

WebPay

User Guide

unity**FI**solutions

INTRODUCTION

Welcome to **WebPay**!

This is a user manual to assist users in the usage of WebPay. It contains information to help you learn how to use the system with the step by step instructions for tasks that will be performed with WebPay.

You can utilize the table of contents to help easily navigate the manual to quickly jump from section to section.



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WEBPAY GENERAL INFORMATION

- **WebPay is an online service.**
Internet connection is required to use WebPay.
- **WebPay link cannot be bookmarked for a web-browser.**
This is for security reasons. It will be best to save the link in a Notepad, WORD, or any other document/note taking application. This will allow you to copy and paste the information to the address bar of a web-browser.
- **Each WebPay session has a time out limit of 20 minutes if there is inactivity in the browser.**
At this time, you will have to close the related browser, reopen, and navigate back to the site.

We apologize for the inconvenience but we are unable to determine your company information.
This error can be caused by several issues, see below.

The WebPay payment site may NOT be bookmarked.
To use the WebPay site, please return to the company's website that you are trying to make a payment to and click on the payment link.

This error can also be caused by a session timeout, which is caused by 20 minutes of inactivity in the browser.

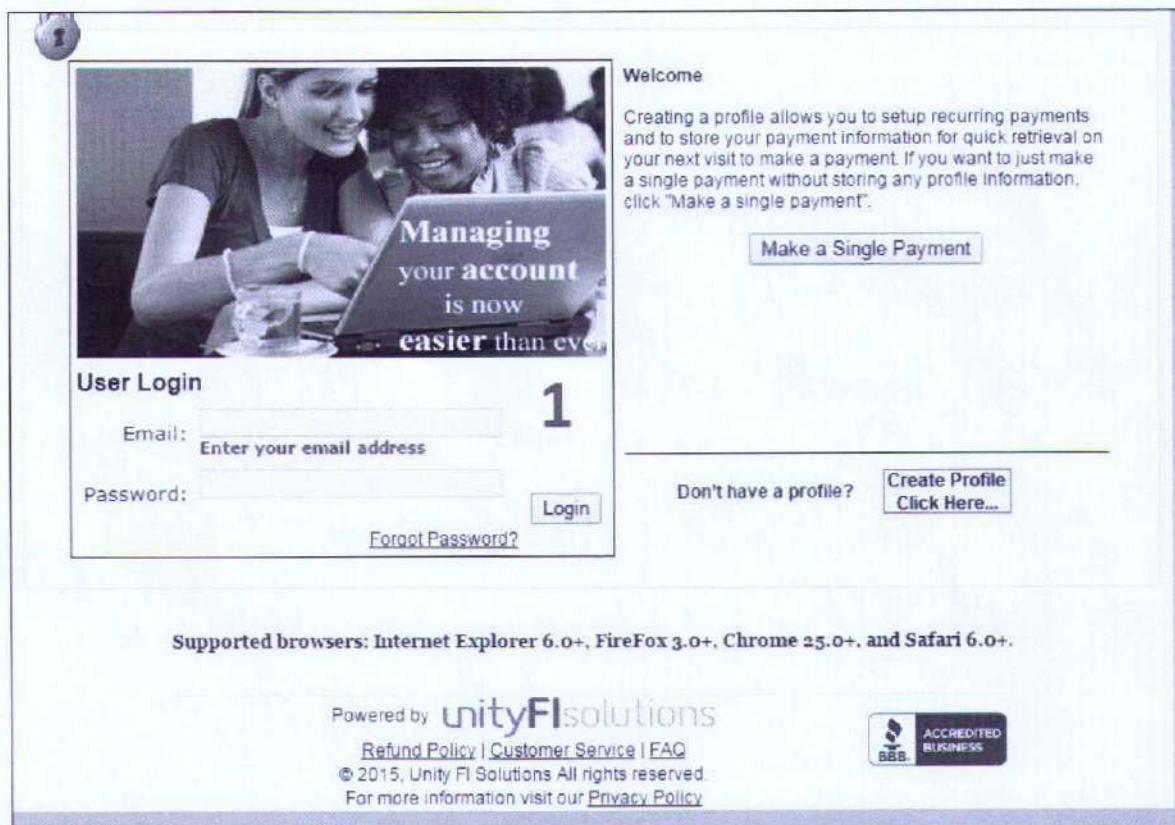
This error can also be caused if cookies are not enabled in your browser.
[Learn more about cookies.](#)

- IF YOU SEE THIS ERROR, PLEASE ENSURE ALL WINDOWS ARE CLOSED BEFORE RETURNING TO THE WEB PAY LINK.
- REFER TO THE CMS ASEP WEBSITE TO ACCESS THE WEB PAY LINK.
- DO NOT USE LINKS SAVED IN YOUR FAVORITES.

LEARN THE WELCOME SCREEN

The WebPay Start Screen is very simple and is made up of 3 main sections:

1. **A User Login**– allows the user to login into an existing funding account (**Note:** A 'Profile' must be created first before login is allowed).
2. **Making a single payment** (without a user login) – allows the user to make a one time payment without the need to create a account. **(NOT AN OPTION)**
3. **Creating a 'Profile' for a user login** – allows the user to create a Profile so they can create a funding account.



