



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.

The screenshot displays the 'Corporate Account For Cloud Ser Customer Overview' page. It features several key sections:

- Sites:** A summary card showing 'Total 8' sites, with 'Down 0', 'Alarm 0', 'Off 0', and 'Inactive 0'. Below this is a table of sites:

Site	Account Number	City
Ashley Palacol	3418205	HERND
Billy Fisher	3850266	HERND
Billy Fisher LITTLE RIVER	3992460	LITTLE

Navigation for the sites table includes '1 - 3 of 8', 'Page 1 of 4', and 'View all Sites >'. A 'Manage >' link is also present.- Billing:** Shows a 'Current Balance' of '\$346.18'. A red box highlights a blue 'Pay Bill' button, with a red arrow pointing to it.
- Services:** A summary bar showing 'Internet (1)', 'Managed Network & Security (1)', 'Unified Communications (6)', 'IT Software & Services (5)', and 'WIFI (0)'.
- Orders Disconnects:** Includes a '+ New Order' button and status indicators for 'In Progress' and 'Completed'.

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
Select at Least One Invoice			
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

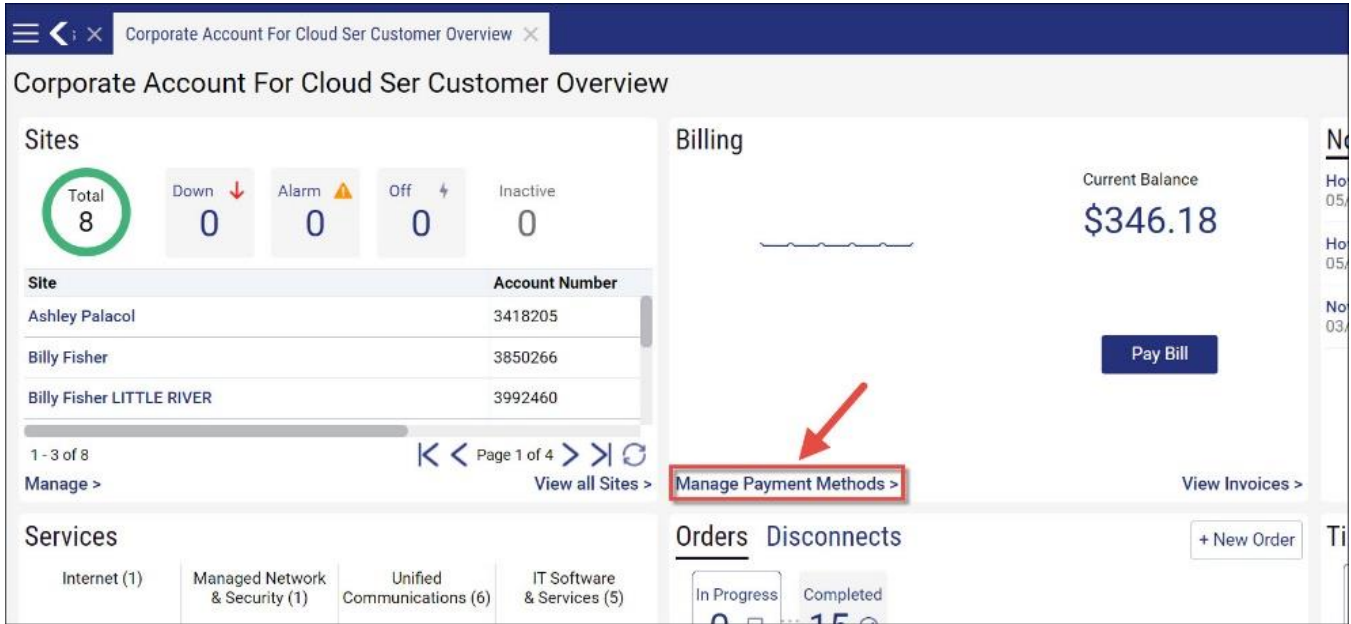
Pay your bill automatically using this payment method

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**.

The 'Payment Method' form is shown with the 'Checking: One-Time / Automated ACH' radio button selected. Below this option are three input fields: 'Bank Routing Number *', 'Checking Account *', and 'Retype Checking Account *'. A checkbox labeled 'Pay your bill automatically using this payment method' is checked. A blue 'Save' button is located below the checkbox. Below the 'Checking' option, the 'Credit Card' radio button is visible. Red arrows point to the selected radio button and the 'Credit Card' option.

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="checkbox"/> Save</p>	<p><input checked="" type="radio"/> Credit Card</p> <p>Card Number * <input type="text"/></p> <p>Expires * <input type="text"/> Mont... <input type="text"/> Year <input type="text"/> 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 View Terms</p> <p><input type="checkbox"/> Save Accepted card types: Amex, Discover, Mastercard, and Visa</p>
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