# Accept Payments Now Module

#### Banno now offers a way to use accept payments electronically!

Accept Payments Now, powered by Autobooks, is perfect for customers that own small businesses and need the payment processing aspect of Autobooks, but do not need accounting or reporting features. There is no monthly usage fee. As always, if you or your customer need assistance (for anything Autobooks) don't hesitate to reach out to Autobooks Support at 866-617-3122 or <u>Support@autobooks.co</u>.

Accept Payments Now Module: For customers that own small businesses and don't send invoices to get paid, there is the Accept Payments Now module. This module provides the customer with the ability to collect payments through a custom payment form which is accessed through a payment link. Customers can share their payment form link (wherever they interact with their customers) to collect payments or donations electronically.

The Payment Form also comes in a Mobile App, available for Apple and Android devices. The customer simply downloads the app, pastes the Autobooks Payment Link when prompted, and clicks Submit. Their mobile device now can be used to accept payments from their customers face to face. Customers can set up recurring payments through the Payment Form, too...which is perfect for non-profit businesses that rely on regular donations or businesses that charge customer membership fees and want to set up auto-pay.

Customer payments settle into the designated deposit account within 2-3 business days depending on when the transaction is initiated by their customer/donor.

Payments collected through this module are subject to standard processing fees of 2.89% for credit/debit card payments and 1.00% for ACH payments, with no monthly usage fee. <u>Click here</u> for a step-by-step review of enrollment.

## Where to Find the Accept Payments Now

YourFl	Hi, Emma					6
B Dashboard	Accounts					•
A Messages 🛛 🚺	Checking x1234	\$1,500.32 Available	Savings x1234	\$1,500.32 Available	Loan x1234	\$1,500.32 Balance
Accounts			•			View a
7ransfers	\$ €	옷 (트				
Remote deposits	Transfer Pay a bill	Pay a person Mess	age Send money with Zelle			
Payments	Transactions		Q	Accept a Payment		
) Send money with Zelle®	SOHO SUSHI BAR/THE ST Pending Nov 25, Checking	CEDAR FALLS IA	\$34.34		(	
Accept payments	WHOLE FOODS MARKET (	CHICAGO IL	\$8.84	Send an invo	ice .	Accept payment now
) Support	Nov 25, Visa Credit Card HONG KONG CHINESE RE		\$10.39			
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### autobooks

Submit payment

#### What the Payment Form Mobile App Looks Like

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PAYMENT FORM	Payment amount	Your payment to Green Belle Lawn Care
	Payment schedule What's this?	has been submitted
Welcome	One-time payment	CONFIRMATION NUMBER: PAYMENT AMOUNT: 135053 \$20.00
To get started, tap to paste your Payment Form URL	Payment method Gredit/Debit Bank account	PAYMENT FOR: Payment for weekly lawn trim, nice work!
https://app.autobooks.co/pay/green-belle-lawn-care	Name on card *	One-time payment
If you need your Payment Form URL, please log in to Autobooks and copy your URL from the Dashboard	Card number *	We've sent a confirmation email to jane@GreenBelle.com
	Exp. month *	For questions, please contact Green Belle Lawn Care at jane@GreenBelle.com, or call (248)-224-6211 for support
Submit	Exp. year *	
	CCV *	
Having trouble logging in?	Zip code *	DigiBank

#### **Businesses Owners Love:**

- Sharing their link everywhere they communicate with customers: via text message, email, their business website, and social media.
- Using the Payment App to collect payments when meeting with their customers face to face.
- Streamlining the process of accepting credit cards: no lockup period with a third-party processor.
- Paying the lowest transaction fees on the market.

#### **Their Customers Love:**

- Getting to pay in the most convenient ways: by credit/debit card or straight from their checking account.
- Paying from wherever they are, at whatever time of day is most convenient — whether that is two feet away from you at noon, or 200 miles away from you at midnight.
- Not having to search for their check book.
- Being able to set up recurring payments with ease.



### **Accept Payments Now – Module Enrollment**

Enrollment is self-serve and available 24/7 within Online Banking.

**Step 1:** The user will accept Terms and Conditions to begin enrollment, then click 'Turn on my Payment Form now'.

Aco	cept Payments sample			
	Start accepting c minutes with Pay		Make a payment to Green Belle Lawn Care 989-274-0407 Jenggreenbelle.com	
	Your Payment Form is among the f and most cost-effective ways to ac payments online, directly into your Account.	cept credit card		P
	<b>Never</b> worry about writing down (o customer's credit card information in 2 days or less and pay <b>no month</b>	Get your money	VISA ••••• 1123	
	I accept the terms and conditions Turn on my Payment Form now		Jane Doe Mar 2021	nt

**Step 2a:** The user will provide information about their business so we can create their account.

Sign Up	For Autobooks
	• • •
Please confirm the Primary Bu	siness Owner information below.
Provide the information of the majority responsibility to control, manage, or di	y owner, or an individual with significant rect this entity.
First Name *	Last Name *
Valerie	Miller
_ Email *	Phone *
v.miller@gmail.com	248-224-6211
Date of Birth *	Title *
01/02/1993	CEO
SSN *	
XXX-XX-6789	O Edit
What is the Primary Owner's ho	
Home address should not be a P.O. Bo	Х.
Home Address 1 *	
7970 UNIVERSITY AVE NE	
Home Address 2	
City *	Zip Code *
Fridley	MN 55432-0000
Please confirm the business in	formation below.
Business Name *	
VAL'S SNOW REMOVAL LLC	
DBA *	
Val's Snow Removal	0
I do not have a DBA	
EIN / TIN	② Edit
l	
My EIN is the same as my SS	SN .
Please use the business addre	ss registered with the IRS
Business Address 1 *	
7970 UNIVERSITY AVE NE	
Home Address 2	
City *	
Fridley	MN 55432-0000
Back	Next

**Step 2b:** The user will complete the second enrollment form.

Business Ir				
Please provide the additional inform				
First Name *	Business Structure *			
2013	Sole Proprietorship 👻			
Which industry does your business Industry * Administrative and Support and Landscaping Services	serve?			
Which industry does your business Industry * Administrative and Support and	serve?			
What is the largest single payment Provide the information of the majority own responsibility to control, manage, or direct th Largest Single Payment *	er, or an individual with significant			
What is the average payment amou Average *	int you expect to receive?			
What is your estimated annual reve	nue?			
Back	Submit			
			ts! Your Autobooks accou you're almost ready to ge	
		online pay Invoice an	ness now has two new ways to a yments. Id Payment Form 🔊	





**Step 3:** The user will be asked to access their payment form, and will go through a short tutorial.

Congrats! Your account is	Make a payment to Green Belle Lawn Care 99-274-047 Jung(Jowenskie	
now live 🎉		
Now, let's customize and share your Payment		
Form so you can get paid directly into your		
business checking account.		
First, you'll preview your Payment Form and have the	VISA	
opportunity to edit your business information.	**** **** 1123	
Then, you'll learn how to copy your Payment Form link and share it with a customer.	Jane Doe Mar 2021	
	Send paymen	

Finished! The user will now see either the Send Invoices module OR the Accept Payment module.

### Accept Payments sample

Paymen	t Form	Payments	Payment Form Settings	Reporting/Accounting
8	Acce	pt a paym	ent	
	Enter yo paymen		payment information and a	ccept credit card and ACH
	Acc	ept a payment		
<	Share	e your Pa	vment Form link	
	Copy yo online:	ur unique Pay	ment Form link and send it	to customers to allow them to pay
	https://o	dev.autobook	.co/pay/green-belle-lawn-	care-1
		Copy link		