The screenshot shows the WebPay Welcome Screen. On the left, there is a 'User Login' section with a large number '1' next to it. It includes fields for 'Email:' (with the placeholder 'Enter your email address') and 'Password:', a 'Login' button, and a 'Forgot Password?' link. Above the login fields is an image of two women looking at a laptop with the text 'Managing your account is now easier than ever'. To the right of the login section is a 'Welcome' message explaining the benefits of creating a profile and making a single payment. Below the welcome message is a 'Make a Single Payment' button. Further right is a 'Create Profile Click Here...' button. At the bottom, there is a 'Supported browsers' section listing Internet Explorer 6.0+, FireFox 3.0+, Chrome 25.0+, and Safari 6.0+. Below this is the 'Powered by unityFI solutions' logo, a 'Refund Policy | Customer Service | FAQ' link, a copyright notice for 2015, and a 'Privacy Policy' link. A 'BBB ACCREDITED BUSINESS' logo is also present in the bottom right corner.

User Login

Email: Enter your email address

Password:

[Forgot Password?](#) [Login](#)

Welcome

Creating a profile allows you to setup recurring payments and to store your payment information for quick retrieval on your next visit to make a payment. If you want to just make a single payment without storing any profile information, click "Make a single payment".

[Make a Single Payment](#)

[Create Profile Click Here...](#)

Don't have a profile?

Supported browsers: Internet Explorer 6.0+, FireFox 3.0+, Chrome 25.0+, and Safari 6.0+.

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BBB ACCREDITED BUSINESS

WEBPAY BASICS

LOGGING IN

If you already have an account, then logging in is EASY!

Just enter your **Username** and **Password** and click the **LOGIN** button. You will be taken to the WebPay Overview Screen.

FORGOTTEN PASSWORD?

If you forgot your password, then retrieving it is simple. (Check your junk/spam if you do not see the email in your Inbox.)

Step 1: Simple click the 'Forgot Password?' link.

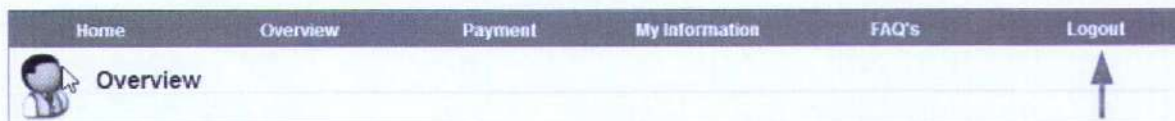
Step 2: Enter your email address and click 'Reset Password'.

Step 3: Go to your email account and find the email to continue reset. The link in the email will allow you to reset your password.

LOGGING OUT

Logging out of a user account is **EASY!**

If you would like to logout, simply, click the 'Logout' link to the very right side and you will be taken to the initial Start/Login screen.



UPDATE PROFILE INFORMATION

Profile Information can be changed when logged into WebPay. You will need to have a profile created and logged into WebPay. **NOTE:** The Email Address is the Username, so changing the email address will change the username.

Step 1: Navigate to the site and login to WebPay with your username and password.

Step 2: Hover over 'My Information' header to reveal further options and select 'My Profile'.



Step 3: Update Profile information submitting all 'RED' asterisk information and click 'Save'.

My Profile
 Update my profile

NOTE: Changing your address information here will not update it in any funding accounts you may have created. Changes will also need to be made to each funding account.

****NOTE****

Existing information will be shown. Edit the information you need and click 'Save' to keep the changes.

*Email:
 *Location:
 *First Name:
 *Last Name:
 *Address 1:
 Address 2:
 *City:
 *State:
 *Zip Code:
 *Phone Number: ☐ Home ☒ Business ☐ Mobile

[Change Password](#)

* Denotes required field.

Step 4: Click 'OK' after the message pops-up to indicate a Successful Save.



NOTE: Funding Accounts do not get updated by a 'Profile' update. All funding accounts will have to be manually updated. See section on how to setup a funding account.

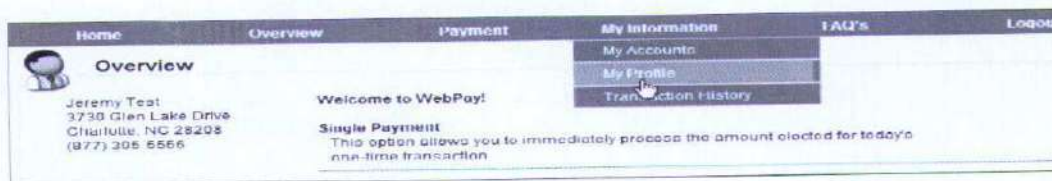
CHANGING YOUR PASSWORD

You can change your login password at any time once you have an account. Changing your password from time to time helps to provide added security for your account.

To change you're Login Password:

Step 1: Navigate to the site and login to WebPay with your username and password.

Step 2: Hover over 'My Information' header to reveal further options and select 'My Profile'.



Step 3: Click the "Change Password" link towards the bottom of the screen.

My Profile
Update my profile

NOTE: Changing your address information here will not update it in any funding accounts you may have created. Changes will also need to be made to each funding account.

*Email:

*Location:

*First Name:

*Last Name:

*Address 1:

Address 2:

*City:

*State:

*Zip Code:

*Phone Number: ☐ Home ☒ Business ☐ Mobile

* Denotes required field.

[Change Password](#)

Step 4: Enter your Old Password and New Password information, and click 'Save'. Click 'Back' to return to the previous Profile screen and 'Cancel' to return to the Overview screen.

