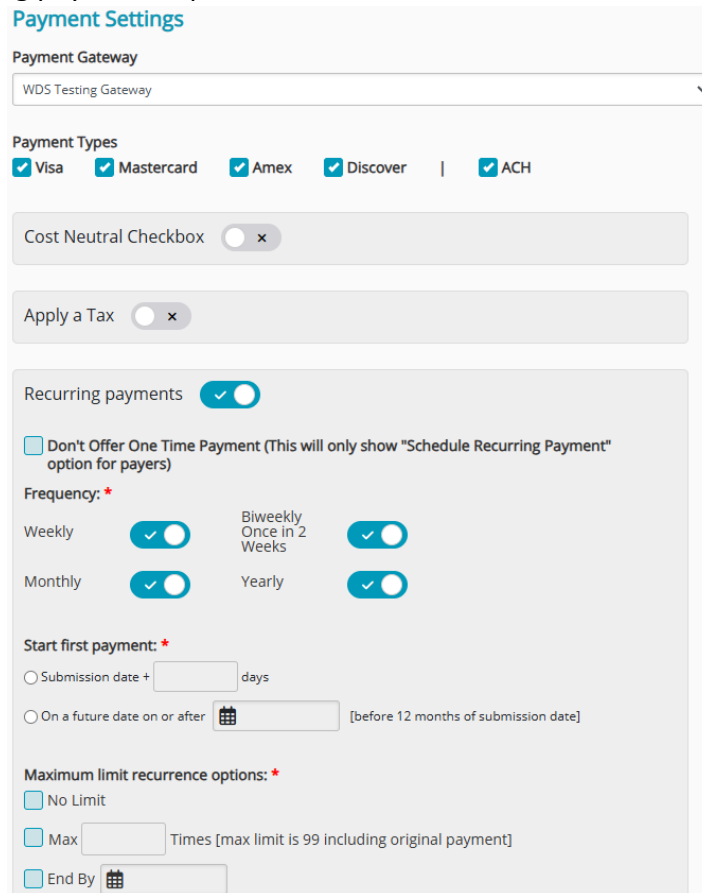


CampusPay Recurring

Enable the Recurring Payments on your forms to create reliable, year-round support—making it easier for donors to give and for schools to plan.

To get started with recurring, first create a new form. Name your form, select the form type, enter a web address and department and scroll to the “Recurring payments” section on Step 1: Form Settings.

1. Toggle the Recurring payments option on.



Payment Settings

Payment Gateway
WDS Testing Gateway

Payment Types
 Visa
 Mastercard
 Amex
 Discover
 ACH

Cost Neutral Checkbox

Apply a Tax

Recurring payments

Don't Offer One Time Payment (This will only show "Schedule Recurring Payment" option for payers)

Frequency: *

Weekly Biweekly Once in 2 Weeks

Monthly Yearly

Start first payment: *

Submission date + days

On a future date on or after [before 12 months of submission date]

Maximum limit recurrence options: *

No Limit

Max Times [max limit is 99 including original payment]

End By

2. Select your recurring offering preferences:
 - Create a form that only offers the option to create a recurring payment by checking the “Don’t Offer One Time Payment” box.
3. Pick your Frequency allowances:
 - Weekly (every 7 days)
 - Biweekly (every 2 weeks)
 - Monthly (every 1 month)
 - Yearly (every 1 year)
4. Set the start date:

CampusPay Recurring

- Submission date + (x) – set this to be 0 days to ensure plans start processing the same day they click submit on the form.
 - On a future date on or after – set this to be a future date to ensure plans don't start until you need them to.
5. Set duration:
- No Limit – the plan will keep processing until you cancel it
 - Max – set a max number of payments that can process in the plan (for example, 12 total times)
 - End By – set a date the plan should end by
6. Complete your form fields and publish, and allow your families to pay automatically!

Pay one time
 Schedule recurring payment

Recurring Payment Fields ⓘ

First Payment On

Today

Frequency

monthly

Repeat

No End Date

End After Payments

Submit



Thank you for your payment. Please find your order details below.

Description	Amount
Donation Amount	\$10.00
Total Amount Per Installment	\$10.00

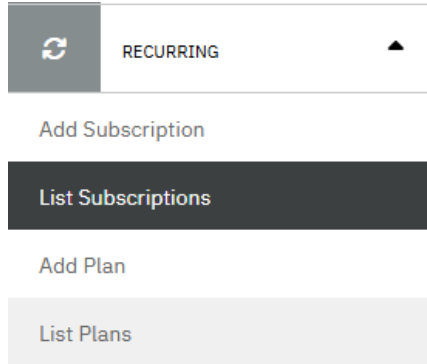
\$10.00 will be charged/paid Monthly starting from today; with no end date.
Installment Detail (up to one year):

#	Date	Amount
1	11/17/2025	\$10.00
2	12/17/2025	\$10.00
3	01/17/2026	\$10.00

CampusPay Recurring

Managing Recurring Plans

1. Log into your NMI Payment Gateway at <https://secure.nmi.com/merchants/login.php>.
2. Select the “Recurring” dropdown from the left side menu and click “List Subscriptions”.




3. Select the “Submit” button at the bottom of the page to see all plans, or search for a specific family. Select the Customer name to view and edit plan details.

DELETE

[Create Subscription](#) Clear Show All Configure

Recurring Information

Subscription Id 11262108131	Associated With onlinetuitionwdsmg
Billing Cycle Active, Started 10/18/2025, Every 18th day of the month	
Recurring SKU 2140057362	Payments Until Canceled
Plan Name ✓ (CUSTOM PLAN) Edit Plan	Next Charge Date ✓ 11/18/2025 

Subscription is paused [?](#)

Credit Card Information

Skip this card when using Automatic Card Updater [?](#)

Credit Card Number ✓ 411111*****1111	Expiration Date ✓ 1126	Currency ✓ USD
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Order Information

Order ID <input type="text"/>	PO Number <input type="text"/>	
Order Description ✓ New Payment Gateway testing		
Shipping \$ 00.00	Sales Tax \$ 00.00	<input type="checkbox"/> Tax Exempt

CampusPay Recurring

- To edit the plan recurrence, select “Edit Plan”

Plan Name ✓

(CUSTOM PLAN)

- Change the amount to be charged and frequency as desired and click “Save”.

Enter the amount you want to charge the customer *each time*.

Amount to charge each time ✓

Set how often you want to charge the customer

Charge the customer every days

Charge the customer on day of every month(s)

Set how many times you wish to charge the customer?

Charge until canceled ✓

Charge the customer ✓ times

Plan Identification

- Update payment information as needed on behalf of the family or select the “Delete” button to delete the recurrence. Deleting the plan will not delete past payments, this will only ensure future payments do not occur.