

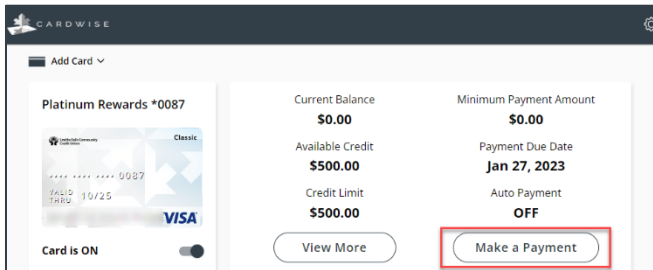
How to Make Payments and Set Up AutoPay

Cardholders can use **Cardwise Mobile** and **Cardwise Online** to make a one-time payment or set up recurring payments, known as AutoPay.

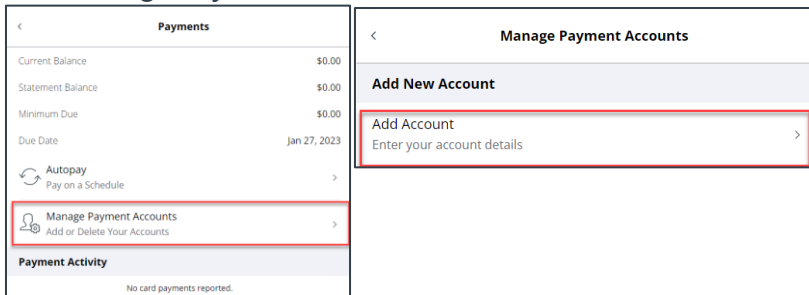
A payment account must be set up for both one-time and AutoPay payments.

Adding a payment account

1. Select **Make a Payment** from the main screen.



2. Click **Manage Payment Accounts**. Click **Add Account**.



3. Fill in banking information and click **Add Account**. The account is added and ready for use.

Add Account

Account Type
Checking

Account Number *
101234567

Re-enter Account Number *
101234567

Routing Number *
80912345

First Name *
Brittny

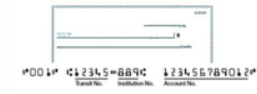
Last Name *
Test


Important!

Enter the full and accurate **Account Number** you want the funds withdrawn from.

When entering the **Routing Number**, enter the **3-digit Financial Institution Number** followed by the **5-digit Transit Number**.

You can find these details on the bottom of your cheques as displayed in the example below. Contact your Financial Institution if you are unsure of the full account number.



 By selecting Add Account, I acknowledge I am an owner of the account referenced above and am authorized to make payments.

Add Account

How to set up AutoPay

A payment account must be added before setting up AutoPay (see above). You can choose to set the monthly payment to be the minimum amount due, the full statement balance, or a custom amount of your choosing.

1. Select **Make a Payment** from the main screen.
2. Select **Autopay**.
3. Choose the payment option. For **Custom Amount**, enter the dollar amount. Click **Schedule**.

Autopay

Amount


Minimum Due

Statement Balance

Custom Amount
\$ 10.00

Account

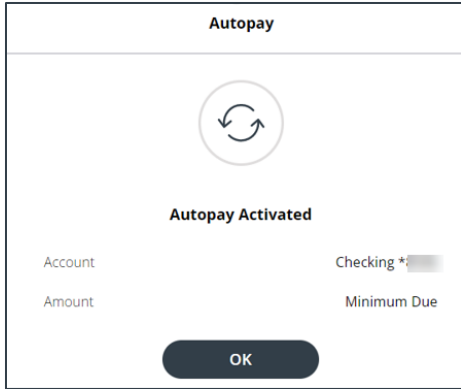
Payment Account
Checking

 By selecting Schedule, I electronically consent and authorize the above recurring electronic funds transfer from my payment account to my credit card account.

Schedule

Cancel

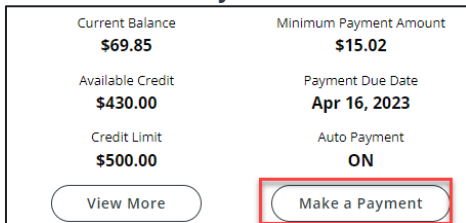
4. Click **OK**. Autopay is now activated.
Important! Ensure to make your current payment as your first AutoPay payment will take effect on the next statement cycle.



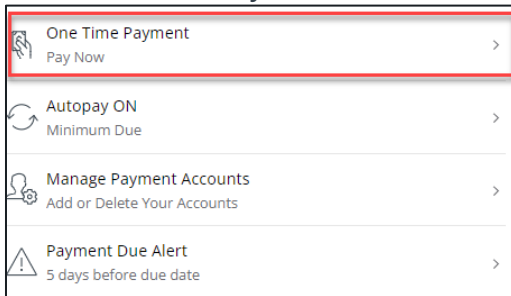
How to make a One-Time Payment.

One-time payments scheduled for today that are submitted before 5:00 PM CT will be processed overnight and posted as of today's date. Payments submitted after 5:00 PM CT will be processed the following business day in the overnight process and posted as of today's date. **Important!** No payments are processed on weekends or stat holidays.

1. Select **Make a Payment** from the main screen.



2. Select **One Time Payment**.



3. Enter a **Payment Date**.



- Choose the payment option: Minimum Due, Statement Balance, or Custom Amount. For Custom Amount, enter the dollar amount.

Amount	
Minimum Due Due by Apr 16	\$15.02 <input type="radio"/>
Statement Balance As of Mar 22	\$65.02 <input type="radio"/>
Current Balance	\$69.85 <input type="radio"/>
Custom Amount \$ 60.00	<input checked="" type="radio"/>

- Select the **Payment Account**.

Account
Payment Account Checking *8586
<small>① Payments can be scheduled up to 31 days in advance.</small>

- Click **Review**.
- Review payment details and click **Pay**.
- Confirmation of payment appears on screen.

Payment Scheduled	
Account	Checking *8586
Amount	\$60.00
Payment Date	Mar 31, 2023
<small>① Payments submitted after 5 PM eastern time will be credited the following business day. Current balances will be updated once the payment is processed, which can take an additional 2-5 business days.</small>	
OK	

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The CardWise platform supports both Mastercard® and Visa credit cards issued by Collabria Financial Services. The above instructions apply to both networks.

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