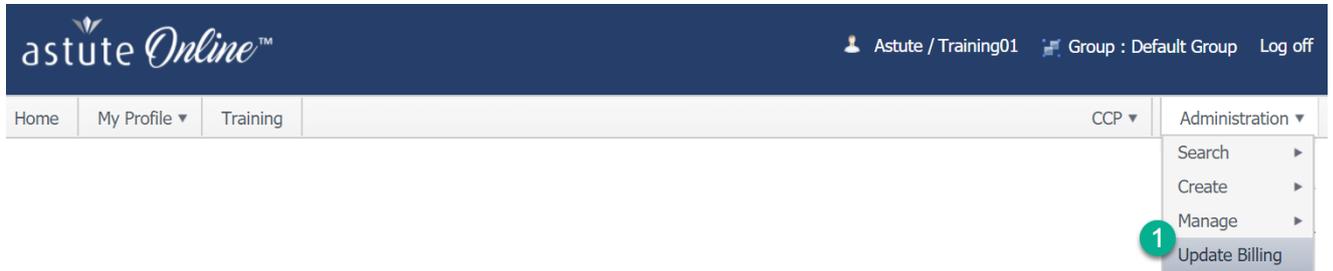


1. How to Change from Debit to Credit Card Recurring Payments

- From the Home screen, navigate to **Administration > Update Billing**



The page will default to the current method of payment and banking details.

Update Payment Details/Change Payment Method

Please be advised when changing your payment method from debit order to credit card recurring payments, if you have outstanding balances they will be settled immediately from your credit card. Thereafter your recurring payment date will be the 1st of every month.

Changes to your Debit Order details, a bank statement or bank confirmation letter is required for verification purposes.



- Select **Credit Card** from the drop-down list

Current Method Of Payment: Debit Order

Banking Details

Bank Name: ABSA

Account Name: Astute FSE

Branch Code: 632005

Account Number: 4051852519

Deduction Day: 1

Proof of Banking Details

Select files...

Save

Click here. Select Credit Card from the drop-down list

Any outstanding balance, at the time of changing the payment method, will be settled immediately from the Credit Card.

Thereafter, the recurring payment date for the User's invoices will be the **1st of every month.**

Please pay this outstanding balance in your account before you can switch to credit card.



Company Name: Astute Staff
Debtor Number: 502

Invoice Number	Invoice Date	Amount Due
AFSE-INV074760	21/06/2017	R45 342,91
Total Amount Due		R45 342,91

Outstanding Invoice

Any outstanding balance, at the time of changing the payment method, will be settled immediately from the Credit Card

2 Make Payment



- Click on the **Make Payment** tab to proceed to the *Nedsecure* page to capture, verify and save your credit card details.
- Complete all fields before clicking on the **Submit** button.



Order Basket Details

Item Description	Quantity	Unit Cost	Line Total
Astute	1	R 45,342.91	R 45,342.91
Line Items Total			R 45,342.91
Discount Amount			R 0.00
Total Value			R 45,342.91

Card Payments

Order Details

Card Number *

Expiry Date Month

Expiry Date Year

Card Security Code ?

Name on Card ?

Budget Period ?

* - Required

3 Complete the card details

4 Click here

- You will receive feedback on the success (or not) of your transaction.

astute Online™
Astute / Training01 Group : Default Group Log off

Home My Profile ▾ Training CCP ▾ Administration ▾

Payment

Thank you!

Your payment has been processed successfully and payment method has been updated.

Important Note: Clients with a debit order other than the 1st, need to understand that they are **not just changing the method of payment, but the date too.**
