

Online Payment AutoPay Quick Start Guide





FOOD SERVICE	PAYMENT METHO		
Dashboard Accounts Overview and Activity	Filter		
	Туре	Details	Exoires
AutoPay Setup and manage auto payment	Manadhan		Step 3
Payment Settings Manage Payment Methods	Manage Users USERS		In the Manage Payment Methods section, click "Add" found on uppe
	Filter	Email	right hand corner

	New Payment Method		×		
	Credit Card +				
Ste Select "Credit of dropdown box requested fields, a	p 4 Card" from the , complete the and click "Submit"				
	Street Address 2				
	Country	United States	~		
	State		~		
	City				
	Zip Code				
	Credit Card Information				
	Card number Account Number				
	Card Expiration Date January 2023 Security code				
			Cancel Submit		



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Step 6

In the Manage AutoPay section select the credit card that was added in step 4 then click "Submit"

s nit"		
	S	etup AutoPay
	Payment Method	~
	Payment Breakdown	 All Invoices on a single Payment/Charge Each Invoice has its own Payment/Charge
	Can	cel

Step 7 In the Manage AutoPay section, select the credit card that was added in step 4	□ Add
Payment Method	Total Accounts
MC:***1000	0

	Step 8	
anage AutoPay	On the next screen,	
MC:***1000	select "Add"	
Return to List		
AUTOPAY ACCOUNTS	bbA 🗆	
Filter Accounts		
Customer #	Customer Name	
	No results found	

Select y	ep 9 your account	×
	Customer #	Filter Accounts Customer Name
	100000000	Bar & Grill
- L		Cancel

Contact Customer Technology Support with questions 1 (800) 968-6437 or email cts@gfs.com