

# Recurring Payments

***This feature allows you to create a recurring payment plans for your bills.***

To begin the enrollment process, you will need to go <https://unipaygold.unibank.com>, select the Town/School/Organization and type of item you would like to pay, and Add your Bill to the cart. If you are already a user, select **Login**.

1. If you are not a registered user, select **Sign Up** & create a UniPay account

Click on **Setup Recurring Payments** icon after proceeding to cart.

Description	Price	Qty	Total	Remove
Donations <a href="#">Setup Recurring Payments</a>	\$10.00	1	\$10.00	X

2. Once Logged into your Account, follow the steps of the Enrollment Wizard to create a Recurring Payment Plan.
  - You will be prompted to enter the email address associated with your UniPay Account.
  - Next you may Select an Existing or Add a new Checking Account (your payments will be debited from this account) **\*please review your account information carefully.**
  - Finally, you will agree to Terms & Conditions & Verify your payment information.  
**Your payment plan WILL NOT be active unless the below steps are taken:**
  - You will receive an email with a link that you must click, used to verify your email account.
  - In two business days after the enrollment process is initiated, Micro-Deposits (two small deposits under \$1.00), will be added and then removed from your bank account. **To Verify your bank account, you MUST log in to your UniPay Account to confirm these two amounts within 5 days.** (After 5 days the plan will expire & you will need to re-enroll.) Once you see the Micro-Deposits in your account, Login and Under MY ACCOUNT, enter the Micro Deposit amounts, then select [Confirm]

## Payment Methods

**Confirm Bank**

We sent two small deposits (less than \$1.00) to **TEST**  
Once you've received your deposits (usually takes 1-2 days) please enter the amounts to confirm you own the account

3. After confirming your micro-deposits, please log into your UniPay Account & select the **Automated Payment Plans** tab on the left-hand side located under **My Account**, then select **Configure** which will allow for payment and date options to be selected.

# Automated Payment Plans

Include Cancelled

Demo Business - Monthly ⌚ Pending Cancel

Pending Final Configuration Configure

4. After selecting **Configure** the Autpay Options screen will appear.
  - The verified bank account will be shown, as well as the pay amount, which will always be the total amount of your bill.
  - You also will have the option to select an end date of the Autopay plan if desired.
  - You will have the ability to select which date, relative to the bill's due date, that you would like your payment to post.
  - Upon making those selections, please select **Activate**, which will complete the Recurring Payments setup process.

AutoPay Options

Demo Business - Donations

Account: Unibank Checking

Pay Amount: \$

1st Payment Date:

No End Date

End By:

End After:

Frequency: --Select--

Opt-out of email notifications

Cancel Activate

**\*\*\*IF YOUR START DATE IS LATER THAN YOUR DUE DATE, PLEASE ALSO SUBMIT A MANUAL PAYMENT\*\*\***

**(Your plan will be active for the next billing cycle. You will also receive an email notification when your payment has been 'scheduled' 5 days before your bill is Automatically paid on your selected Pay date.)**

5. Once your Recurring Payment plan is activated, and your billing cycle nears, you will receive an email stating that your Recurring payment is scheduled to post on the date selected when the plan was configured. If you would like to check that your payment was scheduled, you can simply Log in to your Account, select My Account, then View Scheduled Payments.