

Setting up an AutoPay Schedule in SWIVEL Pay

A registered account holder can set up AutoPay within their profile. AutoPay is a service that automatically deducts recurring payments from an paying account to meet payment due dates. It is set up and maintained by the account holder within their profile.

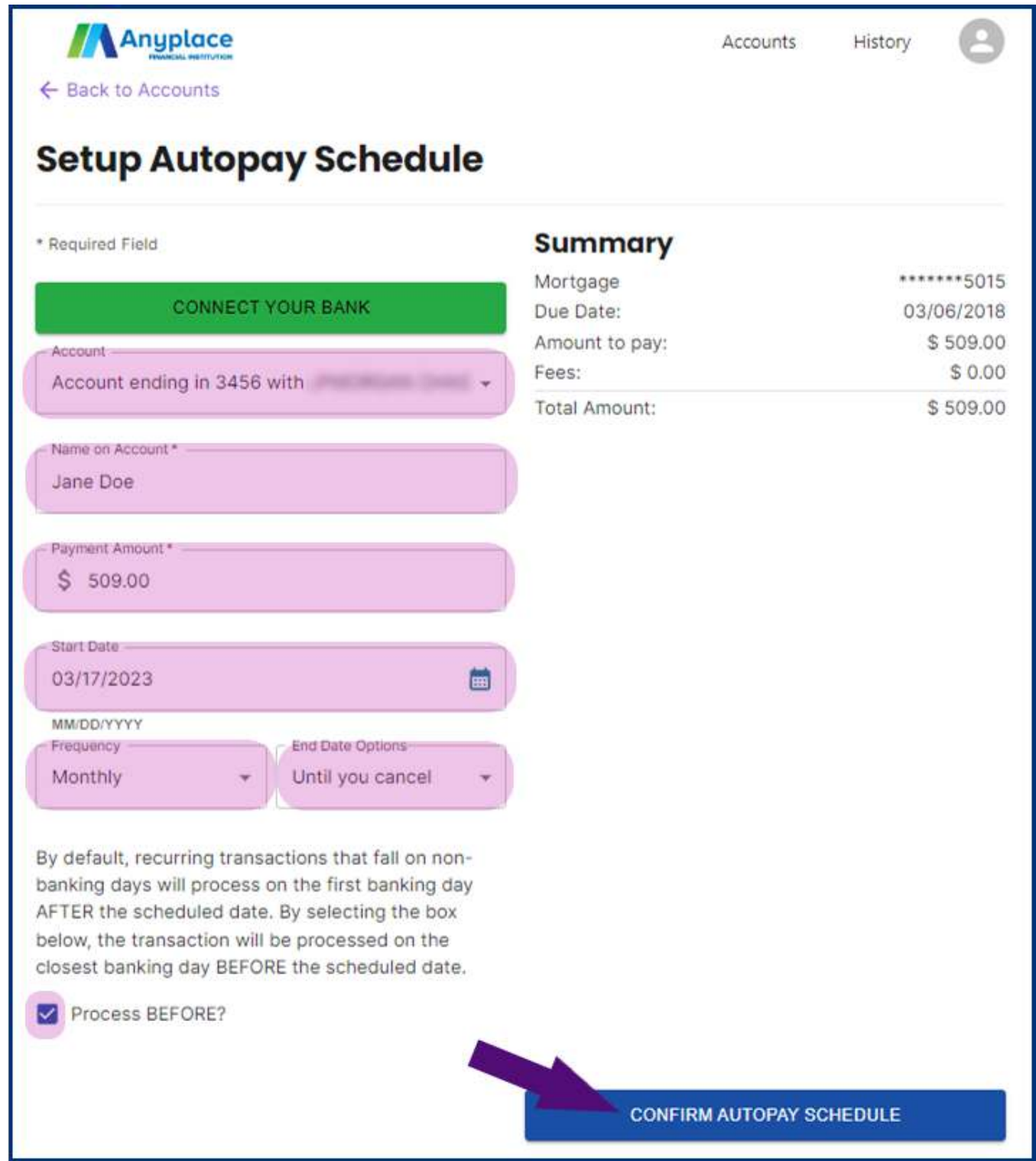
Step 1:

On the Accounts page, click SETUP AUTOPAY.



Step 2:

Setup Autopay Schedule will display. Account holder will complete all fields and click CONFIRM AUTOPAY SCHEDULE.



