set to recur on
- This set for every month. If the bill is every two months set it as a "2". For monthly set as a "1"
- Threshold is for your bank acct not to get hit with a large amt in case you have a larger than normal bill due to leak, etc.
- The recurring will pay this amt. If it is 0 it will not process that month.