



## Set-Up Autopay

- [www.gomotionapp.com/team/pacms/page/home](http://www.gomotionapp.com/team/pacms/page/home)



- - SIGN IN

Email

Password

Remember me [Forgot password?](#)

Login

- - Enter 'Email and Password'
  - Select 'Login'



- - Select the small down arrow
  - Select 'MY ACCOUNT'



**Set Up Autopay**

Account Members **Payment Setup** Dues Schedule

E-Payment Manager

By providing the payment info below, you are authorizing CMS Elite to charge the Credit Card for any fees associ

+ Add New Card

Mail Payments

Manu CHECK

- Select the 'Payment Setup' tab
- Select 'Add New Card'

Card Information

Please complete the form below and press save to change payment method. By providing the card info below, you are authorizing this card to be charged for any associated fees with your account. Please contact your admin if you want to terminate this authorization.

Credit or debit card

Card number MM / YY CVC

Billing Information **Copy From Account Info**


First Name (printed on card): Last Name (printed on card):


Billing Address: City:


- Either enter information manually or select the highlighted 'Copy From Account Info' to auto-populate information
- Enter Card number, Exp month, CVC number, and Zip code
- Select Next



11

  Use for Fees Associated With Your Account  
 Use for On Demand Payments

  Use for Fees Associated With Your Account (Super User Only)  
 Do not allow CC On Demand Payments



- De-select 'Use for Fees Associated With Your Account'
- Select 'Use for Fees Associated With Your Account (Super User Only)'
- Select 'Save Payment Setup'
- OK to save