

# Office - PayCloud Member Guide

[Office Help Home](#)

- 1 Overview
- 2 Video
- 3 Content
- 4 Best Practices
- 5 FAQs
- 6 Downloadable Guide

# Overview

Welcome to your PayCloud helper! We are all about making it easy for you to seamlessly enjoy time at the club. So, why not streamline the payment process too?

As with most bills, automatic payments make things so much easier. If automatic payments aren't ideal, that is okay too! You can still use this tool to enter your payment information and make a payment to the Club when it works best for you. Please follow the steps below to set up bank information, and any single, recurring, or scheduled payments.

## Use Case(s)

- **As a Club member I would like to manage my payment methods, and be able to register my bank account(s), or my credit card(s) to be able to use it to make my payments.**

*As a member you now have access to register multiple Credit Cards or Bank Accounts to pay with, whether it is an immediate Single Payment or in the future through a Scheduled Payment.*

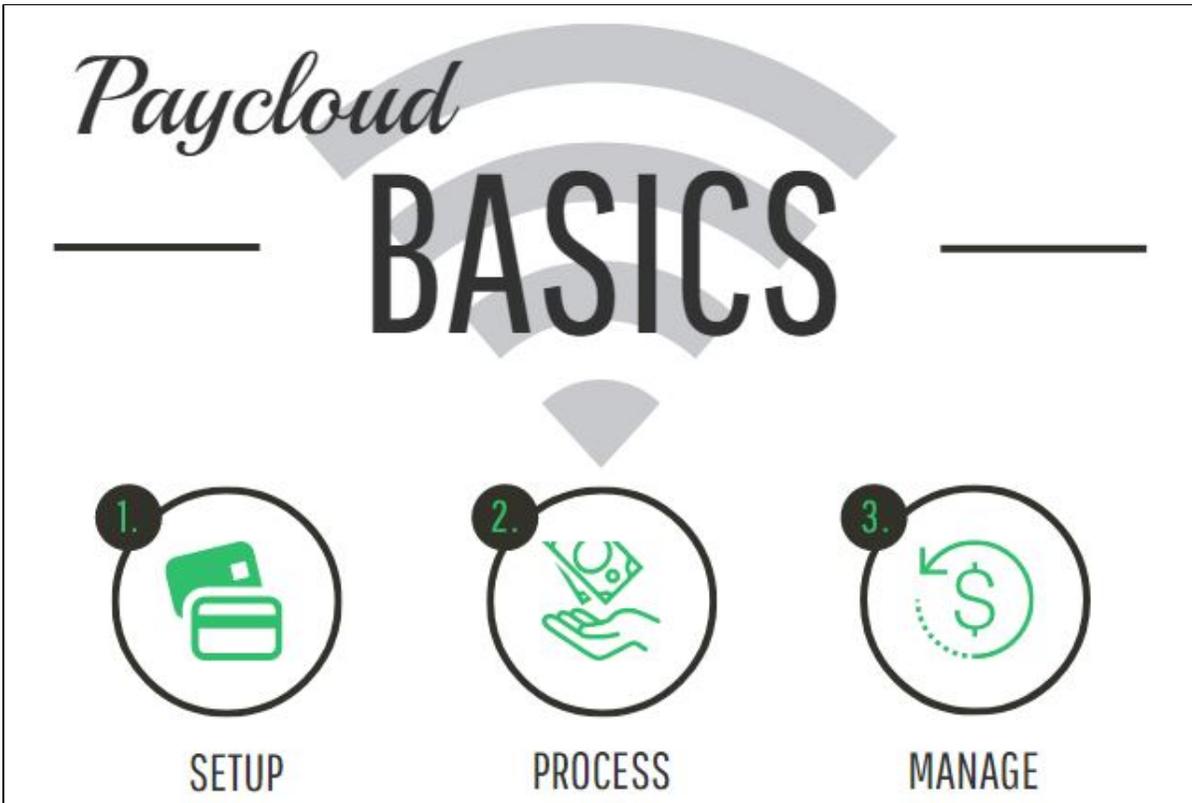
- **As a Club member I would like to schedule a Recurring Payment to be automatically charged at a set time each month from a Bank Account or Credit card of my choosing.**

*As a member you have access to set up recurring payments to your specifications.*

# Video

# Content

- Setup
  - Bank Account Information
  - Credit Card Information
- Process
  - Scheduling Payments
- Manage
  - Managing Scheduled Payments
  - Deleting Payment Methods



## Setup

To begin setup, click Manage Payment Methods in your PayCloud screen. Then you can choose to add a bank account or credit card.

