

CE Payments - Autopay Re-Enrollment

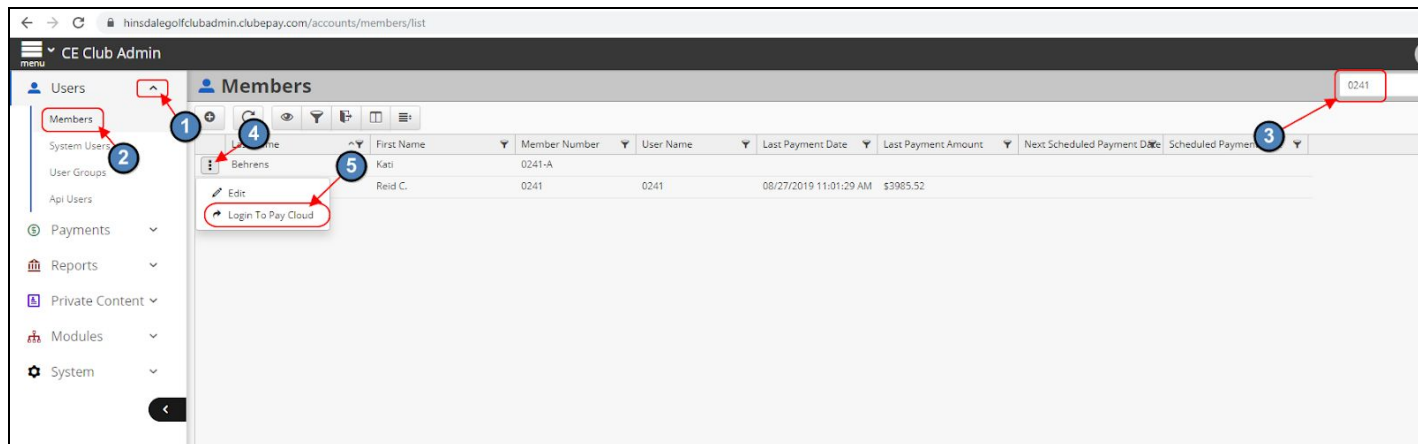
2020 Winter Edition

Overview

The following guide explains how to re-enroll Members in Club initiated Admin Autodraft on behalf of a Member.

Impersonate Member

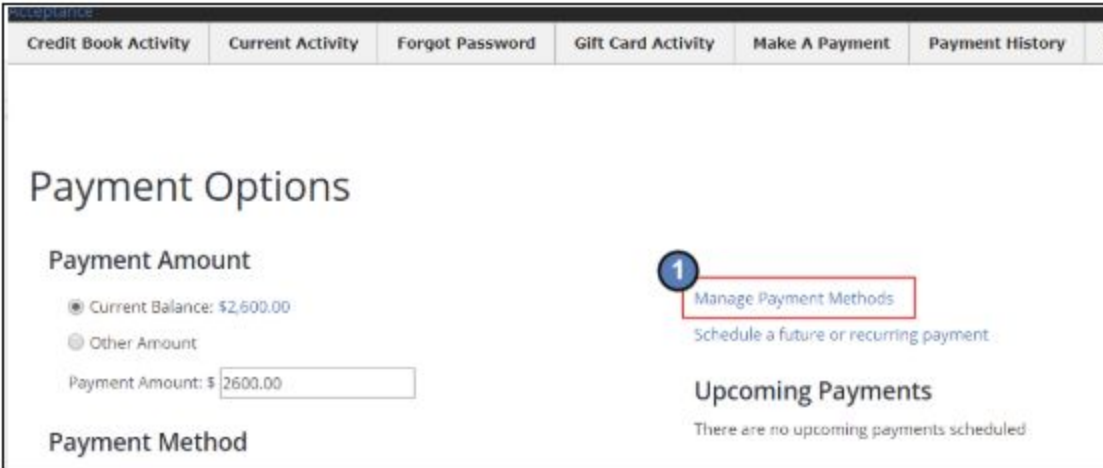
1. Log in to the Back End of PayCloud using the credentials provided.
2. Select the **Users** dropdown.
3. Search for the applicable Member.
4. Select the toggle to the left of the Member's name.
5. Select **login to PayCloud**.



Autopay Enrollment

1. Click on **Manage Payment Methods** within Paycloud.
2. Click **Add Bank Account** or **Add Credit Card**.

3. Enter your bank, or credit card, information as prompted.
4. Navigate to the Auto Draft Account Tab.
5. Select either the Bank Account or Credit Card you have added on file and click **Set as Auto Draft Account**.



Navigation: Credit Book Activity | Current Activity | Forgot Password | Gift Card Activity | Make A Payment | Payment History

Payment Options

Payment Amount

Current Balance: \$2,600.00

Other Amount

Payment Amount: \$

Payment Method

1 Manage Payment Methods

Schedule a future or recurring payment.

Upcoming Payments

There are no upcoming payments scheduled.

Manage Payment Methods

Credit Cards Bank Accounts Auto Draft Account

Add Bank Account

Bank Name	Acc. Number	
	*0003	Delete

Manage Payment Methods

Credit Cards Bank Accounts Auto Draft Account

Add Credit Card

Type	CC Number	Exp. Date	
MASTERCARD	****.****.****.3988	11/2020	Delete

Manage Payment Methods

Credit Cards Bank Accounts Auto Draft Account

Enrolling an account in Auto Draft will allow a club administrator to draft your account for your statement balance according to the club's schedule. For more information about the Auto Draft schedule contact your club administrator. Only billing member accounts will be drafted.

Auto Draft Account

MASTERCARD - *3988 11/2020

Set as Auto Draft Account