FAQ (Frequently Asked Questions)

If you happen to be curious or have questions that needs answers. You can visit the FAQ section to see if an answer is available before contacting Customer Service.

The FAQ can be found in two places:

1. At the bottom of each screen that is navigated:

Supported browsers: Internet Explorer 6.0+, FireFox 3.0+, Chrome 25.0+, and Safari 6.0+.

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[Refund Policy](#) | [Customer Service](#) | [FAQ](#)

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2. When logged into a User Profile, click the FAQ header link:

Home Overview Payment My Information **FAQ's** Logout

Overview

FAQ's (continued)

Frequently Asked Questions (FAQ)

Q: How can funds be withdrawn directly from my account?
Only with your authorization via your electronic signature. No one can deduct money from your account automatically unless you specifically authorize it.

Q: Are electronic payments via the Web riskier than paper checks?
No. Electronic payments can be safer than writing a check, the paper item can't be lost, stolen or destroyed. All Electronic Fund Transfers (EFT) transactions are governed by strict national rules and guidelines. Over four billion EFT transactions are processed annually in the United States. Also, iPayDollr, our payments provider, uses 128-bit SSL encryption and firewall technology helping to secure the safety of your transactions.

CUSTOMER SERVICE and REFUND POLICY

Should you need to contact Customer Service or see the Refund Policy, the links can be found as the bottom of each screen.

Supported browsers: Internet Explorer 6.0+, FireFox 3.0+, Chrome 25.0+, and Safari 6.0+.

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WEBPAY SCREEN NAVIGATION (User Profile Required)


Overview

Haley Bigham
508 W 5th St
Charlotte, NC 28202
(704) 329-0125

Welcome to WebPay!

Single Payment
This option allows you to immediately process the amount elected for today's one-time transaction.

Recurring Payment
Convenient feature that will allow automatic withdrawals from any specified account on a regularly scheduled basis.

My Accounts
A feature to save financial account information that can be quickly referenced when conducting electronic transactions. You can also store/capture multiple accounts for easy access.

My Profile
Allows access to your stored demographic information including Name, Address, Phone Number, Password Reset, etc.

Transaction History
Provides the last 50 transactions conducted under this account.


WebPay Questions?
For questions regarding your transactions or how to use this Web Site, please select the Customer Service link below. You will then be directed to a new browser window that will provide you with assistance.

Supported browsers: Internet Explorer 6.0+, FireFox 3.0+, Chrome 25.0+, and Safari 6.0+.

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Note: Hover over each of the headers to reveal more options under the header if available.

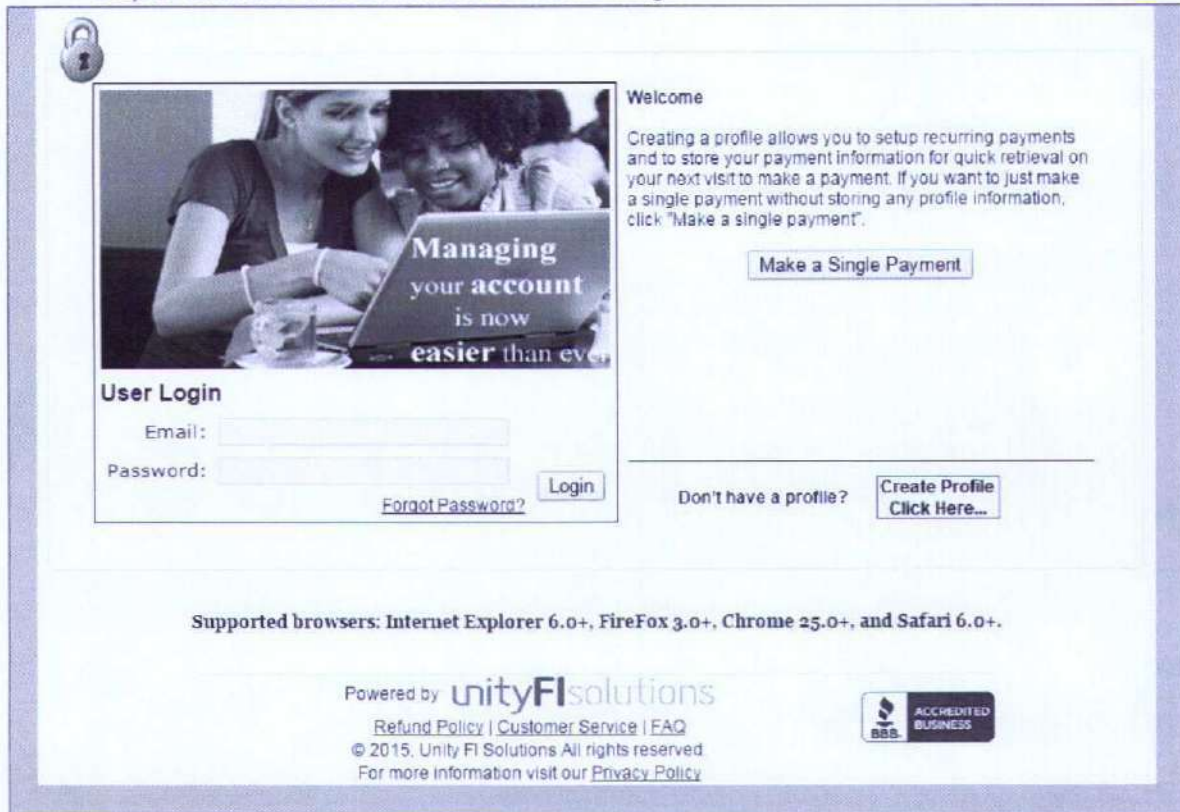
- **Home** – Takes the user to the Home screen of the related business website.
- **Overview** – Navigates the user back to the Overview Screen. An informative screen on WebPay features.
- **Payment** – Allows the user to navigate to to make Single Payments or set up Recurring Payments.
- **My Information** – Allows the user to edit his/her Profile information, set up Funding Accounts, and view Transaction History.
- **FAQ's** – To view FAQ information
- **Logout** – To Logout.