Acceptance

Credit Book Activity | Current Activity | Forgot Password | Gift Card Activity | Make A Payment | Payment History | S

### Payment Options

**Payment Amount**

- Current Balance: \$2,600.00
- Other Amount

Payment Amount: \$

**Payment Method**

**1** Manage Payment Methods  
Schedule a future or recurring payment

**Upcoming Payments**  
There are no upcoming payments scheduled

### Manage Payment Methods

Credit Cards | Bank Accounts

**2** Add Bank Account | Add Credit Card

Type	CC Number	Exp. Date

## Bank Account Information

Each option highlighted above will allow you to add the payment method you prefer (ACH or Credit Card). For ACH or Bank Account information you will need to add your name, routing number and account number, and then click submit.

Enter your bank account information

[Back](#)

First Name	Middle Name	Last Name
<input type="text" value="Rusty"/>	<input type="text"/>	<input type="text" value="Abbott"/>
Routing Number	Account Number	
<input type="text"/>	<input type="text"/>	
Account Type		
<input type="text" value="Checking"/>		

## Credit Card Information

Registering a **Credit Card** is a very similar process, you will need to enter the card number, name, expiration date and Credit Card Security Code number. Then you can enter your Billing Address and verify the card.

Add Credit Card

[Back](#)

Name on Card			
Address	City	State	Zip
 Card Number	Exp Date	CVV	

## Process

### Scheduling Payments

Payments can be scheduled for a single future date, or recurring set of payments from the **Payment Options** screen by following the link **Schedule a future or recurring payment**.

## Schedule a future or recurring payment

[Back](#)

**Payment Amount**

Full Statement Balance

Other Amount

Payment Amount: \$

**Payment Method**

[Add Bank Account](#)

[Add Credit Card](#)

**Frequency**

Monthly Payment on set day of the month

One time payment on date

The terms of service are are required in this instance

After a successful payment has been set up, the following message should appear confirming the scheduled date.

Your payment has been scheduled and will begin on 8/31/2017.

## Schedule a future or recurring payment

[Back](#)

**Payment Amount**

## Manage

### Managing Scheduled Payments

If a scheduled payment needs to be cancelled, they can be deleted from the Payment Options Screen, on the right hand side where **Upcoming Payments** are listed.

## Payment Options

**Payment Amount**

Current Balance: \$2,600.00  
 Other Amount

Payment Amount: \$

**Payment Method**

Bank Account

Pay With New Bank Account

Credit Card

Pay With New Credit Card  
 AMEX - \*8008 08/21

The terms of service are are required in this instance

[Manage Payment Methods](#)  
[Schedule a future or recurring payment](#)

**Upcoming Payments**

<b>Date</b>	8/31/2017
<b>Amount</b>	Full Statement Balance
<b>Account</b>	AMEX - *8008 08/21

[Delete](#)

Auto Pay Enrollment  
 If you wish to enroll in Auto Pay, please contact Accounting.

[Continue](#)

## Deleting Payment Methods

Managing the payment methods that have been entered is as simple as clicking the Manage Payment Methods link from the home screen, then clicking delete next to any bank account or credit card that needs to be removed.

## Manage Payment Methods

[Credit Cards](#) | [Bank Accounts](#) | [Add Bank Account](#) | [Add Credit Card](#)

Type	CC Number	Exp. Date	
AMEX	**** *8008	10/19	<a href="#">Delete</a>

### Confirm Delete

Are you sure you want to delete this account?

Yes  No

[Delete](#)

## Best Practices

- Delete any outdated credit cards or bank accounts from your profile.

## FAQs

**Q: What if I can't schedule a payment on a certain day?**

**A:** If your Club has specified black-out days, the day will not be available for scheduled payments.

**Q: Can I edit a Credit Card or bank account on file?**

A: You must delete and re-enter a payment method to change anything about a credit card or bank account on file.

## **Downloadable Guide**