

Allowing automatic billing (collecting payments from Customers)

Last Modified on Oct 18, 2022

Note:

This article only applies if you use our [PayPal integration to collect payments from your Customers](#). If you have any questions on how we bill you as a OnceHub Customer, go to the [Account billing article](#).

To connect your OnceHub account to your PayPal account, you must allow automatic billing. When allowed, OnceHub will be able to charge a [1% transaction fee](#) for each payment made via OnceHub, in addition to the fees charged by PayPal. [Learn more about the OnceHub Master Services Agreement](#)

Requirements

To allow automatic billing, you need:

- A PayPal Administrator
- A OnceHub Administrator

Allowing automatic billing

1. Hover over the lefthand menu and go to the Booking pages icon → open the lefthand sidebar → **Integrations** → **Payment**.
2. Click the **Get started** button. The **Connect to PayPal** wizard pop-up appears (Figure 1).

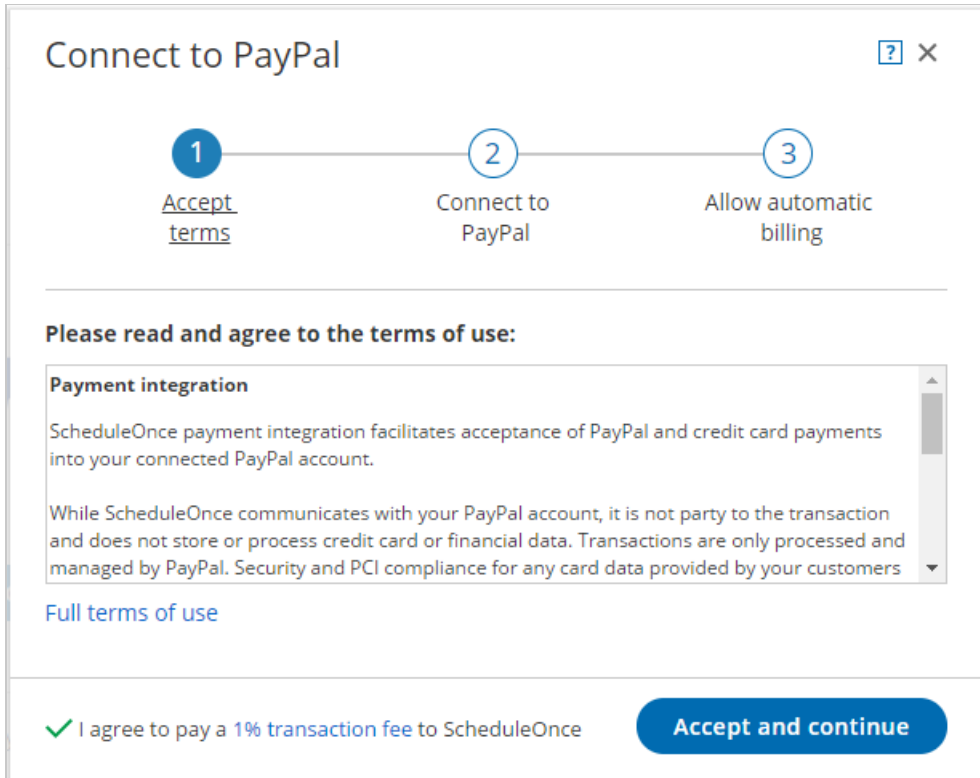


Figure 1: Accept terms

3. Read the terms of use and click **Accept and continue**. OnceHub charges a **1% transaction fee** for payments made via OnceHub, in addition to the fees charged by PayPal.
4. In the **Connect to PayPal** step, click the **Connect to PayPal** button (Figure 2). This will allow OnceHub to access your PayPal account via the PayPal API. [Learn more about granting permissions to OnceHub](#)