- SWIVEL
- HINT

Autopay - Frequency

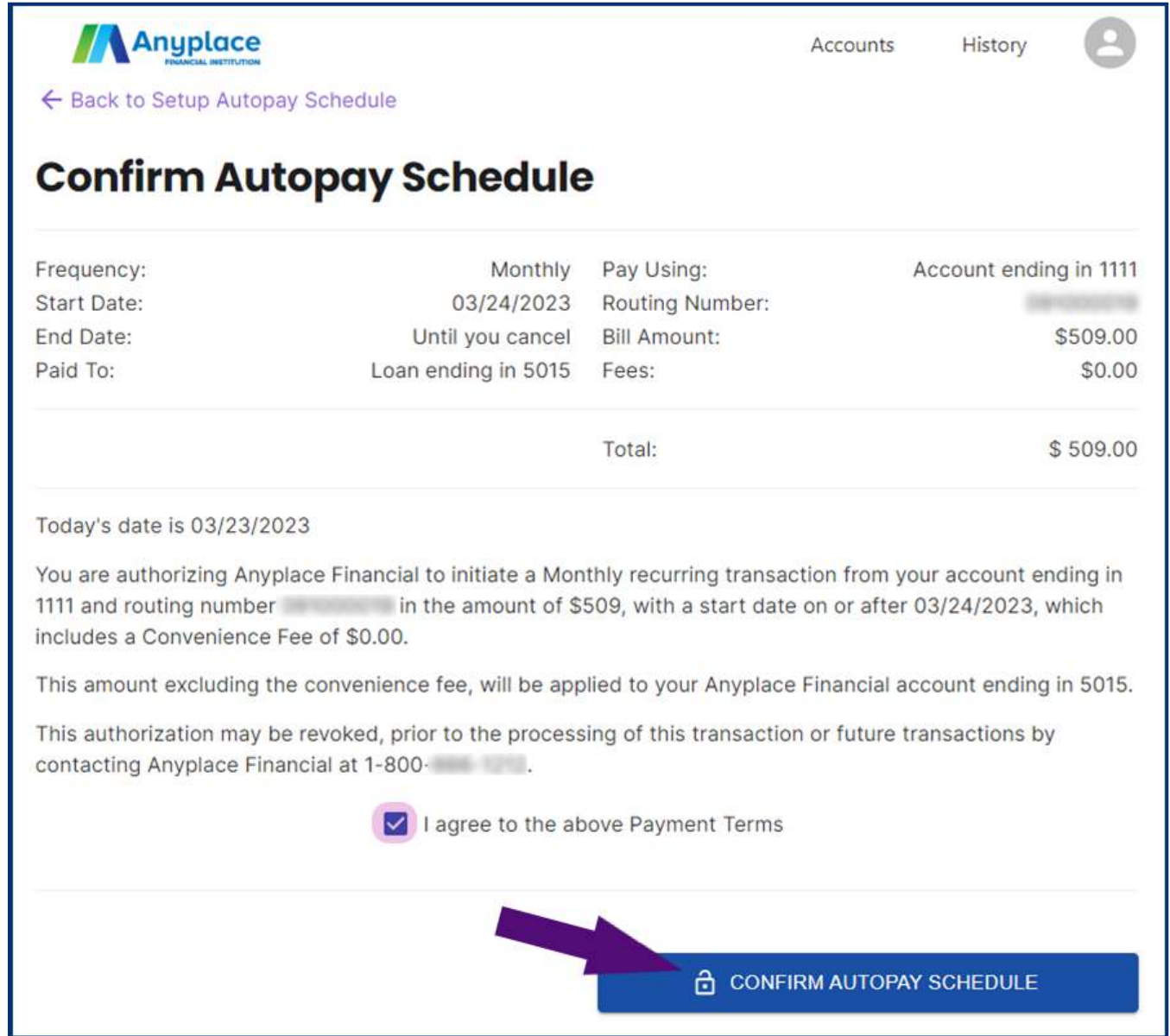
Frequency	Description
Monthly	Submits a transaction once a month
Every Two Weeks	Submits a transaction every two week <i>*depending on start date, may not occur within the same calendar month</i>
Weekly	Submits a transaction every every week

Autopay - End Date Options

End Date Options	Description
Until you cancel	Requires the account holder to manually cancel Autopay
One a specific date	Account holder specifies exact date for Autopay to deactivate

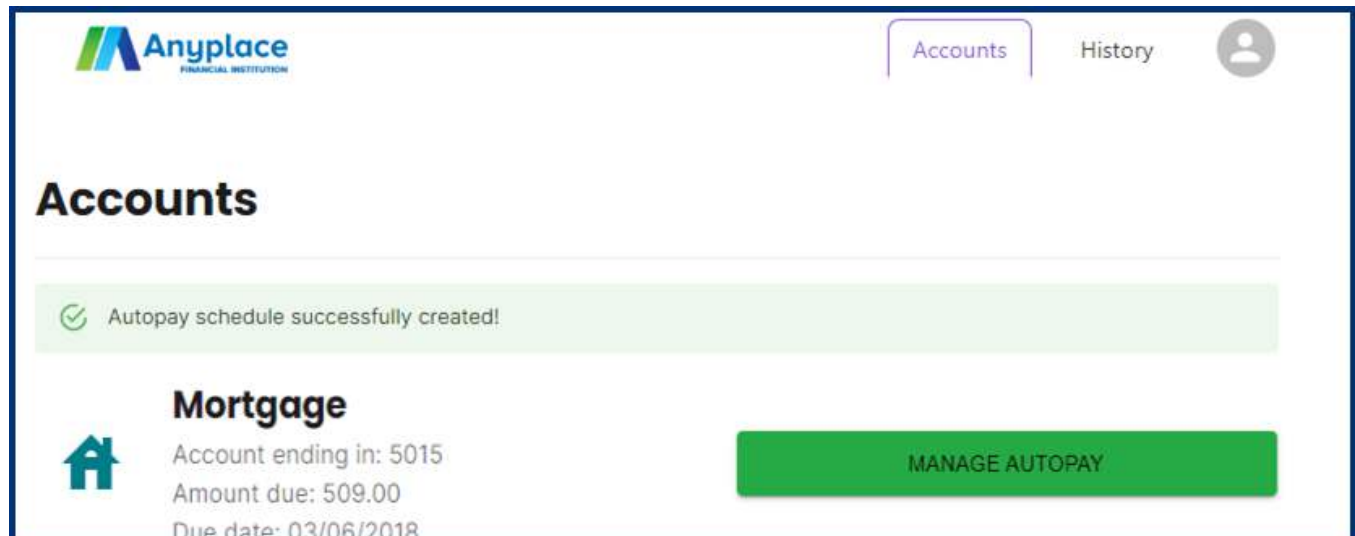
Step 3:

Review transaction information and Check the "I agree to ..." box. Click AUTHORIZE AUTOPAY SCHEDULE to process.



Step 4:

On the Accounts page, Autopay schedule successfully created! will display.



- SWIVEL
- HINT

The PAY NOW option will be hidden while the AutoPay is activated. The option will reappear when the Autopay had been cancelled.