

ePayment Schedule

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Located on the *Family* record *Billing Info* tab, the ePayment Schedule drop-down values can be used to define the payment options you offer to your clients. Examples are *Autopay*, *No Autopay*, *Monthly*, *Prepaid*, etc.

The screenshot shows the Jackrabbit interface for a family record titled "Family: Ager". The "Billing Info" tab is selected. The "ePayment Method" is set to "Credit Card" and the "ePayment Schedule" is set to "Paid for Year in full". Other fields include "Billing Delivery" (set to "?"), "Membership Type" (set to "Monthly"), "Billing Contact" (Holly Ager), and "Address" (1105 Harris Avenue, Huntersville, NC 28078, Email: hollyager41@gmail.com). Navigation buttons like "Return", "Save Changes", "Delete", "Help", and "Send Idea" are visible at the top.

The ePayment Schedule drop-down value can be used to group families when posting tuition or when processing credit cards/bank accounts and can be made a required field for Online Registration. When offering payment options, this is a great way to capture and record your customers' payment preferences!

You have the option to hide any of your ePayment Schedule drop-down list values from your customers with the *Hide from customers* checkbox (hides the value from your customers in Online Registration and Portal drop-down lists) or you can choose to hide a value in drop-down lists within Jackrabbit using the *Hide from users* checkbox.

The screenshot shows the "Drop-down List Editor" in Jackrabbit. The "List: ePayment Schedule" is selected. The description states: "You can assign accounts to a user-defined set of groups such as '1st of month', '15th of month-Team', 'Do not bill-prepaid', etc." A tip says: "Shorter values reduce word-wrapping on your screens and reports." A note says: "Check 'Hide from users' to hide a value from drop-down lists within Jackrabbit. Check 'Hide from customers' to hide a value from drop-down lists within Online Web Registration and the Customer/Parent Portal." The table below shows the list items and their visibility options.

	Hide from customers	Hide from users	
10th of Month	<input type="checkbox"/>	<input type="checkbox"/>	Delete
1st of the Month	<input type="checkbox"/>	<input type="checkbox"/>	Delete
25th of Month	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Paid for Year in full	<input type="checkbox"/>	<input type="checkbox"/>	Delete