CREATE A USER PROFILE/ACCOUNT

Creating a User Profile allows you to enter Funding Accounts and setup Recurring Payments against the Profile. In addition, you will be able to track the payments that are made with the account.

To Setup a Profile:

Step 1: Click the "Create Profile Click Here..." image





Managing your account is now easier than ever

User Login

Email:

Password:

[Forgot Password?](#)

Welcome

Creating a profile allows you to setup recurring payments and to store your payment information for quick retrieval on your next visit to make a payment. If you want to just make a single payment without storing any profile information, click "Make a single payment".


Don't have a profile?

Supported browsers: Internet Explorer 6.0+, FireFox 3.0+, Chrome 25.0+, and Safari 6.0+.

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Step 2: Enter in the requested Profile information.

Enter in all items denoted by the 'RED' asterisk as those are required. If the information is not filled out correctly or an existing account with the same email is available, then there will be notifications to let the user know what information is incorrect.


Create Profile

*Email:

*Password:

*Re-Enter Password:

*Location:

*First Name:

*Last Name:

*Address 1:

Address 2:

*City:

*State:

*Zip Code:

*Phone Number: ☐ Home ☐ Business ☐ Mobile

Select 'Location' if there are multiple locations. If there is only one location available, then it will default to that location.


- Click the 'Save' button if the information is correct for submission.
- Click 'Cancel' if you do not want to create a Profile.

* Denotes required field.

Step 3: User Profile Setup Complete.

If all of the user information was entered correctly to create the User Profile account, then you will automatically be taken to the WebPay Overview screen.

Home Overview Payment My Information FAQ's Logout


Overview

User Full Name, Address, and Phone number will display here.

Facility Name and Address information will be displayed here.

Welcome to WebPay!

Single Payment
This option allows you to immediately process the amount elected for today's one-time transaction.

Recurring Payment
Convenient feature that will allow automatic withdrawals from any specified account on a regularly scheduled basis.

My Accounts
A feature to save financial account information that can be quickly referenced when conducting electronic transactions. You can also store/capture multiple accounts for easy access.

My Profile
Allows access to your stored demographic information including Name, Address, Phone Number, Password Reset, etc.

Transaction History
Provides the last 50 transactions conducted under this account.

WebPay Questions?
For questions regarding your transactions or how to use this Web Site, please select the Customer Service link below. You will then be directed to a new browser window that will provide you with assistance.

SETUP A FUNDING ACCOUNT

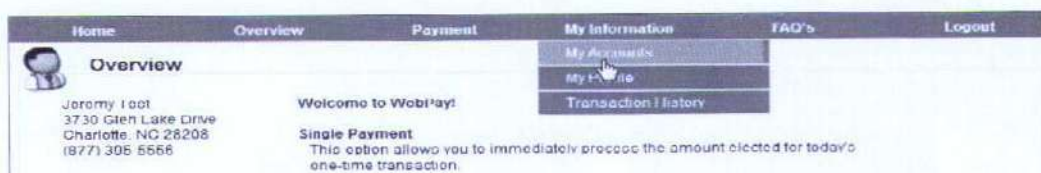
Once you have created a Profile, you will be allowed to setup a Funding Account. A funding account allows you to setup Recurring payments against the funding account or allows quick entry for single payments.

NOTE: You must have a Profile created to set up a Funding Account. If you do not have a Profile, then see section called 'Create a User Profile/Account'. Up to 10 Funding Accounts can be created.

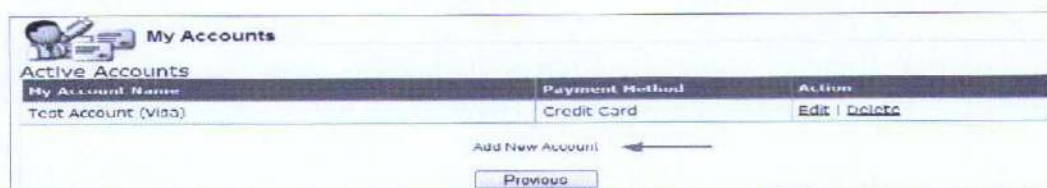
To Set Up the Funding Account:

Step 1: Navigate to the site and login to WebPay with your username and password.

Step 2: Hover over 'My Information' header to reveal further options and select 'My Accounts'.



Step 3: Select the 'Add New Account' link in the middle of the 'My Accounts' screen.



Step 4: Enter all required financial account information and account information.

