HOW TO SET UP AUTOPAY

Fusion Connect Client Portal

Resources

Watch a Video:

How To Set Up AutoPay

More Resources:

See a complete list of Fusion Connect Client Portal self-support documents here:

https://www.fusionconnect.com/support/portal-support

How do I set up AutoPay?

There are two ways you can set up AutoPay in the Fusion Connect Client Portal.

If you want to pay a current balance and set up AutoPay select the **Pay Bill** button.

This page will show your Current Balance.   You can choose the invoices you want to pay and then select an online payment method of either **Checking: One-Time / Automated ACH**, or **Credit Card**.

Once you have selected the payment method enter your account information and then select the check boxes next to *"Remember this account for your next payment"* and *"Pay your bill automatically using this payment method"*. If you are using a credit card, you will also need to select the check box next to *"I have read and understand the terms"*.

Note: Select the **View Terms** link to view the terms for credit card payments.

After you have entered all the information, select the **Pay** button. This will pay the invoice(s) you selected and set up future invoices to be paid automatically.

If you want to set up AutoPay without making a payment, select the **Manage Payment Methods** link.
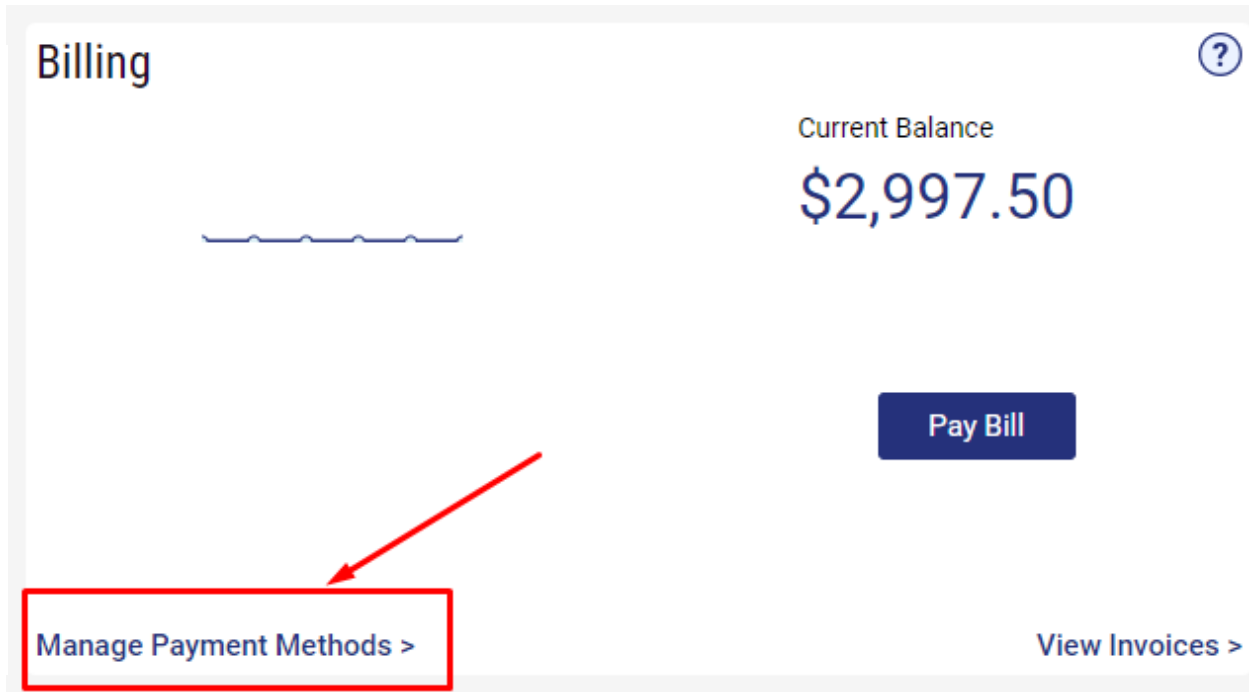
Now you can select a payment method of either **Checking: One-Time / Automated ACH**, or **Credit Card**.

Once you have selected the Payment Method, enter your account information and then place a **checkmark** next to *"Pay your bill automatically using this payment method"*. If you are using a credit card, you will also need to place a **checkmark** next to "*I have read and understand the terms*".

Note: Select the **View Terms** link to view the terms for credit card payments.

After you have entered all the information, select the **Save** button.