How to check the autopay date on an eCheck

10/30/2024 5:57 pm EDT

Managely gives the dealer/employee the ability to pick the autopay date for their customers.

*__Note:__ end users (dealer's customers who enable autopay through the customer portal, are defaulted on the 1st of the month for autopay, without the ability to change it, unless they call the dealer)

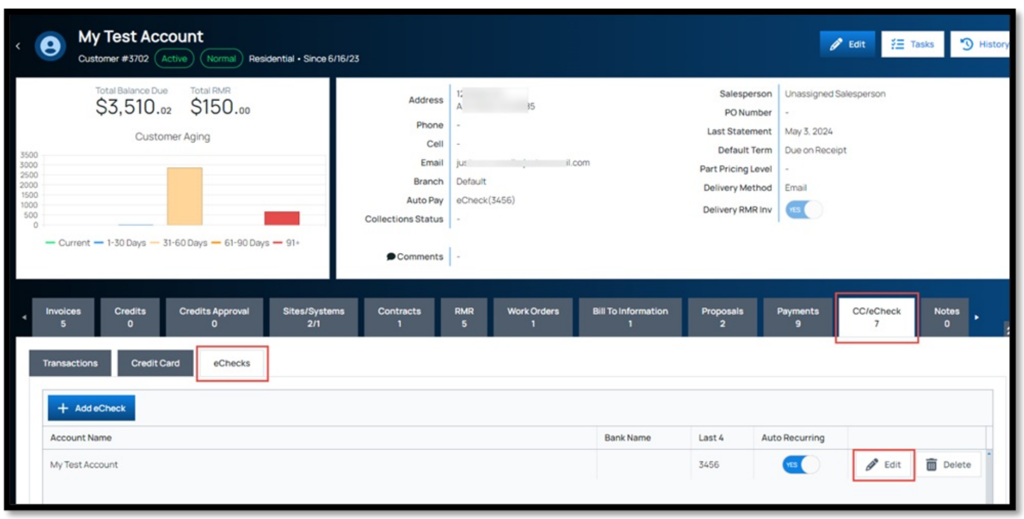
Dealer can identify the autopay date on an eCheck payment method on file, by following the steps below:

Open the customer's account.

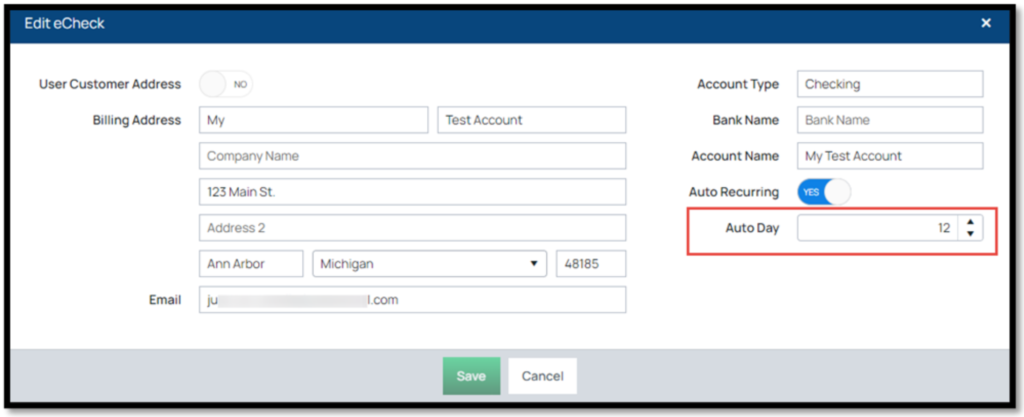
Go to the CC/eCheck tab below.

Click the eCheck tab.

There, click the edit button to the right-hand side of the eCheck in question:



You will see the autopay (auto draft) date, called Auto Day:


Edit eCheck
User Customer Address
NO
Billing Address
My
Test Account
Company Name
123 Main St.
Address 2
Ann Arbor
Michigan
48185
Email
Account Type
Checking
Bank Name
Bank Name
Account Name
My Test Account
Auto Recurring
YES
Auto Day
12
Save
Cancel