

## **Set-up a Payment Method**

Here are the steps to set-up the payment method for recurring payments or one-time invoices.

- 1. Go to the customer login portal (<u>https://infinetbroadband-portal.com.au/</u>)
- 2. Login with the supplied username and password



3. Once logged in, click on Finance, then select your payment method (Direct Debit or Credit/Debit card)

<		<b>^</b>	
69	Dashboard	Account balance	Total an
습 (2)	My products V	0.00 \$	\$ 0
	Documents		
	Add Direct Debit Details		
	Add Credit/Debit Card		
	Messages		
	News		
$\Diamond$	Tickets 0		
۵	Documents		
()	About		



## **Set-up a Payment Method**

4. Using the Credit/Debit card. Select the "Add Credit/Debit Card" option, click in and complete the fields "Cardholder Name" + "Card Number" + "Exp to:" & "CVV" within the spaces provided. Once filled in, click "Save and allow future changes". This will then save your payment method and all future invoices will be debited automatically on the payment date using this payment method.

< 🧀 infiNET		
Dashboard	Add card	<u>^</u>
<ul> <li>☆ My products ∨</li> <li>◎ Finance ∧</li> </ul>	Cardholder name (optional)	Cardholder name
Add Direct Debit Details	Card Number	4111 1111 1111 1111
Messages	CVV:	CVV/CV
Tickets		Save and allow future charge
(i) About		

5. Using the Direct Debit. Select the "Add Direct Debit Details" option and then add your bank details. Once filled in, click "Save and allow future changes". This will then save your payment method and all future invoices will be debited automatically on the payment date using this payment method.

<	infiNET			
< 13 13 13 13 13 13 13 13 13 13 13 13 13	Control Contro	Bank Account B.S.B number Account Number Account Name Account Type Agreement	Cheque	
()	About	See agreement	Save and allow future charges	