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Manage and Pay with Credit Cards

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Overview

The *Manage and Pay with Credit Cards* interface allows you to update an existing credit card, add new credit cards, modify recurring payments, or make an immediate payment.

⚠ Warnings:

- When you add a new credit card, Manage2 does **not** automatically initiate a card payment or configure automatic payments.
- Changes to your credit card configuration take effect during the next monthly billing cycle.
- If you make changes to your credit card configuration after your monthly billing cycle date, you must initiate a one time payment.

Featured documentation

Interface guide

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Add a new card

To add a new credit card, click *Add a New Card* in Manage2's *Manage and Pay with Credit Cards* interface and enter the following information:

<i>Card Name</i>	Enter a nickname for the new credit card. Use a nickname that allows you to identify the card.
<i>Cardholder Name</i>	Enter the cardholder's name. <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>⚠ Warning: Do not enter the company's name unless it is also the billing name on the credit card.</p> </div>
<i>Card Number</i>	Enter the credit card number.
<i>Expiration Date</i>	Select the month and year of the expiration date from the menus.
<i>Billing Address</i>	Manage2 uses your company billing address as the billing address for each credit card by default. To modify the billing address for the card, click the <i>Update Address</i> link.

After you enter your new card information, click *Add Card*.

**Important:**

After you click *Add Card*, the *Add a New Card* interface highlights any invalid data in red text.

Update or delete a card

**Note:**

When a credit card listed on your account nears its expiration date, you will be sent an email to remind you to update the expiration date in the Manage2 interface.

To update a card's expiration date, billing address, or to delete the card, perform the following steps in Manage's *Manage and Pay with Credit Cards* interface:

1. Click *Manage Card* under the card's expiration date.
2. Perform one of the following actions:
 - To update the expiration date, select a new date from the menus.
 - To delete the card, click *Delete Card*.
 - To update the billing address, click *Update Address*.
3. Click *Save Changes*.

Make an immediate payment

**Important:**

Manage2 applies payments to your oldest invoice.

After you add a credit card to your account, perform the following steps to make a one-time payment:

1. Click *Make Immediate Payment*.
2. In the box, enter the amount that you wish to pay.

**Important:**

Manage2 automatically enters the full amount due.

3. If the billing address listed here is incorrect, click on the *Update Address* link to update the address before you make a payment.
4. Click *Submit Payment*.

Setup an automatic recurring payment



**Important:**

Manage2 applies payments to your oldest invoice.

You may also set up one or more cards for automatic, recurring payments.

To configure an automatic payment, perform the following steps in Manage2's *Manage and Pay with Credit Cards* interface:

1. Click *Add New* under the *Make Immediate Payment* button.
2. Select the options for your new recurring payment with the following menus:

Menu	Notes	Example option
<i>When</i>	Select the number of days before an invoice is due that you want the payment to occur. If you are uncertain how many days to select, we recommend that you select <i>3 days before</i> the invoice due date. This allows you additional time to make a payment if the card does not process successfully.	<i>3 days before</i>
<i>What</i>	Select the type of charges you want the payment to cover. The available options are the following: <ul style="list-style-type: none"> • <i>All Charges</i> — This includes the total balance on the account each month. • <i>Current Charges</i> — This only includes the most recent monthly invoice and any other charges made since the last charge. • <i>Past Due Charges</i> — This only includes invoices and charges that are considered past due. 	<i>All Charges</i>
<i>Condition</i>	Select what condition will trigger the automatic payment to occur. <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p> Warning: The <i>any invoice is due</i> option will trigger the automatic payment even when reactivation fees or yearly licenses are due.</p> </div>	<i>any invoice is due</i>
<i>How Much</i>	Select the percentage of the invoice that you want to pay.	<i>100%</i>
<i>Card Order</i>	The order in which the card is charged. The lower the number, the higher the priority. <div style="border: 1px solid yellow; padding: 5px; margin-top: 10px;"> <p> Note:</p> <ul style="list-style-type: none"> • If the full balance is paid by a card with a lower priority number, then the higher-numbered card will not be charged. • For example, Manage2 will not make any charges on a card with a priority of 2 if a card with a priority of 1 pays the full balance. If the card with a priority of 1 does not pay the full balance, Manage2 will charge the specified percentage of the amount that remains to the card with a priority of 2. </div>	

3. After you select the options for your new recurring payment, click *Add Recurring Payment*.

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