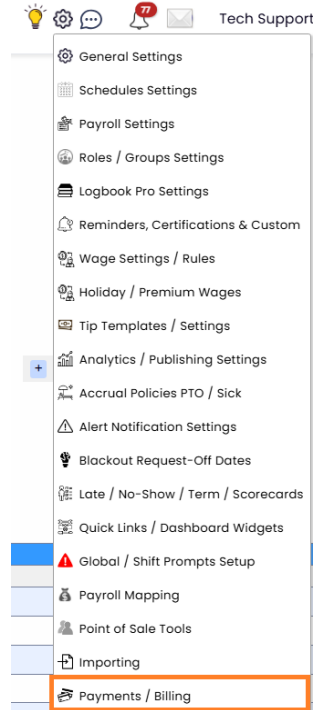


Updating Payment

Last Modified on 04/23/2026 1:33 pm MDT

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



To delete an existing payment method using the "X" as shown below:

✓ Allow Multiple Payment Methods for different Payroll Groups

Billing will be split between these Payment Methods				
Payroll Group	Description	Created	Last 4 of CC/ACH	
(Omakase World Market)	ACH	Dec 5, 2025		
(Kappo)	ACH	Dec 5, 2025		
(DT SR)	ACH Credit	Sep 9, 2025		
(DT BK)	ACH Credit	Sep 9, 2025		
(DT TC)	ACH Credit	Sep 9, 2025		
(Prelude)	ACH Credit	Sep 9, 2025		

To Add a new payment method, use the **Add Credit Card Payment Method** button shown below:

Add Credit Card
Payment Method

You will have the possibility to setup **different payment methods** for different Locations (Payroll Groups) or **one payment method** for all Locations.

Please Enter Your Payment Information ✕

SpotOn Teamwork Payroll Group

Use Company Default ▼

- Use Company Default
- None
- Events - 50 Employees
- F & F - 24 Employees
- F&F MNT - 60 Employees
- F&F Restaurant - 21 Employees
- Frank - 63 Employees

Expiration (MM/YYYY) CVC Address

MM / YYYY

Address 2 City State Zip

Email






[Submit Your Payment Method](#)

?

Once your credit card details are entered, monthly charges will be calculated according to your active employee count.

NOTES:

You can check all billing history under **'Payment History'** table:

Feb 25, 2026 11:50am	F&F Restaurant + Bar					** Payment Method Added **	
Feb 25, 2026 11:48am	F & F					** Payment Method Added **	
Feb 25, 2026 11:44am	Louis					** Payment Method Added **	
Feb 25, 2026 11:42am	Franki					** Payment Method Added **	
Feb 25, 2026 11:41am	Events					** Payment Method Added **	

To pay by ACH, please contact Teamwork Support at teamworksupport@spoton.com to activate the 'Bank (ACH)' option as shown below:

Add Credit Card Payment Method
or
Bank (ACH)

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):

accounting@test.com

Save

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

Future Payments							
Payment Date	Payroll Group	Last 4 of CC/ACH	Flat Rate	Amount to be Charged	Comments		
Payment History							
Payment Date	Payroll Group	Last 4 of CC/ACH	Active Employee Count	Flat Rate	Amount Charged	Processing	
 Apr 16, 2026 12:43pm	F&F MNT		59		\$354.00 ✓		
 Apr 16, 2026 12:43pm	Events		50		\$300.00 ✓		