Recurring Payments

A taxpayer will always need to create an account to set up recurring payments or if they already have an account, they can use that. They simply need to log in.

An account may be created immediately upon arriving to the site clicking the "Login to Your Account" button on the navigation bar. Then clicking "Create New Account".

Alternatively, a Taxpayer can search for their item and will be prompted to login and create a new account before setting up a recurring payment.

How to start setup process

After a Taxpayer has found the item they wish to pay, they can click "Payment Options". In the dropdown they can select "Setup Recurring Payments".

Once they click "Setup Recurring Payments", if a Taxpayer has not logged in, they will see the following.

They can click on "Create New Account" to set up their account. Once an account is created, the Taxpayer is ready to set up the recurring payment.

Setup the Recurring Payment

The setup page contains the item information as well as a form to schedule both the number of payments, the frequency of the payments and the amount to pay.

Step 1: Select the frequency of the payment

A payment can occur weekly, every 2 weeks, monthly on a specific date (ex: 1st of the month) and monthly on a specific day (ex: 2nd Friday of the month)

When Should Payments Occur?   **Day of the Week**

Every Week ▲		Select Day ▼

Every Week

Every 2 Weeks

Monthly (Specific Date)

Monthly (Specific Day)

Step 2: Select the day of the week for the payment and the first payment date

After selecting when payments should occur and the day or date, the "First Payment Date" dropdown will display date options corresponding to your desired schedule.

Week Option

When Should Payments Occur?   **Day of the Week**

Every Week ▼	Friday ▼

First Payment Date

Apr 28, 2023 ▼

Monthly (Specific Date) Option

When Should Payments Occur?   **Day of the Month**

Monthly (Specific Date) ▼	3 ▼

First Payment Date

May 03, 2023 ▼

Monthly (Specific Day) Option

When Should Payments Occur?

| Monthly (Specific Day) | ▾ |

Day of the Week

| Tuesday | ▾ |

Select Occurrence

| 2nd | ▾ |

First Payment Date

| May 09, 2023 | ▾ |

Step 3: Select when the recurring payment will end

The Taxpayer will select the payment end date or specify the number of payments.

Repeat Until

◉ End Date ○ Number of Payments

| 🗓 04/28/2023 | 🚫 |

Repeat Until

○ End Date ◉ Number of Payments

| 4 |

Step 4: Select the payment method

The final step requires selecting a payment method. A Taxpayer can use a payment method that has already been saved. However, if they are setting up a new payment method, they can simply click "Add Payment Method".

Select Payment Method

Payment Method   ⊕ Add Payment Method

| Select Payment Method | ▾ |

If a Taxpayer chooses to add a new payment method, they will be directed to the following page, where they can select between credit / debit cards or bank account options. The payment method nickname is a required field to help differentiate between your taxpayer's payment methods.

Add Payment Method

Billing Address

First Name*
Fred

Last Name*
Thompson

Street Address*
300 South Drew Street

Street Address 2
201

Country*
United States

State / Province*
Florida

City*
Miami

Postal Code*
33315

Phone Number Country Code*
United States: (+1)

Phone Number*
9544754474

Mobile Number (US Only) ❓
Enter your mobile number

CREDIT / DEBIT	BANK ACCOUNT
Use Debit or Credit	Use Checking or Savings

FEE RATE	$1.00

ℹ️ **Credit Unions:** Please contact your credit union for the proper account number. This often differs from what is on your check.

ℹ️ **Other:** Please input of the entire account number (including leading 0s).

☐ Set this payment method for all your upcoming payments

Payment Method Nickname (max length 25 no numbers)
Fred Thompson

Will be appear as John Smith: Checking 1234 or Wells Fargo: Checking 1234

Bank Account Type
Checking

Bank Routing Number ❓
123123123

Bank Account Number ❓
1234567890

Confirm Bank Account Number ❓
1234567890

☑ I acknowledge that in using this service to make a payment, I read and agree to be bound by the Terms and Conditions of Use and User Agreement.

🕐 Add Payment Method

? Help

Once a payment method is added the Taxpayer is directed back to the recurring payment setup form.

Once back on the setup form, the newly added payment method will be pre-selected. After verifying the form is correct, the Taxpayer can complete the setup process by checking the terms option and click on the "Complete Setup" button.

Select Payment Method

Payment Method   ➕ Add Payment Method

Fred Thompson: ACH 1234

☑ I understand that no payment will be made today. The current balance plus service fees (presented when I set up the above payment method) will be made paid per the specified schedule. Recurring payments will continue to run until either the end date has been reached or the number of payments has been made, or until I cancel. Reminders will be sent by e-mail / SMS a few days before each payment is ran. Services fees are non-refundable. I read and agree to be bound by the Terms and Conditions of Use and User Agreement.

✔ Complete Setup

Once complete, an email confirmation will be sent to the Taxpayer confirming the setup.

Email confirmation sample for recurring payment.

Recurring Payment Setup for Fulton County Treasurer, OH

This message is to confirm you've set up a recurring payment starting on June 05, 2023
for the following:

Item To Be Paid	Item Amount	Payment Schedule
0601332000000	$300.00	Monthly on 5th

You can manage your recurring payments at any time by visiting:
Fulton County Treasurer, OH

Note: A confirmation email will be sent to you by e-mail a few days before the payment
date confirming your recurring payment and amount. A receipt will be sent to you by email
confirming your payment has run.

