How do I set up a recurring/installment payment?

Note:
- You must register or be a Registered User to setup recurring payments
- You can only setup installment/recurring payments for fixed amount for a fixed date
- The invoice amount entered on the payment information screen should be the recurring installment payment amount. **Not** the full invoice amount.
- You will continue to receive a dunning statement until the balance is paid in full.

- Calculating the recurring/installment payment amount:

  ➢ When the amount you owe rounds evenly with the number of payment you wish to make you can proceed to Step 3 to setup the installment/recurring payment.

    Ex: You owe $700 and you wish to make 7 installment/recurring payments, the amount you would enter in Step 3 would be $100.

    $700/7 payments = $100.00 recurring payment amount

  ➢ When the amount you owe does not round evenly with the number of payment you wish to make, you should make an initial payment that will reduce the amount owed to be evenly divided over the number of installment/recurring payments you wish to make.

    Ex: You owe $744 and you wish to make 7 installment/recurring payment

    $744/7payments = $106.285714 which does not round evenly

    You should make an initial payment of $23 so the balance is evenly divisible by the number of payments you wish to make.

    $744-$23 = $721 = $103 recurring payment amount
    **   7**

Once you have established the initial payment and/or installment recurring payment amount proceed to log in to make the initial payment and/or set up the installment/recurring payment.

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1. Log in to the online payment portal
   https://purdue.university/onlinepay

2. From the Welcome to the Electronic Payment System
   Enter your User ID and Password → Click on Log In → to access Make a Payment – Invoice screen

3. Make a Payment- Invoice scroll down to **Payment Information,** enter the following:
   a. Customer Number : enter 7 or 9 digit customer number
   b. Invoice Number 1- 5: enter single or multiple invoice number(s)
   c. Invoice Amount 1-5: enter recurring payment amount for each invoice
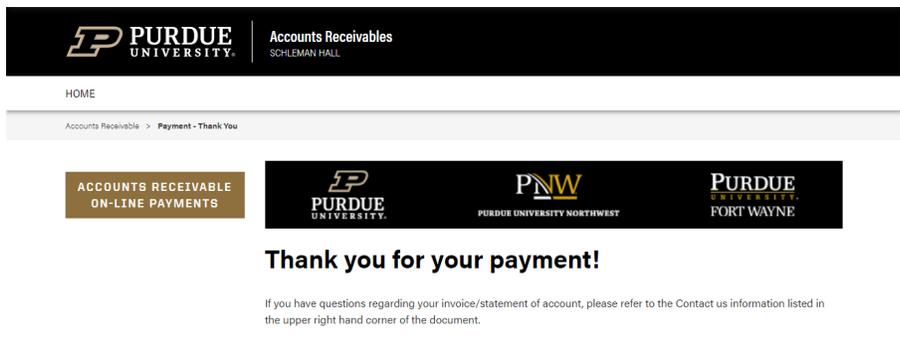   Note: **the amount should be the recurring/installment amount, <u>not</u> the invoice amount**

4. Complete Payment Details
   a. Select Recurring Payment
   b. Payment amount – should default to the total amount entered 4.c above
   c. Frequency → use drop down arrow to select
      1) Every week
      2) Evert 2 weeks
      3) Twice a month allows the customer to select the days of the month to process the payment
      4) Every Month
      5) Every Quarter
   d. First Payment Date – select payment date from drop down from calendar
   e. Duration:
      1) Select Number of payment to be made → enter number

         OR
      2) Select Last Payment date → enter last payment date
   f. Until cancelled: you must go in to stop the payment from being made.
      Not recommended

5. Continue to Payment Method → Select Saved Account or enter New Account →click Continue to Move to the View Recurring Payment - Invoice Screen
6. Verify Recurring Payment information is correct → scroll down to enter 3 digit code from the back of the card → click Confirm to move to Recurring Payment Confirmation – Invoice screen
7. Print a copy of the of confirmation for your records → click Continue to Main Menu
8. Click Exit to → Thank you for your payment!
   a. Click on Accounts Receivable On-Line Payments to return to the online payment portal or close the browser to exit

9. Confirmation email