

# Paying by Automatic Payment

## WarehouseMoney

If you would like to set up an automatic payment for your credit card account, please follow the steps below:

**Step 1** - To set up payments to Warehouse Money, go to 'Add New payee.'

### Search

To save time you may use the list of businesses and organisations that have pre-registered their preferred incoming payment details with us. Enter a keyword in the search function below and click **Search**

Warehouse Money

Type Warehouse Money in the search box and then click on search.

**Step 2** - You should see our name displayed as shown below.

### Search Results

To select a payee click on the list below.

**WAREHOUSE MONEY**

Click on Warehouse Money and this will take you to the next step.

**Step 3** - Fill in the details as shown below.

### New Payee

Payee Name

WAREHOUSE MONEY

### Detail

Account Number/  
Particulars:

Customer Name/  
Code:

Customer Number/  
Reference:

Type in your last name and your initials here e.g. - Smith JS

\* Indicates a required field

**Warehouse Money**

**Your Statement**

Statement Date: 21 July 2016  
Account Number: CV1000000064  
Customer Number: 100000103  
Credit Limit: \$100.00  
Available: \$53.95

**Summary Information**  
This statement covers your activity from 22 June 2016 to 21 July 2016.

Opening Balance	\$31.04	Minimum Amount Due By 15/08/2016	\$0.81
Your Transactions	\$0.00		
Payments & Other Credits	\$0.00	Overdue Amount	
Interest	\$0.01		
Fee	\$15.00		

Ensure to fill in the information as it appears on your statement.

Once you've filled in all the information, click submit.

\* Indicates a required field

**Step 4** - Then set up your Automatic Payment.

Payment Amount\*

\$ 0.00

Commence Date\*

02 /08 /2016

Frequency\*

Weekly

Fill in the fields above to what you want to pay and the date you want to pay it each week or month.

Be mindful that it covers your Minimum Amount Due to avoid any additional charges.

If you're still having problems setting up your automatic payment, call us on 0800 801 808 between 8am and 8pm Monday to Friday or 8am and 5pm on Saturday and Sunday.

We'll be happy to help.

