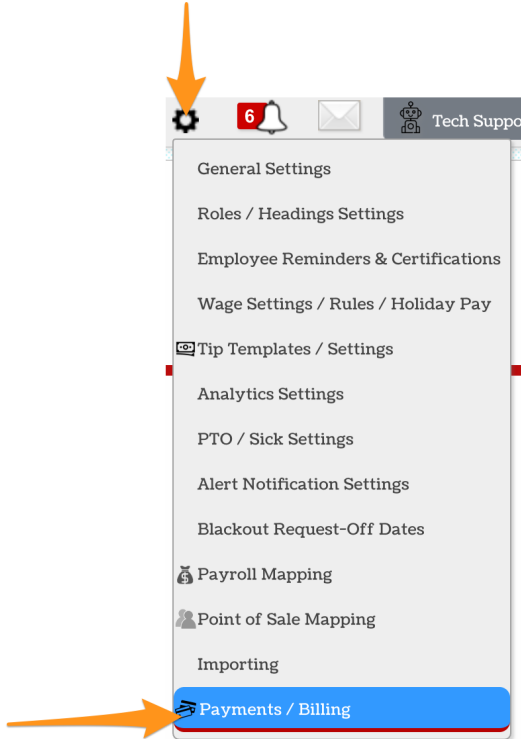




# Updating Payment

Last Modified on 04/16/2024 6:21 pm MDT

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



Delete an existing payment method using the "X" as shown below

Billing will be split between these Payment Methods			<input checked="" type="checkbox"/> Allow Multiple Payments	
Payroll Group	Description	Created	Last 4 of CC/ACH	
(Canton St)	Tavern	Nov 8, 2018		X
(OMP)	OMP	Nov 8, 2018		X

To Add a new payment method, use the **Add** button shown below

**Add Credit Card Payment Method**

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


## Dolce Clock Payroll Group

- ✓ Choose a Payroll Group
  - Administrative - 4 Employees
  - Canton St - 31 Employees
  - OMP - 70 Employees**
  - Parkaire - 0 Employees

Enter Credit Card information. You will be charged monthly.

NOTES:

Visit this page to view billing history:

Payment History						
Payment Date	Payroll Group	Last 4 of CC/ACH	Active Employee Count	Flat Rate	Amount Charged	Comments
May 12, 2019 3:11am		9558 				** Payment Method Added **

To pay by ACH, you will have the following option appear after initial credit card entry:

**Add Credit Card Payment Method** or **Add Bank ACH Payment Method**

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@dolce.com

**Save**

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



	Payment Date	Payroll Group	
	May 16, 2020 9:23am		
	May 16, 2020 7:10am		