The screenshot shows the 'Create/Edit Account' form. At the top, there is a 'My Accounts' header with a sub-header 'Active Accounts'. Below this is a table with three columns: 'My Account Name', 'Payment Method', and 'Action'. The table contains two rows: 'Testing Account' with 'Credit Card' as the payment method, and 'MasterCard Test' with 'Credit Card' as the payment method. The 'Action' column for the 'Testing Account' row contains links 'Edit' and 'Delete'. Below the table, there is an 'Add New Account' link with an arrow pointing to it, and a 'Previous' button. The 'Create/Edit Account' section is divided into two main parts: 'Financial Account Information' and 'Account Type'. The 'Financial Account Information' section includes fields for 'Account Name', 'First Name', 'Last Name', 'Address 1', 'Address 2', 'City', 'State', 'Zip Code', and 'Phone'. The 'Account Type' section includes a dropdown for 'Account Type' with options 'Credit / Debit' and 'Checking / Savings'. Below this is a 'Credit Card Information' section with a dropdown for 'Credit Card' and 'Debit Card', a 'Type' dropdown with options 'VISA', 'MasterCard', and 'Discover', a 'Card #' field, and an 'Exp. Date' field with 'Select Month' and 'Select Year' dropdowns. At the bottom, there is a 'Previous' button, a 'Cancel' button, and a 'Next' button. A note at the bottom right states: 'Your card will be charged in U.S. dollars. Enter all information that is required and click 'NEXT' when finished.'

Step 5: Verify account information.

Click 'Cancel' if you would like to cancel the account setup. Click 'Edit' if something is incorrect to re-submit correct information. Click 'Save' if all information is correct.



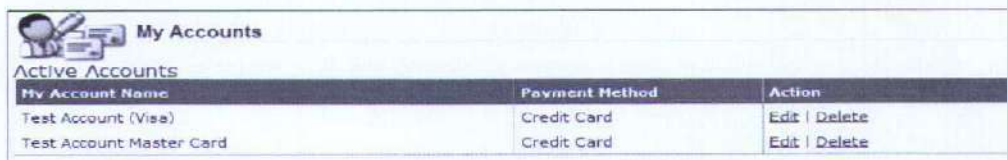
My Accounts

Please verify your account details:

Account Name: Test Account Master Card
Payment Method: Master Card Credit Card
Name on Account: Jeremy Test
Card Number: *****0057
Expiration Date: Dec-2012
Home Phone: 877-4955555
Address: 3730 Glen Lake Drive
Charlotte, NC US 28208

Cancel Edit Save

Once saved, click 'OK' when prompted to confirm a Successful Save. You will see your account information displayed under the ACTIVE ACCOUNTS section.



My Accounts

Active Accounts

My Account Name	Payment Method	Action
Test Account (Visa)	Credit Card	Edit Delete
Test Account Master Card	Credit Card	Edit Delete

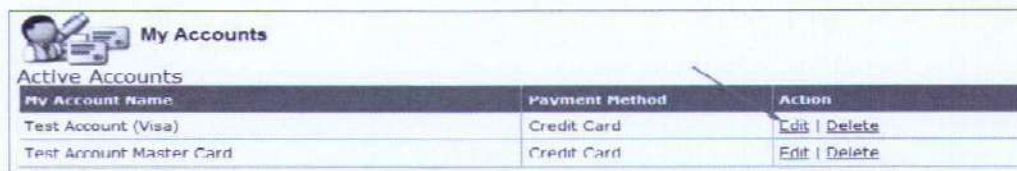
NOTE: Multiple funding accounts can be added for one Profile.

EDIT A EXISTING FUNDING ACCOUNT

To edit an existing Funding Account:

Step 1: Navigate to the 'My Accounts' screen.

Step 2: Click the 'Edit' link beside the funding account line item.



My Accounts

Active Accounts

My Account Name	Payment Method	Action
Test Account (Visa)	Credit Card	Edit Delete
Test Account Master Card	Credit Card	Edit Delete

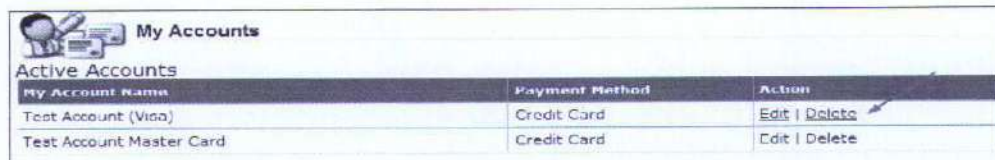
Step 3: Update all information, click 'Next', and then click 'Save' on the corresponding screens to save the information.

DELETE A EXISTING FUNDING ACCOUNT

To edit an existing Funding Account:

Step 1: Navigate to the 'My Accounts' screen.

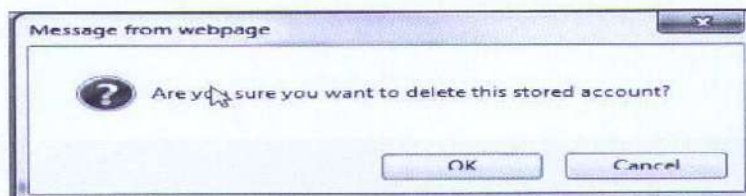
Step 2: Click the 'Delete' link beside the recurring line item.



