

Customer Payment Plans in AlarmBiller

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Follow these steps to put a customer on a payment plan in AlarmBiller

1. Go into the customers page in question, click on the CC/eCheck tab below and then click on the credit card or eChecks tab as applicable add the payment method as you normally would
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2. Click on the Transactions tab below and click the New Transaction button below.
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3. Add a description select the transaction date select the payment method and then click the Submit Payment button.
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4. Click on the CC/eCheck tab below and the future transaction you just created is on the bottom of the transactions page.
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5. Repeat as necessary.