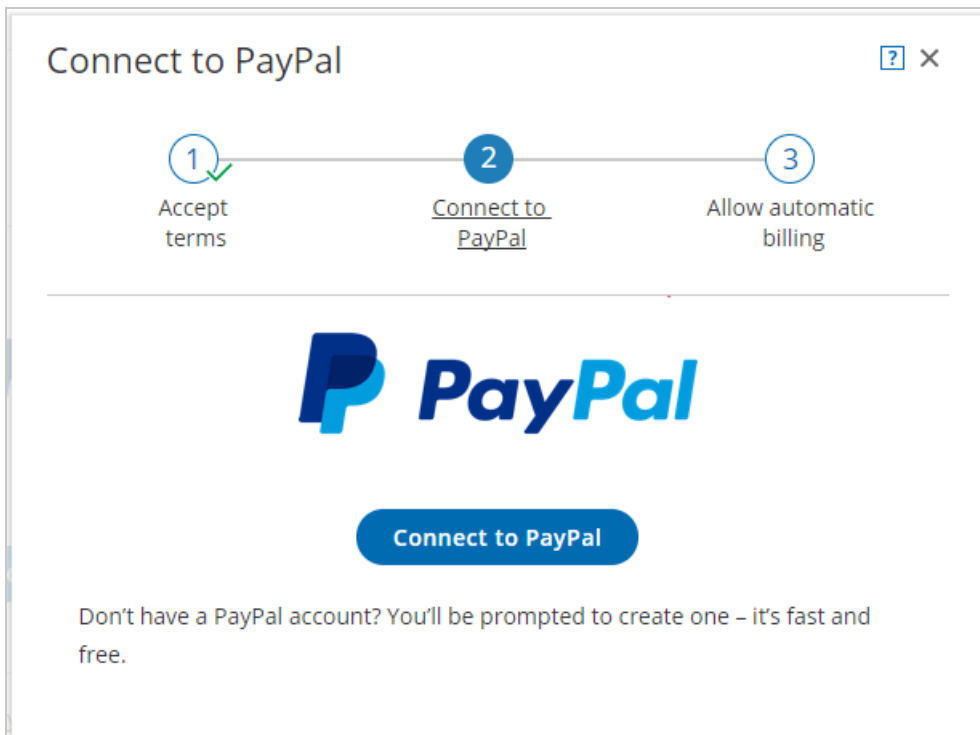


Figure 2: Grant permissions

5. After connecting to your PayPal account and granting permissions to OnceHub, you are automatically redirected to your OnceHub account to allow automatic billing. In the **Allow automatic billing** step, click the **Allow automatic billing** button. You are redirected to PayPal (Figure 3). When you allow automatic billing, you authorize OnceHub to charge a [1% transaction fee](#) for each payment made via OnceHub, in addition to the fees charged by PayPal. [Learn more about OnceHub Master Services Agreement.](#)

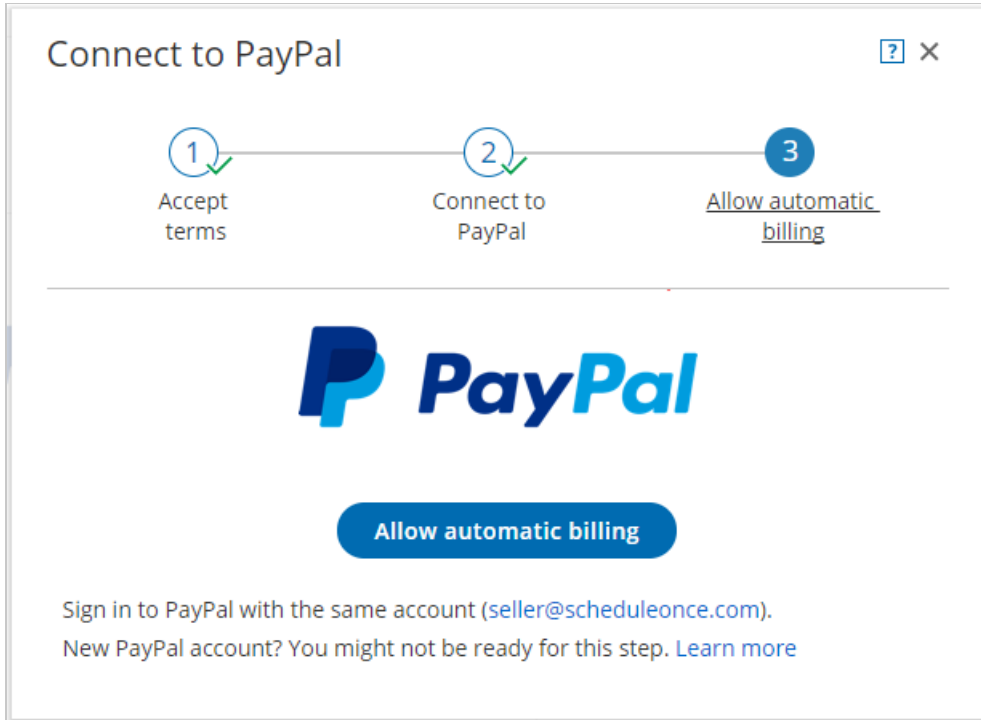


Figure 3: Allow automatic billing

6. Log in to your PayPal account using your PayPal credentials. Once logged in, you will be prompt to allow automatic billing with OnceHub (Figure 4).

