

# Allowing automatic billing (collecting payments from Customers)

Last Modified on Jun 5, 2020

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

## Requirements

To allow automatic billing, you need:

- A PayPal Administrator
- A OnceHub Administrator

## Allowing automatic billing

1. Go to **Setup -> ScheduleOnce setup** and open the lefthand sidebar.
2. Select **Integrations -> Payment**.
3. Click the **Get started** button. The **Connect to PayPal** wizard pop-up appears (Figure 1).

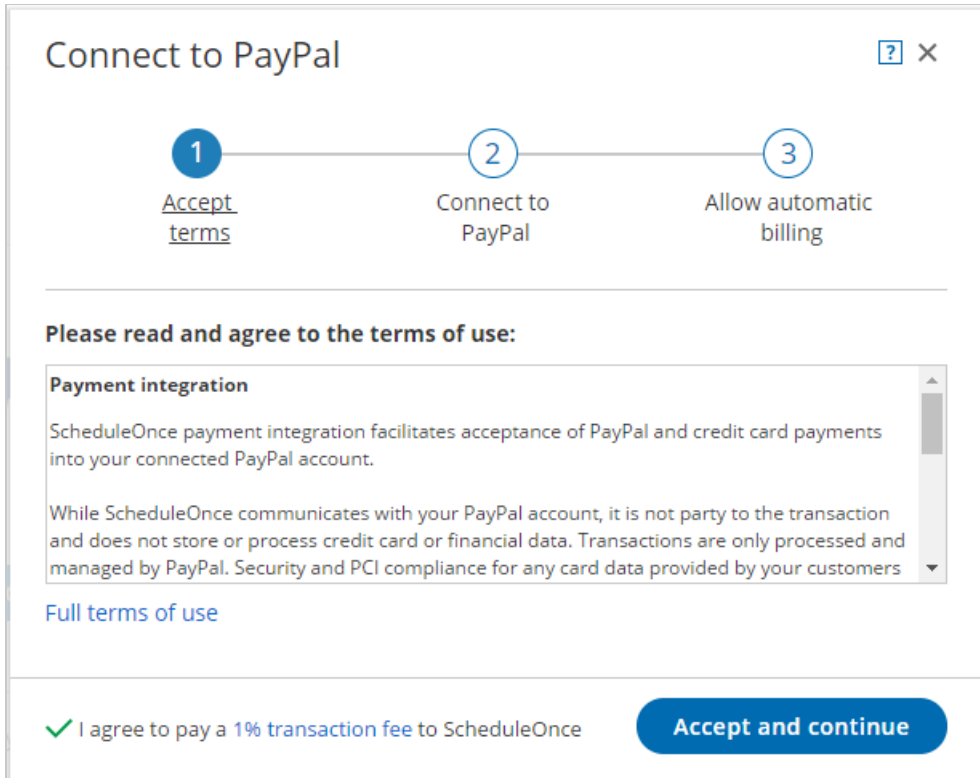


Figure 1: Accept terms

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

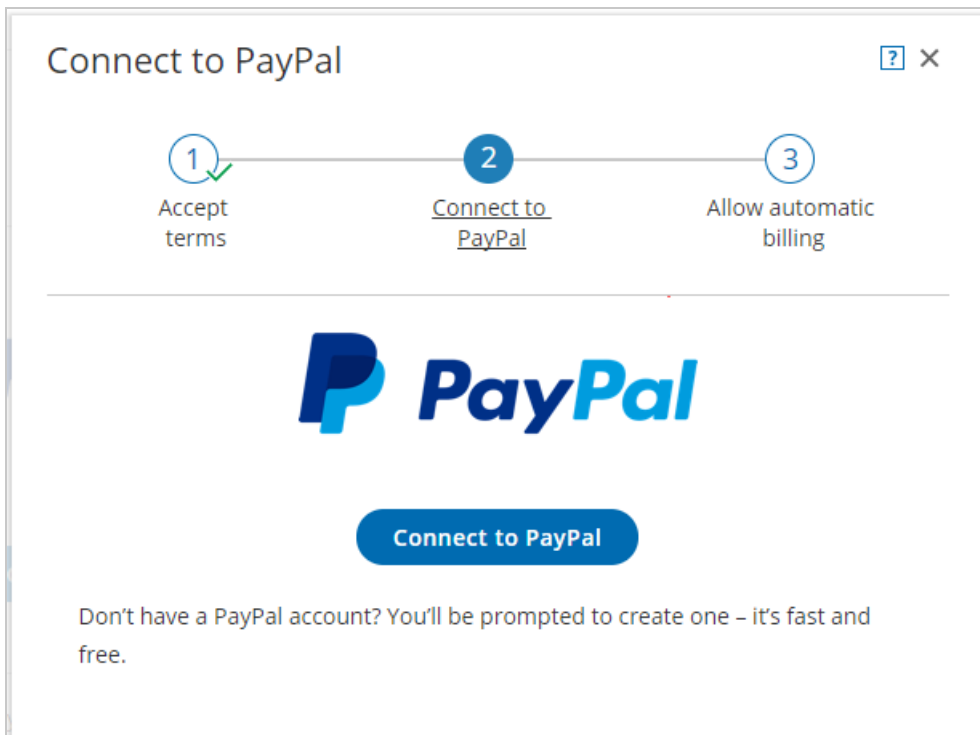


Figure 2: Grant permissions

6. After connecting to your PayPal account and granting permissions to ScheduleOnce, you are automatically redirected to your ScheduleOnce 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 ScheduleOnce to charge a [1% transaction fee](#) for each payment made via ScheduleOnce, in addition to the fees charged by PayPal. [Learn more about ScheduleOnce Master Services Agreement.](#)