The screenshot shows a web interface titled 'My Accounts'. Below the title is a section labeled 'Active Accounts' containing a table with three columns: 'My Account Name', 'Payment Method', and 'Action'. There are two rows of data. The first row is 'Test Account (Visa)' with 'Credit Card' as the payment method and 'Edit | Delete' as the action. The second row is 'Test Account Master Card' with 'Credit Card' as the payment method and 'Edit | Delete' as the action. A mouse cursor is pointing at the 'Delete' link in the first row.

My Account Name	Payment Method	Action
Test Account (Visa)	Credit Card	Edit Delete
Test Account Master Card	Credit Card	Edit Delete

Step 3: Confirm deletion by click 'OK' or 'Cancel' on the pop-up Window



SINGLE PAYMENT WITH a USER PROFILE

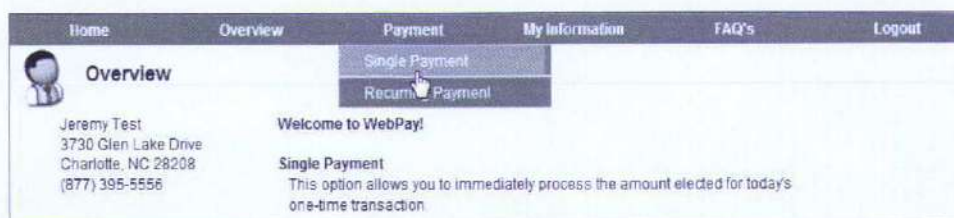
You can make a single payment right from the User Profile. It actual **benefits** you to submit a single payment from a profile as:

1. You can pay with a pre-existing funding account, created with the Profile.
2. You will be allowed to store payment information to create a funding account if the account information was new or non-existing funding account.
3. At the very least, your general user information will prefill fields from the User Profile (i.e. Name, Address, Phone, and Email).

To make a single payment from a User Profile:

Step 1: Navigate to the site and login to WebPay with your username and password.

Step 2: Hover over 'Payment' header to reveal further options and select 'Single Payment'.



Step 3: Enter all required information.

The screenshot shows the 'Single Payment' form. It includes a table for 'Payment To' with columns for 'Select from list below', 'Amount', and 'Comments / Notes'. The table has one entry for 'Turbon' with an amount of '\$0.00'. Below the table, there is a 'Summation: \$0.00' and a note: 'There will be a 2.05% service fee applied to each payment listed above.' The form also has a 'Pay With' section with two radio buttons: 'Manually enter my payment information' (selected) and 'Use one of my stored accounts'. There is a 'Financial Account Information' section with fields for 'First Name', 'Last Name', 'Address 1', 'Address 2', 'City', 'State', 'Zip Code', 'Phone #', and 'Email'. The 'Credit Card Information' section has fields for 'Card Type', 'Card #', 'Exp. Date', and 'Cardholder Name'. The form is annotated with letters A through F: A points to the 'Payment To' table, B points to the service fee note, C points to the 'Pay With' radio buttons, D points to the 'Financial Account Information' section, E points to the 'Credit Card Information' section, and F points to the 'Previous' and 'Next' buttons at the bottom.

- A. **Enter Fee Information** - Choose your 'Payment Fee' and enter the 'Fee Amount', if it isn't pre-determined. Additional Comments/Notes may need to be filled out in reference to the Payment Fee. Click 'Remove' under the payment to remove it from the listing.

NOTE: Payment Fees, Amounts, and Comments/Notes may have different values then the displayed example.

- B. **Adding Additional Fees** - If an additional fee needs to be added to pay for multiple fee amounts in one payment action; then use the 'Please select a Payment type' dropdown to add additional fees. Select the Fee(s) and it will add the additional payment(s) below the first and consecutive entry under the "Payment To" section to be filled out.
- C. **Select Pay With Option** – You can either select:
- Manually enter my payment information- this option is for users making a single payment without a funding account created yet. You will need to also completed Steps 3D to 3F.
 - Use one of my stored accounts – this option allows the user to select an existing funding account. You can skip entering information for Steps 3D and 3E.

- D. **Enter Financial Account Information** – Fill out all Financial Account Information for your name and billing address.
- E. **Enter Account Type Information** – This will be either be ACH, Credit Card, or Debit card used to pay for the amount due (dependent upon what service is offered). Various toggles will allow you to select either Credit Card/Debit or Checking/Savings. Based off what you select, the information needed to be captured will adjust for that Account Type.


NOTE: If you select 'Manually enter my payment information', you will have to enter your financial information and Account Type Information. But you now have the option to save the funding account by select 'Save Funding Account', Yes or No. If 'Yes', you will need to enter the Account Name for the funding account. If 'No', enter the information as usual and continue.

- F. **Click 'Next' to continue**

Step 4: Confirming your Payment (Summary Page)

From here, please review all of your information to confirm accuracy, and then click the 'Submit' button to validate the information. If information still needs to be edited, then click the 'Edit' button, which will take you back to the prior screen to edit information.

NOTE: If the payment is made through 'Single Payment' without a funding account, then this information will display on the summary screen as "Not storing account information". In addition, payment with an ACH will require the user to agree to the terms and conditions.


Single Payment

Please verify your payment information and click Submit to process your payment.

