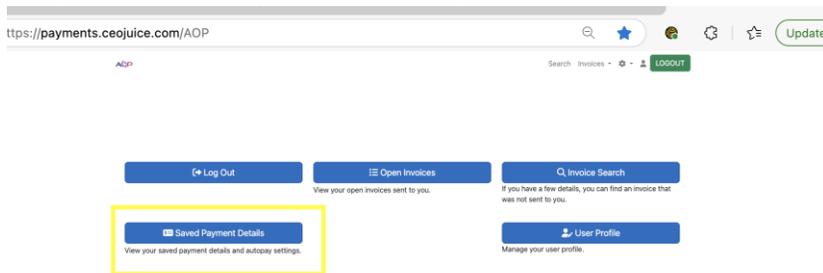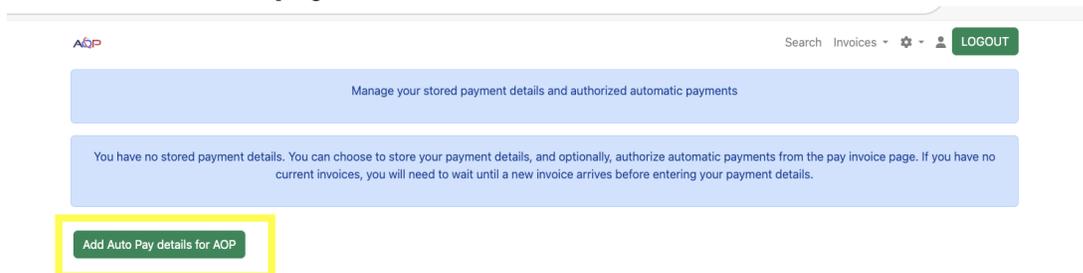**How to Schedule Autopayments:**

- You must be logged into your account to set up automatic payments.
- Select **Saved Payment Details** from the main page.

- Click on **Add Autopay details for AOP**

- Choose the auto payment method and enter payment details.
- In the bottom section, choose to auto-pay on due date or a specific date each month, set termination date for autopay, a minimum or maximum amount to auto-pay, and the types of invoices applicable to auto-pay.
  If you set a maximum amount to $250, then any invoices over $250 will not be included in the auto payments.
  If you only want contract invoices included in automatic payments, then you'll only select contract. Any sales or service invoices will not be included in auto payments.

Add a new payment method for automatic payments to AOP

Payment Method
◉ ACH
◯ Credit Card

Routing Number *

Account Number *

Verify Account Number *

Name on Account *

Postal Code *

Your First Name *

Your Last Name *

Auto-pay on ◯ Due Date ◉ Day of Month

Day of month Pay open invoices on this day each month. Note that this autopay will not pay an invoice before its due date. If your autopay is scheduled for the 1st and your invoice is due on the 2nd, that invoice will not pay until the 1st of the next month.

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End Date - Terminate the autopay after this date | No termination | mm/dd/yy'

Min/Max Amount Only pay invoices for amounts in this range (leave blank or zero for no limit)

No min | 0.00   No max | 1000000.00

Auto-pay invoices of these types
☑ Contract   ☑ Service   ☑ Sales   ☑ Other

Submit Auto-Pay Only invoices from AOP and sent to your email address will be paid with the auto-pay details.

We see these open invoice for you from AOP

Invoice #	Amount	Due Date
IN125585	1.0000	3/22/2025 12:00:00 AM
IN125586	1.0000	3/22/2025 12:00:00 AM

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- Select **Submit Auto-Pay**
- You will see your scheduled auto payments in the saved details.
- You can change payment details, cancel or remove the payment details at any time by clicking on the applicable button.
- When you click on **Change Payment Details**, you will be able to see the payments that have run under this auto payment.

AOP Search Invoices ▾ ✿ ▾ 👤 **LOGOUT**

Manage your stored payment details and authorized automatic payments

Add Auto Pay details for AOP

ACH -

           Change auto-pay **Cancel auto-pay** **Delete Payment details**

Pay on the 20 of each month

☑ Contract Invoices ☑ Service Invoices ☑ Sales Invoices ☑ Other Invoices

- Once an autopayment runs, you will receive payment receipt confirmation via email.

AOP Payment Confirmation - IN125586   ☺ ↰ ↞ ↱

(A) ○ ar@aopinc.com <ar@aopinc.com>   Today at 7:10 AM

This invoice has been paid.

If you have any questions, please contact us at 337-477-3700 or ar@aopinc.com. We will be happy to provide any information or assistance you may need.

Thank you for your continued business.

Invoice #	Due	Total	Payment
IN125585	22-03-2025	$1.00	$1.00
IN125586	22-03-2025	$1.00	$1.00
Grand Total			$2.00

Thanks,

AOP

620 Romero St. Lake Charles, LA 70607
Office 337-477-3700