



**ST. LOUIS RECYCLING  
& WASTE SOLUTIONS**

# **AUTOMATIC PAYMENTS GUIDE**

1. Open the most recent invoice email notification
2. Select “Review and Pay”
3. The online enrollment screen will open in a browser tab

St. Louis Recycling & Waste <quickbooks@notification.intuit.com>  
to me ▾

INVOICE 90191



ST. LOUIS RECYCLING  
& WASTE SOLUTIONS

St. Louis Recycling & Waste

DUE 01/20/2024

**\$50.00**

[Review and pay](#)

Powered by QuickBooks

To: Test Company

PAYMENT AMOUNT

**\$50.00** [Edit amount](#)

CHOOSE THE PREFERRED  
PAYMENT METHOD

Debit Credit **Bank** PayPal Venmo

Account type

Business checking

Routing number

Routing number

Account number

Account number

Confirm account number

Confirm account number

Account holder's name

Save payment method to pay faster next time

**Autopay** NEW

Turn on monthly autopay starting December 31, 2023  
Sign in to cancel autopay at any time.

By selecting Pay, I accept the [Terms of Service](#) and have read and acknowledge the [Privacy Statement](#). I also allow Intuit to charge \$50.00 to my bank account on January 20, 2024 and periodically thereafter per my [Billing Agreement](#); payments will be charged 3 days before the due date.

Autopay \$50.00 monthly

You have 1 unpaid invoices. >



St. Louis Recycling & Waste

Invoice 90191  
Due date January 20, 2024  
Invoice amount \$50.00

**Total** \$50.00

View invoice



Merchant details

Email: [accounting@stlouisrecycling.com](mailto:accounting@stlouisrecycling.com)

Payment instructions


Payment Processing Expense Schedule: -  
Mailed Checks Processing = \$25.00 per check

...  
[See more](#)



Information is protected and kept confidential

1. SELECT THE PAYMENT METHOD DESIRED FOR AUTOMATED PAYMENT (bank ACH used for example)
2. FOR ACH, CHOOSE THE ACCOUNT TYPE. FOR CARD PAYMENTS, SELECT "ADD CARD"
3. COMPLETE THE REQUIRED DATA FIELDS (\*to save payment method but not enroll in AUTOPAY, only check the first box)
4. \*\*\*TO ENROLL, THE AUTOPAY CHECKBOX MUST BE SELECTED.
5. SELECT THE GREEN BUTTON TO SUBMIT



A confirmation page (or pop-up) window will open, verifying your successful AUTOPAY enrollment.

## Success!

Merchant	St. Louis Recycling & Waste
Payment method	VISA ****9942
Due date	January 20, 2024
Scheduled for	January 17, 2024
Invoice amount	\$50.00
<b>Total</b>	<b>\$50.00</b>

### Next autopay



Continues monthly. Check your email for additional details.


[Tell us how we can make paying an invoice better](#)


[Download invoice](#)

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You have 1 unpaid invoices.



Autopay is now on: Invoice #90191  [Inbox](#) 

**QuickBooks Payments** <quickbooks@notification.intuit.com>  
to me 



SAVE CONFIRMATION EMAIL, OR  
COPY & SAVE THE LINK. **USE LINK TO**  
CANCEL A PAYMENT METHOD AND  
REPLACE WITH ANOTHER METHOD.

[Manage payment](#)



## Autopay authorized

to St. Louis Recycling & Waste on 01/17/2024

Your payment is scheduled (autopay is ON)

### Payment details

Invoice no.	90191
Payment method	VISA ****9942
<b>Total amount</b>	<b>\$50.00</b>

Thank you,



St. Louis Recycling & Waste

1. NEXT, VISIT YOUR EMAIL INBOX.
2. CONFIRMATION WILL BE SENT, STATING AUTOPAY IS NOW “ON”
3. DIDN’T RECEIVE EMAIL CONFIRMATION? CHECK SPAM/JUNK, IF STILL MISSING, CONTACT BILLING SUPPORT.
4. **\*\*\*SAVE THIS EMAIL\*\*\* (OR) COPY THE “MANAGE PAYMENT” LINK ADDRESS FOR FUTURE USE.**
5. **UTILIZE “MANAGE PAYMENT” LINK TO:**
  - CHANGE PAYMENT METHOD
  - CANCEL AUTOPAY

