

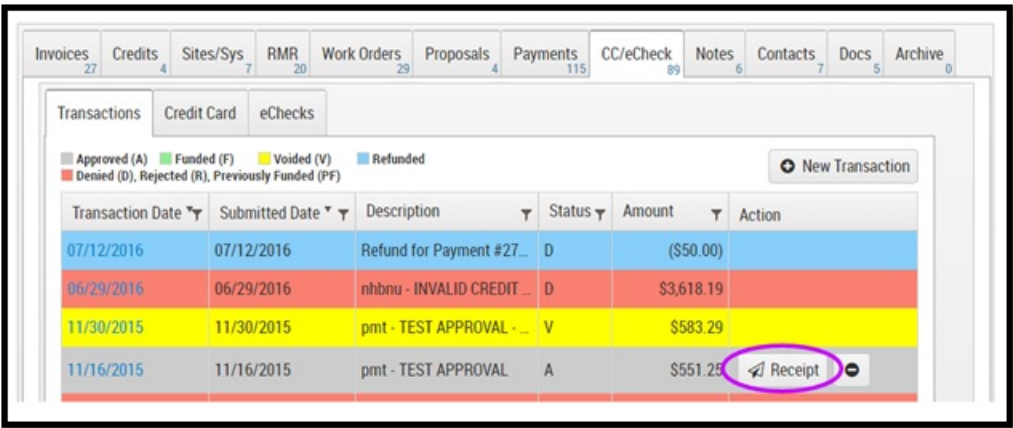
Payment receipts in AlarmBiller

02/09/2024 6:19 pm EST

Receipts can be emailed to customers once a transaction has been approved. The software automatically sends a payment receipt for autopay customers.

How to manually send a payment receipt once the payment has been approved.

From the customer’s page in question, click the CC/eCheck -> Transactions and then the Receipt button to the right-hand-side of the approved transaction. Enter the customer’s email and click send.



For autopay customers the software automatically sends the payment receipts once the transactions have been approved.

The software sends a payment receipt automatically to autopay customers to the email address that is set up under the autopay method on file (credit card or Check).

To find/modify the email address where the payment receipt is sent, from the customer’s page click on the CC/eCheck -> Credit Card (or eChecks) depending on the payment method on file.

(Credit card payment method displayed in the example below)

Invoices 17 Credits 0 Sites/Sys 2 RMR 2 Work Orders 34 Proposals 1 Payments 21 CC/eCheck 14 Notes 4 Contacts 1 Utilities

Transactions Credit Card eChecks

Credit Cards [New Credit Card](#)

Account Name	Card Type	Expiration Date	Last 4	Auto Recurring
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Edit Credit Card

[Close](#) [Save](#)

Bill To Options: Use Customer Address: ☐

My Test-Customer

Company Name

5775 Joy Rd

Address 2

Canton Michigan 48187

(999) 999-8520 justatestemail@999.999.com

Credit Card Information:

Type:

Holder Name: VISA Credit Card - 0026

Expire Date: February 2023

Description:

Auto Pay:

Auto Recurring: ☒

Auto Day: 1

*1-28

At this screen, the email address for the autopay payment receipt can be modified accordingly.