

# Setting up ACH Direct Debit and Auto-Pay

Use this guide to set up an ACH direct debit and confirm auto-approval, for auto-pay of future invoices.

1. Click the **Pay Now** button on your invoice.



2. Click **ACH Credit Transfer**.

### How would you like to pay?

Credit or debit card

ACH Credit Transfer

3. Choose the **Set up Direct Debit** option.

### Set up a Direct Debit to authorise this payment

We will notify you via email at least 3 working days in advance of any changes to your payment schedule.

Set up Direct Debit

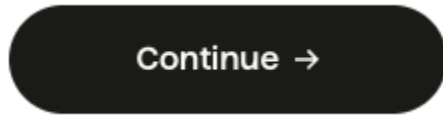
4. Complete the details on the *Set up an ACH Debit Authorization* page.

### Set up an ACH Debit Authorization with NocTel

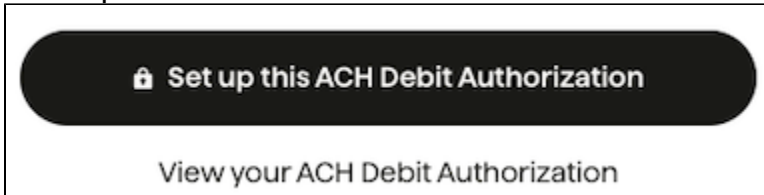
Your ACH Debit Authorization will be set up now, but we'll confirm the amount and let you know before future payments are taken.

Pay with (\$) USD ▾

5. Click the **continue** button to advance to the bank account information page. Enter your bank details and click **continue**.



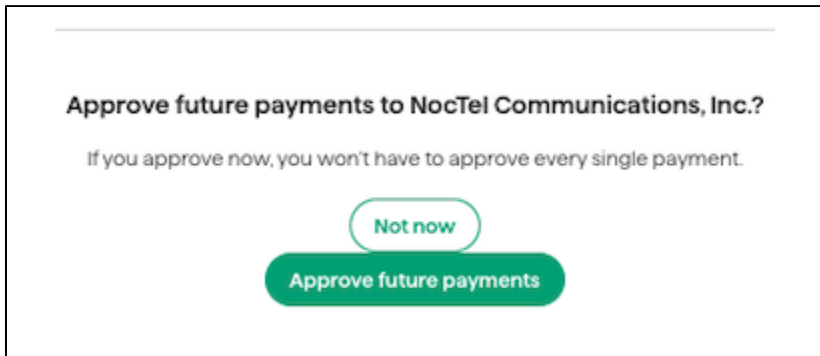
6. Click **Set up Debit Order Authorization** to confirm.



7. See the information below on confirming auto-pay for future invoice approval. Selecting "**Not Now**" will require that you manually approve each future invoice

## Confirming Auto-pay for Future Invoices

On the final confirmation page click the **Approve Future payments** button, to confirm auto-approve for future invoices. A new page will confirm the auto-approve option has been selected.



## To Change or Cancel an ACH Direct Debit

Please view our [Change/Cancel ACH Direct Debit](#) guide

## Related articles

- [Setting up ACH Direct Debit and Auto-Pay](#)
- [To Change/Cancel ACH Direct Debit](#)