Payment Type	Payment Amount
Lotions	1.00
Total Amount:	\$1.00

Transaction Date: 02/28/2012 4:11 PM EST

My Account: Not storing account information

Account Type: Credit Card

Card Type: Visa

Name As It Appears on Card: test test

Card Number: *****1111

Expiration Date: Dec 2012

Address: test
test NC 28270

Payment Types and Amounts displayed here.

Payment Information of the user displayed here.

NOTE: If the payment is made through "Single Payment" without a funding account, then this information will display as "Not storing account information."

Step 5: Validation: Successful Payment or Declined

Successful Payment: Once a payment has submitted successfully, you will be greeted with a Confirmation Page to indicate a successful submission.

Jeremy test
3730 Glen Lake Drive Suite 100
Charlotte, NC 28208
(877) 395-5556

Facility Name and Address the user paid to will display here.

Successful Payment

Type	Amount	Transaction Date	Tracking ID
General Funds	\$1.00	02/28/2012 4:52 PM EST	1000013962
Total Amount:	\$1.00		

Thank you for your payment.

Click the 'Printable View' button to open a print version of the confirmation

You can print the confirmation page in simple print view by clicking the 'Printable View' button.

Copy of Printable View Version

Jeremy test
3730 Glen Lake Drive Suite 100
Charlotte, NC 28208
(877) 395-5556

Facility Name and Address the user paid to will display here.

Successful Payment

Type	Amount	Transaction Date	Tracking ID
General Funds	\$1.00	02/28/2012 4:52 PM EST	1000013962
Total Amount:	\$1.00		

Thank you for your payment.

Close Print

Declined Payment: When a payment has been declined the validation will not process the payment, in which, the user will be notified immediately of a declined submission by a message indicating, "Unsuccessful Payment".

Jeremy Test
3730 Glen Lake Drive
Charlotte, NC 28208
(877) 395-5556

Facility Name and Address will display here

Unsuccessful Payment

Type	Amount	Processing Fee	Total Amount	Transaction Date	Tracking ID
Tuition	\$1.00	\$0.02	\$1.02	02/28/2012 4:45 PM EST	1000013960

Thank you for your payment.

OK Printable View

SETUP A RECURRING PAYMENT

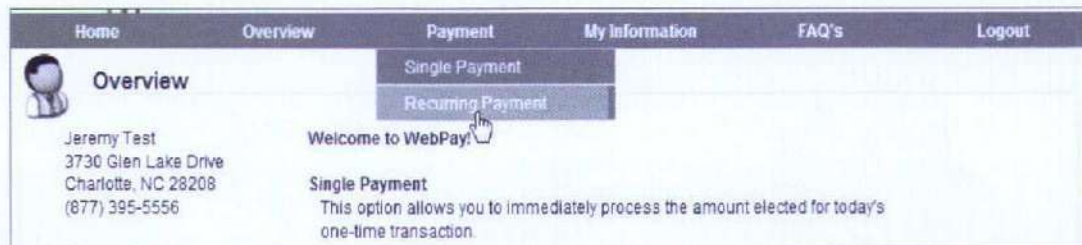
Recurring payments allow payments to be applied against a funding account on a regular basis. Set it and forget it!

NOTE: You must have a Profile created along with a Funding Account in order to set up a Recurring Payment. If you do not have a Profile or Funding Account, then see sections called 'Create a User Profile/Account' and 'Setup a Funding Account'.

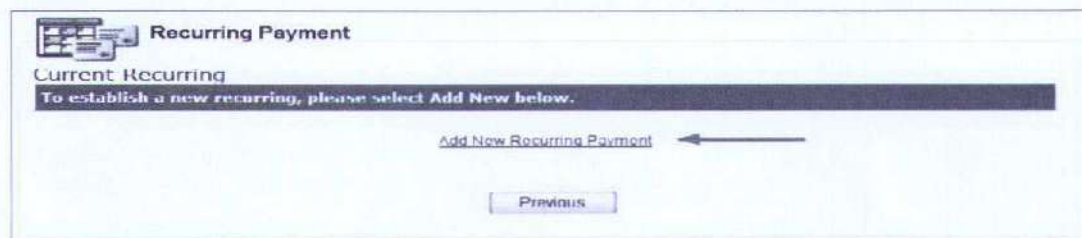
To Setup a Recurring Payment:

Step 1: Navigate to the site and login to WebPay with your username and password.

Step 2: Hover over 'Payment' header to reveal further options and select 'Recurring Payment'.



Step 3: Select the 'Add New Recurring' link in the middle of the 'My Accounts' screen.



Step 4: Enter all required user information and account information.

- Select the Funding Account** - use the 'Account to Use' dropdown to indicate the funding account used against the recurring. **NOTE:** If your profile does not have a funding account, then it will need to be created, in which, you can click on the 'Add New Account' to take you to the funding account setup screen.
- Enter Fee Information** - Choose your 'Payment Fee' and enter the 'Fee Amount', if it isn't pre-determined. Additional Comments/Notes may need to be filled out in reference to the Payment Fee. Click 'Remove' under the payment to remove it from the listing. **NOTE:** Payment Fees, Amounts, and Comments/Notes may have different values than the displayed example.
- Select Payment Schedule Options** – This is the frequency/day of the week or month of when the recurring payment will be processed. **NOTE:** Options will differ than example.

displayed. Also, 'Starting On' date needs to be applied after current date and cannot be back dated.

- D. **Select Duration** – this is how long you would like for the recurring to be processed. It can be assigned for indefinitely, by total number of occurrences, or ended once a specific date has been reached.

