

# 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.

The screenshot displays the 'Form Settings' interface in CampusPay. At the top, there is a section titled 'Apply a Tax' with a toggle switch that is currently turned off. Below this, the 'Recurring payments' section is active, indicated by a blue toggle switch with a checkmark. Under 'Recurring payments', there is a checkbox labeled 'Don't Offer One Time Payment (This will only show "Schedule Recurring Payment" option for payers)' which is currently unchecked. The 'Frequency:' section has four options: 'Weekly', 'Biweekly Once in 2 Weeks', 'Monthly', and 'Yearly', all of which are enabled with blue toggle switches. The 'Start first payment:' section has two radio button options: 'Submission date + [ ] days' and 'On a future date on or after [ ] [before 12 months of submission date]'. The 'Maximum limit recurrence options:' section has three checkboxes: 'No Limit' (unchecked), 'Max [ ] Times [max limit is 99 including original payment]' (unchecked), and 'End By [ ]' (unchecked).

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'.