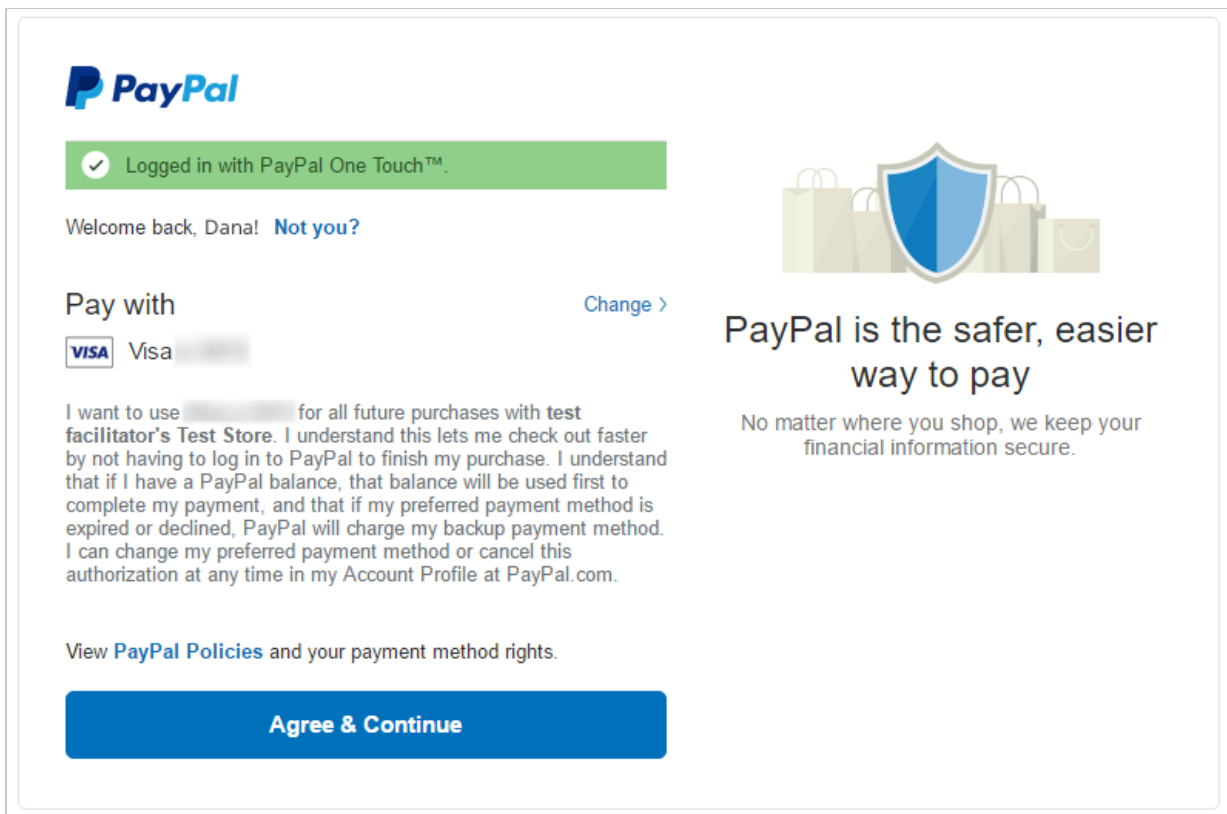



Figure 4: PayPal automatic billing

7. Click **Agree & Continue** to allow automatic billing. Once approved, OnceHub will be able to automatically charge your PayPal account a 1% transaction fee for each payment made via OnceHub.

 **Important:**

Automatic billing authorization remains valid unless you [cancel it directly from your PayPal account](#) or [disconnect your PayPal account in your OnceHub account](#).

Congratulations! You have allowed automatic billing. You'll now be automatically redirected to the OnceHub application where you can [customize the Payment settings](#).