

## 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.

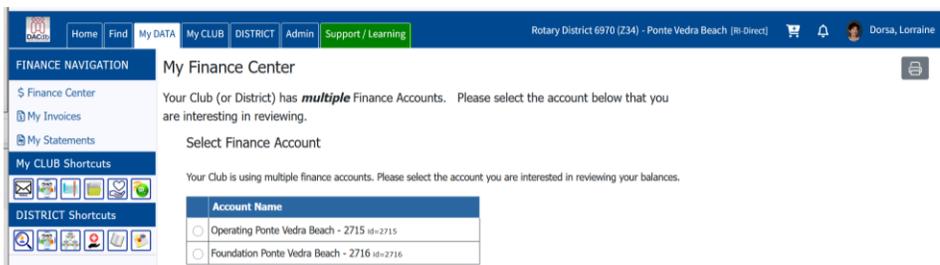
If you have questions re this process, please contact Lorraine Dorsa (Treasurer) or Ed Dalton (Webmaster)

### Step 1: Log on to DACdb and Click on MyData



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

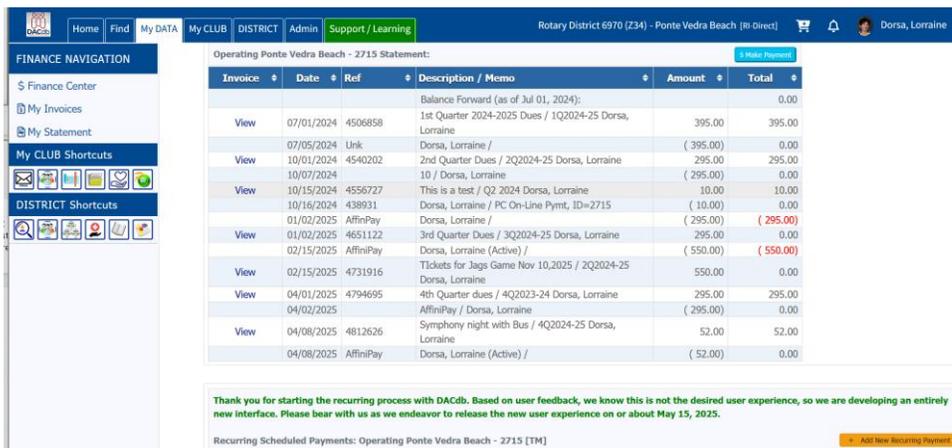
Note – you will have to do the following steps twice – once for the Club, the other for the Foundation. You do not have to enter your credit card/bank information the second time, instead click the down arrow by the Payment box and select your previously entered credit card/bank instead)



### 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.

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



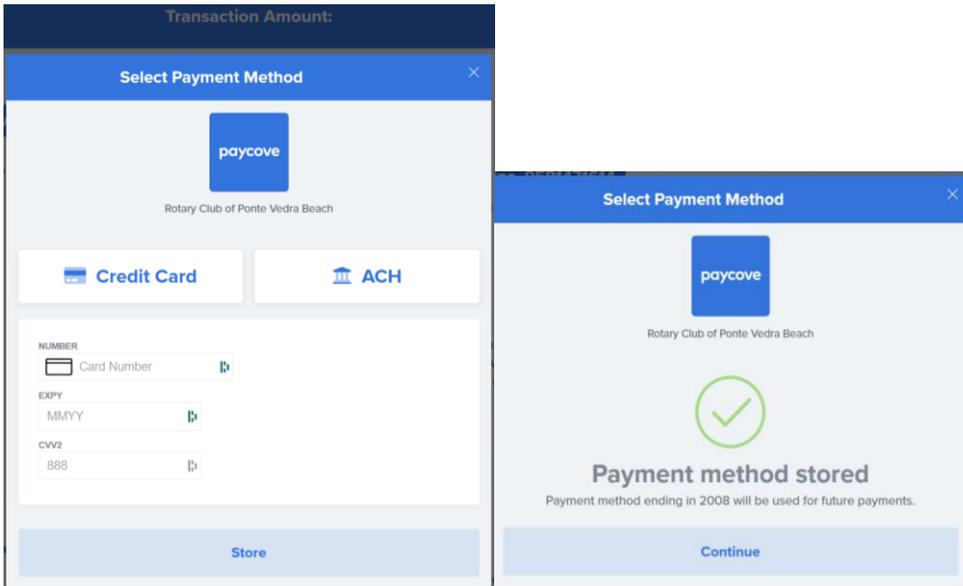
### Step 4: Complete form as follows, then Click red Schedule Recurring Payments button

Amount            0.00        DACdb reads “0.00” as meaning your outstanding balance  
 Period            Mthly        Select Mthly and Start Date = the 5<sup>th</sup> 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

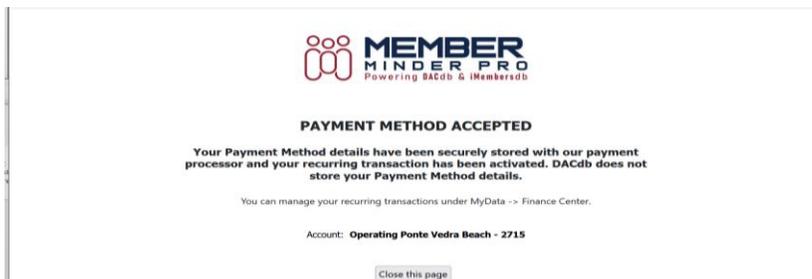
Step 5: Click to confirm you agree to be charged your full balance

Step 6: Enter your card/ACH information & Click the blue Store button, then the blue Continue button

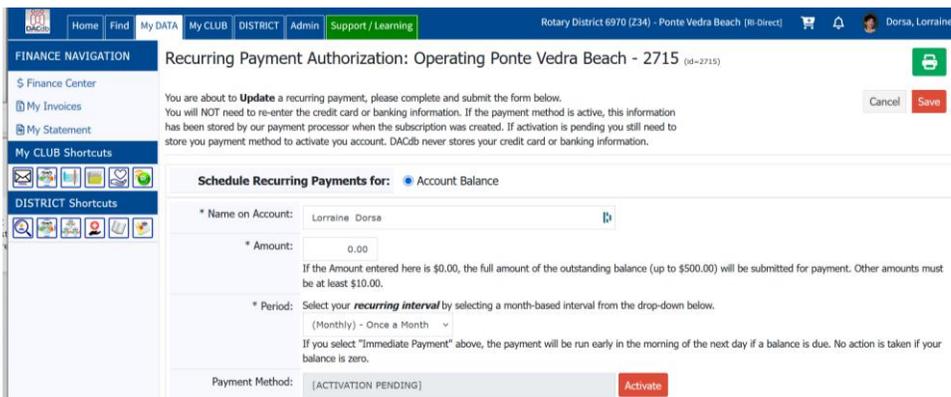
If you do not see this screen, please check your pop-up blockers/system security



Step 7: Click Close this Page box



Step 8: Click red Activate button



Success!