- E. Click 'Next' to Continue.

Recurring Payment

Current Recurring

To establish a new recurring, please select Add New below.

[Add New Recurring Payment](#)

Create/Edit your Recurring

*Denotes Required Field

*Account to Use: Test Account (Visa) [Add New Account](#)

Payment To * Indicates a required field

Select from list below	Amount	Comments / Notes
Tuition	\$0.00	

Child Name
Guardian Name
Comments

there will be a 2.00% service fee applied to each payment listed above.

Payment Schedule: Options

*Frequency: Weekly
*Starting On: 03/01/2012

Duration:

☒ Indefinite
☐ Total number of occurrences:
☐ Until specific end date: 03/01/2012

Previous Cancel Next

Step 5: Verify the Recurring Payment Submission

Click 'Cancel' if you would like to cancel the account setup. Click 'Edit' if something is incorrect to re-submit correct information. Click 'Submit' if all information is correct. **NOTE:** You must accept the "Processing Terms and Agreement" to proceed. Click the text to read the agreement terms.

Recurring Payment

Please verify your recurring payment before submitting changes.

Payment Type	Payment Amount	Processing Fee	Total Amount
Tuition	1.00	0.02	1.02
Total Amount:	\$1.00	\$0.02	\$1.02

Location:

Account to Use: Test Account (Visa)

Frequency: Weekly

Day of the Week: Friday

Start Date: 03/01/2012


Next Transaction Date: 03/01/2012

End Date: 03/01/2012

☐ I have read and accept the Processing Terms and Agreement

Cancel Edit Submit

Once saved, click 'OK' when prompted to confirm a Successful Save. You will see your recurring payment information displayed under the CURRENT RECURRING section.



Recurring Payment							
Current Recurring							
Location Name	Accounts	To	Amount	Frequency	Start	End	Action
	Test Account (Visa)	Tuition	\$1.00	Weekly	03/30/2012	03/30/2012	Edit Delete


NOTE: Multiple recurring payment setups can be added for one Profile and multiple recurring payment setups can be linked to one existing Funding Account.

EDIT A EXISTING RECURRING

To edit an existing Recurring:

Step 1: Navigate to the 'Recurring Payments' screen.

Step 2: Click the 'Edit' link beside the recurring line item.



Recurring Payment							
Current Recurring							
Location Name	Accounts	To	Amount	Frequency	Start	End	Action
	Test Account (Visa)	Tuition	\$1.00	Weekly	03/30/2012	03/30/2012	Edit Delete

Step 3: Update all information, click 'Next', and then click 'Submit' on the corresponding screens to save the information.

DELETE A EXISTING RECURRING PAYMENT

To edit an existing Recurring:

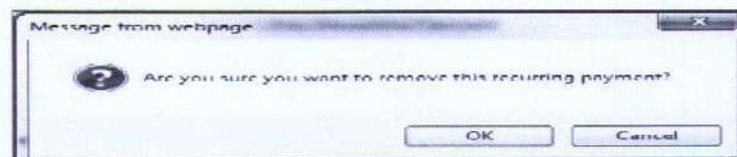
Step 1: Navigate to the 'Recurring Payments' screen.

Step 2: Click the 'Delete' link beside the recurring line item.



Recurring Payment							
Current Recurring							
Location Name	Accounts	To	Amount	Frequency	Start	End	Action
	Test Account (Visa)	Tuition	\$1.00	Weekly	03/30/2012	03/30/2012	Edit Delete

Step 3: Confirm deletion by click 'Ok' or 'Cancel' on the pop-up Window



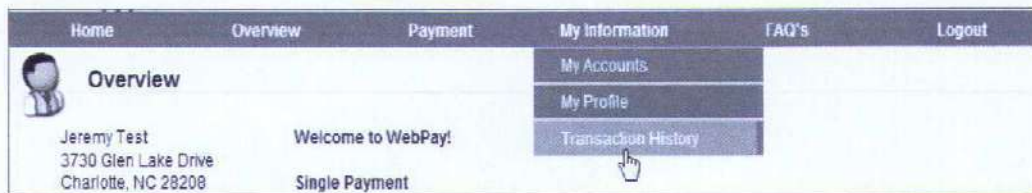
VIEWING TRANSACTIONS

Another benefit for you to create a Profile is that payments submitted with a User Profile will be collected historically for you to view. From here, you can view when payments were submitted, amount, payment status, etc.

To navigate to the Transaction History:

Step 1: Navigate to the site and login to WebPay with your username and password.

Step 2: Hover over 'My Information' header to reveal further options and select 'Transaction History'.



Step 3: View your Transactions History. The last 50 transactions can be viewed.



Transaction History (Last 50)

Payment Date	Tracking Id	Amount	Payment Type	Account Number	Payment Status
2/28/2012 4:45:00 PM		\$1.02	Credit Card	1111	Declined
2/24/2012 12:09:00 PM		\$1.02	Credit Card	1111	Declined
2/9/2012 12:13:00 PM		\$2.00	Credit Card	1111	Completed
2/9/2012 12:11:00 PM		\$2.00	Credit Card	1111	Completed
2/9/2012 12:04:00 PM		\$3.00	Credit Card	1111	Completed
2/9/2012 12:04:00 PM		\$1.00	Credit Card	1111	Completed