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Payment Settings

Mike Johnstone - 2026-04-15 - [Manage Billing](#)

Payment Settings

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

Payment Settings

[ADD CREDIT](#)

Auto top up my account when my balance drops below the balance threshold.

Balance Threshold

Top up amount

Maximum per week

Send me an email when my balance falls below a set amount.

Low balance

Debit my credit card each month for my monthly plan and services.

Account post-paid

[CANCEL](#) [SAVE](#)

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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