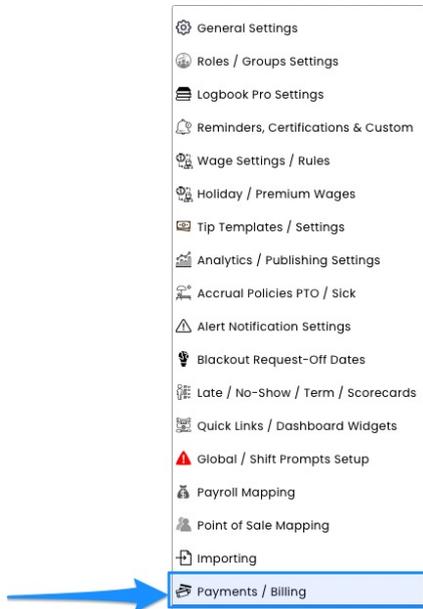


Entering Payment

Last Modified on 07/13/2023 9:23 am MDT

Go to Gearwheel Menu > **Payments / Billing**



Press the button to add payment



Enter Credit Card information. You will be charged monthly.

You will have the possibility to setup payment methods for different Locations (Payroll Groups)



Enter Credit Card information. You will be charged monthly.

NOTES:

This page will also show you your company's billing history

Payment History								
	Payment Date	Payroll Group	Last 4 of CC/ACH	Active Employee Count	Flat Rate	Amount Charged	Processing Notes	Dolce Notes
	Mar 16, 2023 9:43am			49		\$196.00 ✓		
	Mar 16, 2023 9:43am			69		\$276.00 ✓		
	Mar 16, 2023 9:43am			7		\$28.00 ✓		
	Mar 16, 2023 9:43am			3		\$12.00 ✓		
	Mar 16, 2023 9:43am			34		\$136.00 ✓		
	Mar 16, 2023 9:43am			65		\$260.00 ✓		
	Mar 16, 2023 9:43am			7		\$28.00 ✓		
	Mar 16, 2023 9:43am			1		\$4.00 ✓		
	Mar 16, 2023 9:43am			29		\$116.00 ✓		

Monthly invoices will be sent to email addresses entered into the billing screen, as shown below:

Subscription Plans / Payment Information

Also send payment receipt to (comma separated email list):

test@test.com

Save

To Print a Billing Invoice, press the Print icon by the date of payment.



Trial Expiration

We know things can slip through the cracks. If your trial expires, and there is still not a payment method associated with the applicable paygroup, Teamwork will not prevent you from accessing your account. The system **will** prevent:

1. The publication of schedules within the affected paygroups
2. Running a payroll report for the affected paygroups

And you will be presented with the following message, and a link to the Payments / Billing page.



A Payment Method is not Setup for the Payroll Group '[REDACTED]' or for the whole company '[REDACTED] Restaurant Group'.
Please setup a Payment Method before continuing.

[Click Here to Setup a Payment Method](#)
