How To Enable Recurring Payments In CampusPay
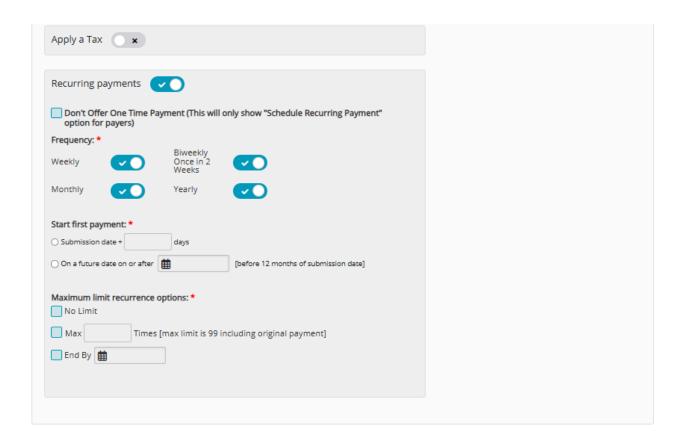
The ability to have payers sign up for a recurring plan is located in Step One (Form Settings) of each form within the CampusPay Software, directly below the 'Apply a Tax' section.

By turning Recurring Payments on, you will be able to designate the terms for which a payer can create their recurring payment:

Frequency: Weekly, Bi-Weekly, Monthly, Yearly

• Start First Payment: Same Date (i.e., the day they are filling out the form) or Future Date

• Maximum Limit Recurrence Options: No Limit, Max (number of times), Till (end date)

When this feature is enabled, payers will see an option above the 'Submit' button, where they can opt into making their gift, based on the options you have provided to them within the form settings – only the options you have decided to enable will be available for a payer to choose from.

Once a payer has set up a recurring plan, the recurring subscription will be visible within the Diamond Mind Virtual Terminal under 'Recurring –> List Subscriptions'.