

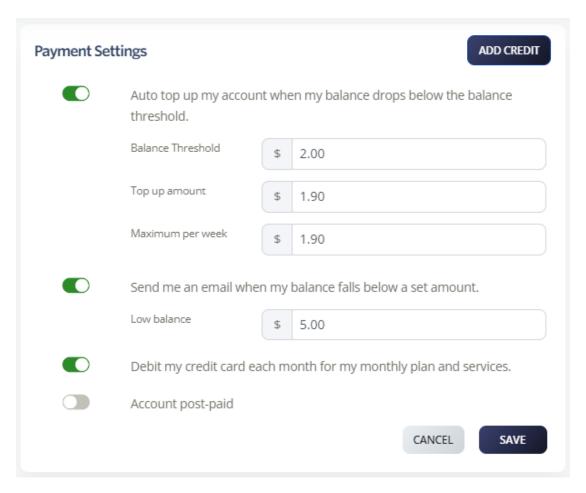
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## **Payment Settings**

Mike Johnstone - 2025-11-20 - Manage Billing

# **Payment Settings**

Get to know more about the available Payment Settings of our CloudPBX.



**Auto Top Up Settings** 

You can have your account automatically topped up when your balance drops below your nominated top-up level (e.g. \$50). At the end of your billing month, we'll top up your account to the nominated top-up level, so you start each billing month with the nominated balance.

Here is the Quick Guide to enabling this setting:

- 1. Log into your account.
- 2. Select **Billing > Manage to Billing**.
- 3. **On Payment Settings, click to enable** "Auto top up my account when my balance drops below the balance threshold".
- 4. Set up the following:

**Balance Threshold** – when your account gets below this amount the automatic top-up will occur.

**Top-up Amount -** this is the amount that your account will get top up at each time an automatic top-up occurs.

**Maximum per week** – this amount is your weekly maximum spend. If you leave it at \$0.00 your account has no limit, and your account will be charged an unlimited amount per week.

5. Click on **Save** to update settings.

#### **Notification settings**

You can have an email sent to you when your account falls below the threshold.

### Here is the Quick Guide to enabling this setting:

- 1. Log into your account.
- 2. Select **Billing > Manage to Billing.**
- 3. On Payment Settings, click to **enable** "Send me an email when my balance falls below a set amount".
- 4. Add **Low Balance** amount when your account drops below this amount you will be sent an email notifying you.
- 5. Click on **Save** to update settings.

#### **Auto Debit**

You are able to set up your Credit Card to be charged for the recurring monthly charges and Automatic Top-ups.

Here is the Quick Guide to enabling this setting:

- 1. Log into your account.
- 2. Select Billing > Manage to Billing.
- 3. On Payment Settings, click to **enable** "Debit my credit card each month for my monthly plan and services".
- 4. Click on **Save** to update settings.
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