



# How-To Guide:

## Setup Automatic Payment

### OVERVIEW

This guide provides step-by-step actions for setting up Automatic Payments in Storage Commander including:

- Enrolling a customer into Automatic Payment on the payment screen.
- Enrolling a customer into Automatic Payment without charging the customer.

**Note:** This process can be done by inserting the card into the terminal or by manually entering the card number onto the pin pad.

## Setting up Auto Payments

Storage Commander V5 can be configured to automatically process credit card payments when rent is charged. To enroll a customer into Automatic Payment, on the payment screen click the check box next to Enroll Automatic Payment.

If this card will be used to automatically pay rent each billing cycle select **Enroll Automatic Payment**.

Payment: Kenya Myers - 1194  
Facility: Bryan  
Customer Name: Kenya Myers  
Unit: 1194

Contracts | Merchandise | Payment Options | Accept Payment

Select Prior Card: [Dropdown] Clear

Expiration Date (MMYY): [Text]

Name On Card: Kenya Myers  
Billing Address: [Text]  
Manually Enter Card  Previous Transaction  Enroll Automatic Payment

Bill Zip: [Text]  
Approval Code: [Text]  
Amount: \$144.00

Payment Summary

Cash:	\$0.00
Check:	\$0.00
Credit:	\$144.00
Debit:	\$0.00
<b>Total Payment:</b>	<b>\$144.00</b>
Balance:	\$0.00

Total Amount Due: \$144.00

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To enroll a customer into **Automatic Payment** without charging the customer, on the **Customer Contract Details** screen the drop-down menu next to Auto Payment. **Select Credit Card**.

Contract Details: ANTONIO, JEREMY  
Facility: Empower Storage  
Customer Name: JEREMY ANTONIO  
Unit: 57

Contract

Move In: 5/11/2018  
Balance: \$0.00  
Next Charge: 8/11/2019  
Delinquency Status: Current  
Overlocked: RemoveOverlock  
Late Step: [Dropdown] Clear  
Rate: \$90.00 Change...  
Pay On Day: 11 Update...  
Billing Plan: Storage & RV  
Auto Payment: None Settings...  
Recurring Items: Burglary (\$1,000 @ 50%) Start: 5/8/2018 End: \$6.95 Settings...  
Rate Changes:

Scheduled Move Out: 8/10/2019  
Paid Through: 8/10/2019  
Auction Date:  
Deposit Balance: \$0.00  
Access Code: [Text]  
Deny Access:   
Time Zone: 1  
Keypad Zone: 1

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Enter the credit card information and select **OK**.

Contract Details: ANTONIO, JEREMY  
Facility: Empower Storage  
Customer Name: JEREMY ANTONIO  
Unit: 57

Auto Payment Setup

Expiration Date (MMYY): [Text]

Name On Card: [Text]  
Billing Address: [Text]  
Manually Enter Card  Previous Transaction  Enroll Automatic Payment

Bill Zip: [Text]  
Approval Code: [Text]

Select Prior Card: [Dropdown] Clear

OK Cancel

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## General Support Information

We're available to help you with any questions that you might have with using Storage Commander. Our software comes with technical support that is available from 7:00am to 5:00pm Monday through Friday **PST**, and Saturdays from 7:00am to 3:30pm **PST**.

### Technical Support for Storage Commander:

Technical Support: 951-301-1187

Fax: 877-600-8412

Digital Fax: 951-813-2548

Email: [support@storagecommander.com](mailto:support@storagecommander.com)

Website: [www.storagecommander.com/support](http://www.storagecommander.com/support)

### Sales for Storage Commander:

Front Office: 951-672-6257

Toll Free: 877-672-6257

Fax: 951-600-8412

Digital Fax: 951-813-2548

Email: [sales@storagecommander.com](mailto:sales@storagecommander.com)

Website: [www.storagecommander.com](http://www.storagecommander.com)

For additional information and resources please visit our website at: [www.storagecommander.com/support](http://www.storagecommander.com/support)