1. TO CHANGE AUTOPAY PAYMENT METHOD -OR- TO CANCEL AUTOPAY, USE THE LINK PROVIDED IN THE EMAIL CONFIRMATION “MANAGE PAYMENT” (see previous slide)
2. THE SCHEDULED AUTOPAY SCREEN WILL OPEN, THEN SELECT THE “CANCEL AUTOPAY” LINK. A CONFIRMATION POP-UP WINDOW WILL ASK YOU TO CONFIRM ONCE MORE.

  
Payment scheduled

**\$50.00**

St. Louis Recycling & Waste  
Scheduled for January 17, 2024

Next autopay



Continues monthly. Check your email for additional details.

[Cancel autopay](#)

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ST LOUIS RECYCLING  
& WASTE SOLUTIONS

St. Louis Recycling & Waste

Invoice 90191  
Due date January 20, 2024  
Invoice amount \$50.00

[View invoice](#)



Merchant details

Email: [accounting@stlouisrecycling.com](mailto:accounting@stlouisrecycling.com)



Information is protected and kept confidential

Cancel autopay for this merchant?

If you cancel, you can sign in again to pay or reschedule it.

[Don't cancel autopay](#)

[Yes, cancel autopay](#)

QuickBooks Payments <quickbooks@notification.intuit.com>

to me



[Manage payment](#)



## You turned off autopay

\$50.00 to St. Louis Recycling & Waste on 12/31/2023

Payments no longer happen automatically. Make sure you sign in to manage upcoming payments and keep your payment info up to date.

[Reschedule autopay](#)

### Unpaid invoice

Invoice no.

90191

**Total amount**

**\$50.00**

1. **NEXT, VISIT YOUR EMAIL INBOX.**
2. **EMAIL CONFIRMATION WILL BE RECEIVED, STATING AUTOPAY IS NOW “OFF”.**
3. **IF YOU DO NOT RECEIVE EMAIL CONFIRMATION, CONTACT BILLING SUPPORT.**
4. **\*\*\*SAVE THIS EMAIL OR COPY THE “RESCHEDULE AUTOPAY” LINK ADDRESS.**
5. **TO **CHANGE AUTOPAY PAYMENT METHOD**, SELECT “RESCHEDULE AUTOPAY”**

1. TO CHANGE PAYMENT METHOD, SELECT THE NEW PAYMENT TYPE (top row)
2. COMPLETE ALL REQUIRED INPUT FIELDS
3. \*\*\*DON'T FORGET TO CHECKMARK THE BOX UNDER "AUTOPAY"\*\*\*
4. SELECT GREEN "PAY" BUTTON TO ACTIVATE
5. THE AUTOPAY PROCESS WILL REPEAT (page 2)

PAYMENT AMOUNT

**\$50.00** [Edit amount](#)



Select payment method

**VISA** Visa ...9942      CW Code  ⋮

Add card

**Autopay** NEW

Turn on monthly autopay starting December 31, 2023  
Sign in to cancel autopay at any time.

By selecting Pay, you accept the [Terms of Service](#). Our [Global Privacy Statement](#) will apply to any personal information you provide us. You also allow Intuit to charge \$50.00 to your card on December 31, 2023.

Pay \$50.00

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You have 1 unpaid invoices. >



**St. Louis Recycling & Waste**

Invoice	90191
Due date	January 20, 2024
Invoice amount	\$50.00
<b>Total</b>	<b>\$50.00</b>

[View invoice](#)



**Merchant details**

Email: [accounting@stlouisrecycling.com](mailto:accounting@stlouisrecycling.com)

**Payment instructions**

Payment Processing Expense Schedule: -  
- Mailed Checks Processing = \$25.00 per check  
- ACH payments (per invoice, AUTOPAY) = 0%  
- Credit/Debit cards = 2.9-3.9% (varies by type)

[See less](#)