

Recurring and Auto Pay

Recurring and Auto Pay are slightly different. Although they will both present the same icon on the Payment Center page.

Recurring: You choose the amount and date of the payment.

For example, on the 1st of the month, pay \$50 to my lawn care provider. The amount will not change unless you make the change within bill pay. You can choose to be notified via email.

These recurring payments can be scheduled for any payee who is not sending you an eBill.

If you have a recurring payment that falls on a weekend or other non-business day. CheckFree will usually initiate the payment to be sent prior to the payment date in order to ensure it gets paid on time. For example, if a recurring electronic payment date falls on a Saturday, CheckFree will initiate the payment on the previous Thursday. It is important to review your account in months where there are recurring payments that fall on weekend or non-business days to ensure that you have money in your account to cover any payments if they are made earlier than usual.

Auto Pay: Once you have been approved to receive eBills from a particular merchant, you may have the option to choose "Add an automatic payment" from the Payment Center tab (the same option chosen for recurring payments), you are presented with the following options.

You will only be presented with options from that merchant.

You can choose the amount and due date.

You can choose "Only pay bill if the bill amount is less than or equal to".

If the eBill is received with an amount higher than what you documented in this field, you are sent an internet email advising the eBill was not paid.