Instructions to Add/Change Recurring Payments (autopay) in DACdb

Note: You can see your existing Recurring Payments at the bottom of the page in Step 3. Click the pencil icon to edit and follow instructions below.

If you have questions re this process, please contact Lorraine Dorsa (Treasurer) or Ed Dalton (Webmaster)

Step 1: Log on to DACdb and Click on MyData



Step 2: Select \$ Finance Center, then Select Operating (Club) or Foundation

Note – you will have do the following steps twice – once for the Club, the other for the Foundation. You do not have to enter your credit card/bank information the second time, instead click the down arrow by the Payment box and select your previously entered credit card/bank instead)



Step 3: Click on blue "Click Here to Pay On-Line" box or yellow "Add New Recurring Payments" button Your view may vary depending on whether or not you have or had a recurring payments in the past.

Yout cannot modfity an existing Recurring Payment; you must first delete it, then add a new one.

	100 Mar 10	400.00	1000		1000	
nter	Invoice +	Date 🕈	Ref \$	Description / Memo +	Amount •	Total •
				Balance Forward (as of Jul 01, 2024):		0.00
ent	View	07/01/2024	4506858	1st Quarter 2024-2025 Dues / 1Q2024-25 Dorsa, Lorraine	395.00	395.00
CLUB Shortcuts		07/05/2024	Unk	Dorsa, Lorraine /	(395.00)	0.00
	View	10/01/2024	4540202	2nd Quarter Dues / 2Q2024-25 Dorsa, Lorraine	295.00	295,00
		10/07/2024		10 / Dorsa, Lorraine	(295.00)	0.00
	View	10/15/2024	4556727	This is a test / Q2 2024 Dorsa, Lorraine	10.00	10.00
Shortcuts		10/16/2024	438931	Dorsa, Lorraine / PC On-Line Pymt, ID=2715	(10.00)	0.00
1.∰ & 2 <i>U</i> /⊻		01/02/2025	AffinPay	Dorsa, Lorraine /	(295.00)	(295.00)
	View	01/02/2025	4651122	3rd Quarter Dues / 3Q2024-25 Dorsa, Lorraine	295.00	0.00
		02/15/2025	AffiniPay	Dorsa, Lorraine (Active) /	(550.00)	(550.00)
	View	02/15/2025	4731916	TIckets for Jags Game Nov 10,2025 / 2Q2024-25 Dorsa, Lorraine	550.00	0.00
	View	04/01/2025	4794695	4th Quarter dues / 4Q2023-24 Dorsa, Lorraine	295.00	295.00
		04/02/2025		AffiniPay / Dorsa, Lorraine	(295.00)	0.00
	View	04/08/2025	4812626	Symphony night with Bus / 4Q2024-25 Dorsa, Lorraine	52.00	52.00
		04/08/2025	AffiniPay	Dorsa, Lorraine (Active) /	(52.00)	0.00

Step 4: Complete form as follows, then Click red Schedule Recurring Payments button

Amount	0.00	DACdb reads "0.00" as meaning your outstanding balance
Period	Mthly	Select Mthly and Start Date = the 5 th of the next month
Start Date xx/05	/202x	Your account is charged on the 5th of each month if you have a balance; if not, no charge

Step 6: Enter your card/ACH information & Click the blue Store button, then the blue Continue button If you do not see this screen, please check your pop-up blockers/system security



Step 7: Click Close this Page box



Step 8: Click red Activate button



Success!