5 Ways to Implement ePayment with GrowthZone Pay
1. Invite your Members to add stored payment profiles
2. Setup Recurring Fees on ePayment
3. Notify your Members they are set
4. Run Batches of ePayments
5. Monitor Stored Payment Profiles
Any steps you can take to shorten your receivables process will increase your cash flow – invite your members to store their credit card/bank information for use in automatically paying their dues
Use the **Automatic Monthly Payment** email template to invite your members to access the MIC and store their payment profile information.

WIKI: [Invite your Members]
1...Invite Your Members to Store Payment Profiles

Video: **Storing a Credit Card Profile**
1...Invite Your Members to Store Payment Profiles

WIKI: **Store Bank Account in MIC**
1...Invite Your Members to Store Payment Profiles

WIKI: Store Bank Account in MIC
Once your member has added a stored profile via the MIC, and the member has authorized you to charge recurring fees to the profile, you can setup their recurring fees to be billed to the stored profile.

WIKI: Setup Recurring Charges to be Billed to Stored Profile
3....Notify your members that they are set...

Notify your members that they are set to go... Edit the Automatic Payment Confirmation email template

Thank you for signing up for automatic payments.

Based on the information and authorization provided by you, we will charge your credit card starting on December 1, 2018 and annually for the amount of $1200.00 for your Gold Membership. The account to be charged has been entered into the Member Information Center under your account and is identifiable by the last 4 digits *4242.

To change this payment authorization, please let us know by calling .

Thank you!
V9 Training DB
12345 Main Street
Crosby, MN 56441
The task list will notify of invoices that need to be generated, and by clicking into the invoices, you will be able to process ePayments for recurring dues.

WIKI: Process ePayment Batches
The task list will notify of invoices that need to be generated, and by clicking into the invoices, you will be able to process ePayments for recurring dues.

WIKI: Process ePayment Batches

<table>
<thead>
<tr>
<th>Assigned fees for:</th>
<th>March, 2019</th>
</tr>
</thead>
</table>

**Uncreated Invoices**

Switch to a different month to see outstanding invoices for another month. Recurring and Group batches below display outstanding invoices only for the month selected. Event and One-time fees are not specific to a particular month; they will always display here until created or cleared. Note: only active members are include in the recurring invoices quantity. If you bill members with other statuses, the Task List will not include those in the count. Set your default month under Setup -> Billing Options and Settings.

<table>
<thead>
<tr>
<th>Recurring Fees Batches</th>
<th>epayments</th>
<th>Pending</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>Yes</td>
<td>2</td>
<td>create invoices</td>
</tr>
</tbody>
</table>
WIKI: ePayment Profile Report
Will allow you to check expiration dates, and whether bank accounts have been verified
WIKI: ePayment Fee Assignment Report

The **ePayment Fee Assignment** report will display which members have manual or automatic ePayments assigned, for how much, how often, and the start or end dates assigned.
Not using GrowthZone Pay? Contact sales@growthzone.com to get started...
Questions?