Manage Recurring Payments

After successfully adding a new recurring payment, the Taxpayer will be redirected to the Upcoming Payments page. This page will list and allow them to manage any currently active recurring payments. This page may always be accessed by logging into their account, and clicking the "Upcoming Payments" option on the sidebar.
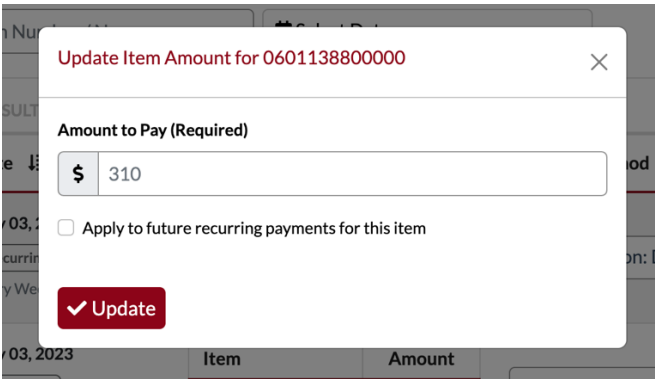
Options for Changing a Payment
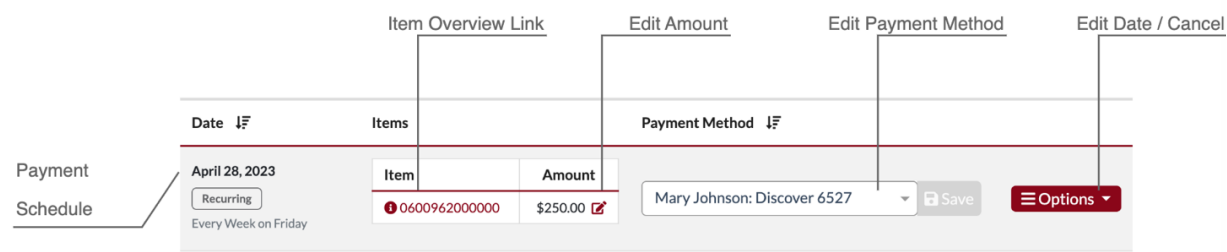
Under the "Option" button, a Taxpayer may Edit or Cancel the upcoming recurring payment.

Update the Amount

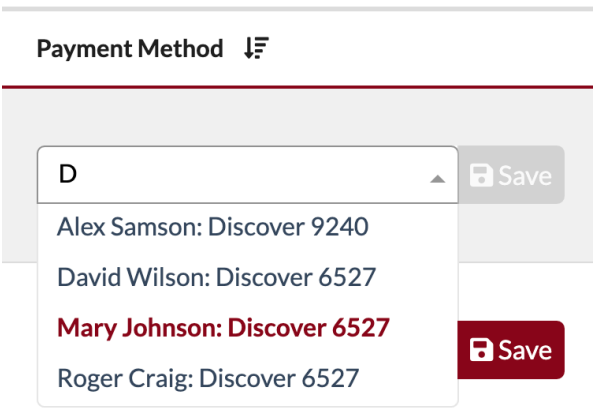Update the amount for current upcoming payment or choose to apply to all future payments for the selected item.

Change the Payment Method

Change the payment method for an item, by using the searchable payment method dropdown and clicking "Save" button. A selected option will not be updated without saving.

Any selection made will apply to all recurring payments for the item being modified.

Change the date for an upcoming payment

Change the date for current upcoming payment or choose to update the payment schedule entirely. **Modifying the date for the current payment will not impact the remaining payments on the schedule.**

Change the payment schedule

Updating the payment schedule from weekly to monthly.

Skip a payment or Cancel a payment schedule

Skip the current upcoming payment or cancel the entire payment schedule. If the skip option is chosen, the current payment in the list will be replaced by the next payment in the series.

All changes are followed up with an email confirmation.

Manage Payment Methods

This page will list and allow the Taxpayer to manage any currently active payment methods. A Taxpayer can access this page by logging into their account, clicking on the "Your Account" button in the navigation bar and then clicking the "Payment Methods" option on the sidebar.

From this area, a Taxpayer can add and delete payment methods.

PROFILE DETAILS
> Edit Contact Info

LOGIN DETAILS
> Edit Email & Password

AUTOMATED PAYMENTS
> Items that will auto pay

UPCOMING PAYMENTS
> Recurring payments

PAYMENT METHODS
> Add/Edit Payment Details

PAYMENT HISTORY
> View Transaction Details

LOG OFF
> Sign out of your account

Manage Your Payment Methods

The following stored payment methods are utilized for Automated Payments or Upcoming Payments.

+ Add Payment Method

6 RESULTS ⌄

Payment Method	Automated Payments	Upcoming Payments	
Roger Craig: Discover 6527	0 Items(s)	7 Item(s)	⊘ Remove
Chase Briggs: ACH 2468	1 Items(s)	0 Item(s)	⊘ Remove
David Wilson: Discover 6527	0 Items(s)	1 Item(s)	⊘ Remove
Alex Samson: Discover 9240	0 Items(s)	1 Item(s)	⊘ Remove
Mary Johnson: Discover 6527	0 Items(s)	1 Item(s)	⊘ Remove
Jack Smith: VISA 1881	0 Items(s)	1 Item(s)	⊘ Remove

⑦ Help