



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.

Billing

Current Balance
\$2,997.50

Pay Bill

[Manage Payment Methods >](#) [View Invoices >](#)

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**.

Current Balance
\$346.18

Due By

Select Invoice To Pay

Amount Due	Invoice Amount	Invoice #	Invoice Date
<small>Select at Least One Invoice</small>			
Total Amount \$0.00			

Choose a Payment Method

Checking: One-Time / Automated ACH

Bank Routing Number *

Checking Account *

Retype Checking Account *

Remember this account for your next payment

Pay your bill automatically using this payment method

Pay Please allow up to 2 business days for payments to be reflected in your account.

Select at Least One Invoice

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.

Checking: One-Time / Automated ACH

Bank Routing Number *

Checking Account *

Retype Checking Account *

Remember this account for your next payment

Pay your bill automatically using this payment method

Pay Please allow up to 2 business days for payments to be reflected in your account.

Select at Least One Invoice

Credit Card

Card Number *

Expires * CVV *

Name on Card *

Zip Code *

Remember this credit card for your next payment

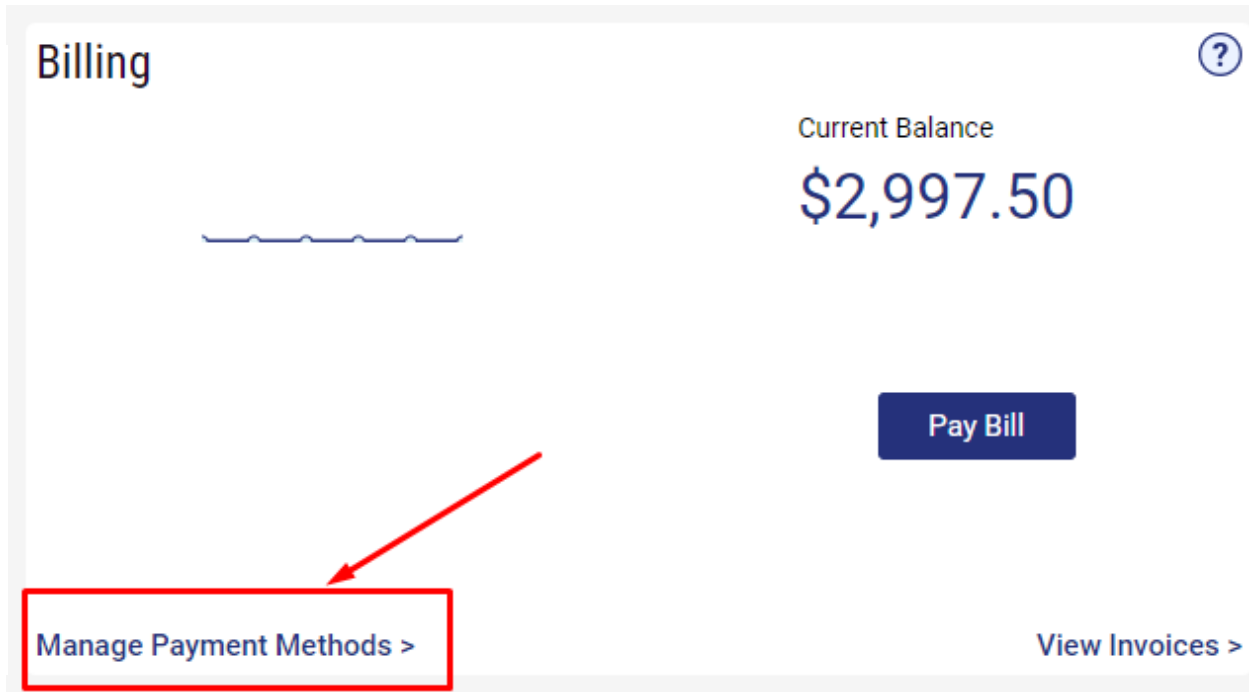
Pay your bill automatically using this payment method

I have read and understand the terms [View Terms](#)

Pay Accepted card types: Amex, Discover, Mastercard, and Visa. Please allow up to 2 business days for payments to be reflected in your account.

Select at Least One Invoice

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**.

A screenshot of a "Payment Method" selection form. The form has a title "Payment Method" at the top. Below the title, there are two radio button options. The first option, "Checking: One-Time / Automated ACH", is selected and highlighted by a red arrow pointing to it from the left. This option includes three text input fields: "Bank Routing Number *", "Checking Account *", and "Retype Checking Account *". Below these fields is a checked checkbox labeled "Pay your bill automatically using this payment method" and a blue "Save" button. The second option, "Credit Card", is unselected and also highlighted by a red arrow pointing to it from the left.

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.

<p><input checked="" type="radio"/> Checking: One-Time / Automated ACH</p> <p>Bank Routing Number * <input type="text"/></p> <p>Checking Account * <input type="text"/></p> <p>Retype Checking Account * <input type="text"/></p> <p><input checked="" type="checkbox"/> Pay your bill automatically using this payment method</p> <p><input type="button" value="Save"/></p>	<p><input checked="" type="radio"/> Credit Card</p> <p>Card Number * <input type="text"/></p> <p>Expires * <input type="text" value="Mont..."/> <input type="text" value="Year"/> CVV * <input type="text"/></p> <p>Name on Card * <input type="text"/></p> <p>Zip Code * <input type="text"/></p> <p><input checked="" type="checkbox"/> Pay your bill automatically using this payment method</p> <p><input checked="" type="checkbox"/> I have read and understand the terms <input type="button" value="View Terms"/></p> <p><input type="button" value="Save"/> Accepted card types: Amex, Discover, Mastercard, and Visa</p>
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