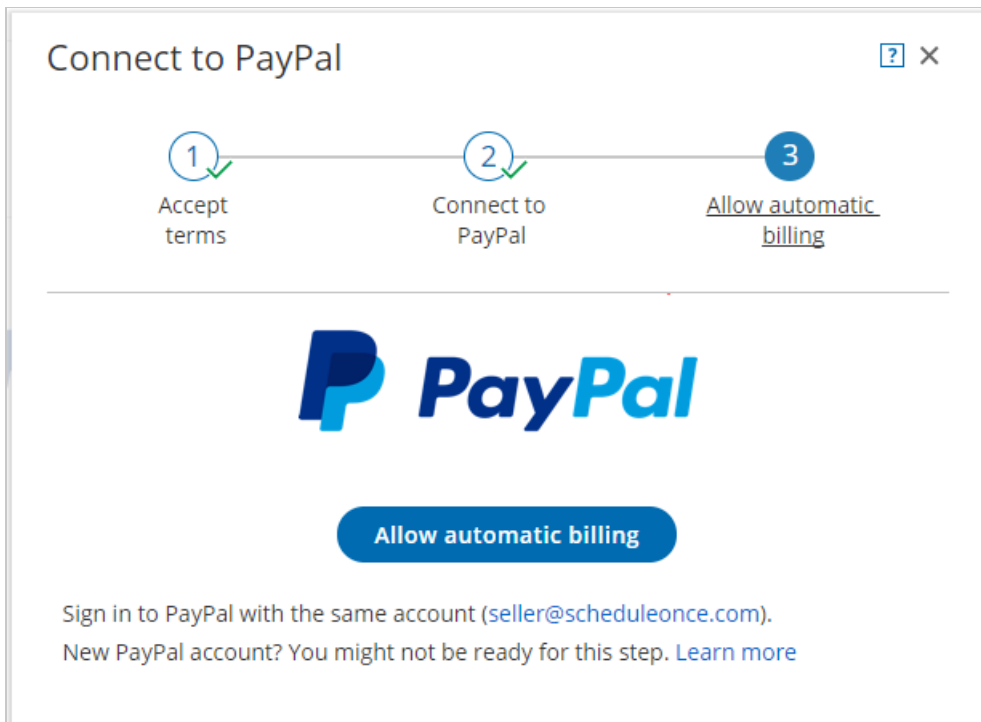


Figure 3: Allow automatic billing

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

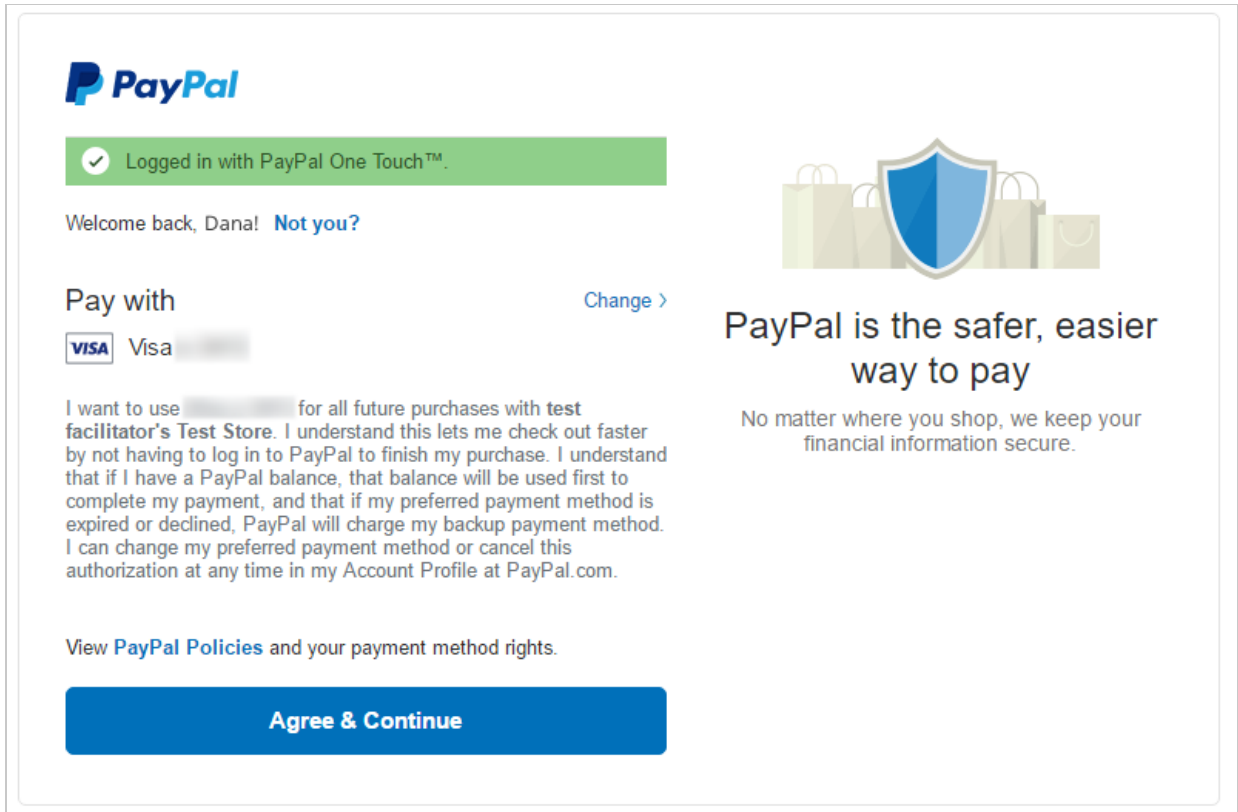



Figure 4: PayPal automatic billing

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

 **Important:**

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

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