

## Allowing automatic billing [Classic]

### 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](#)

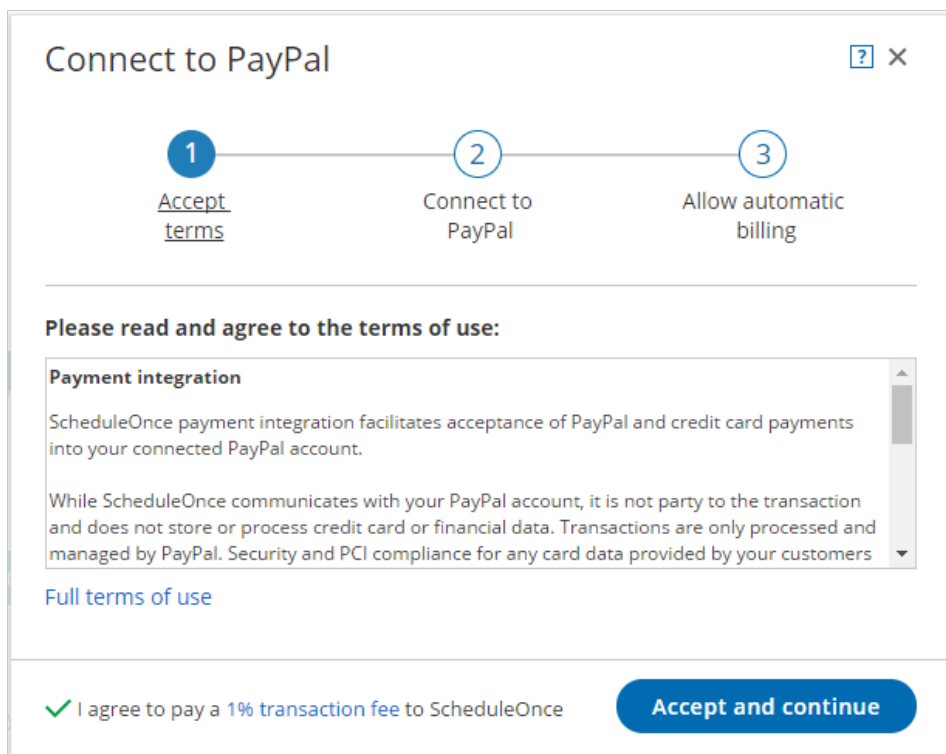
## Requirements

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).



**Connect to PayPal** ? ×

1 Accept terms 2 Connect to PayPal 3 Allow automatic billing

**Please read and agree to the terms of use:**

**Payment integration**

ScheduleOnce payment integration facilitates acceptance of PayPal and credit card payments into your connected PayPal account.

While ScheduleOnce communicates with your PayPal account, it is not party to the transaction and does not store or process credit card or financial data. Transactions are only processed and managed by PayPal. Security and PCI compliance for any card data provided by your customers

[Full terms of use](#)

☒ I agree to pay a [1% transaction fee](#) to ScheduleOnce **Accept and continue**

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](#)

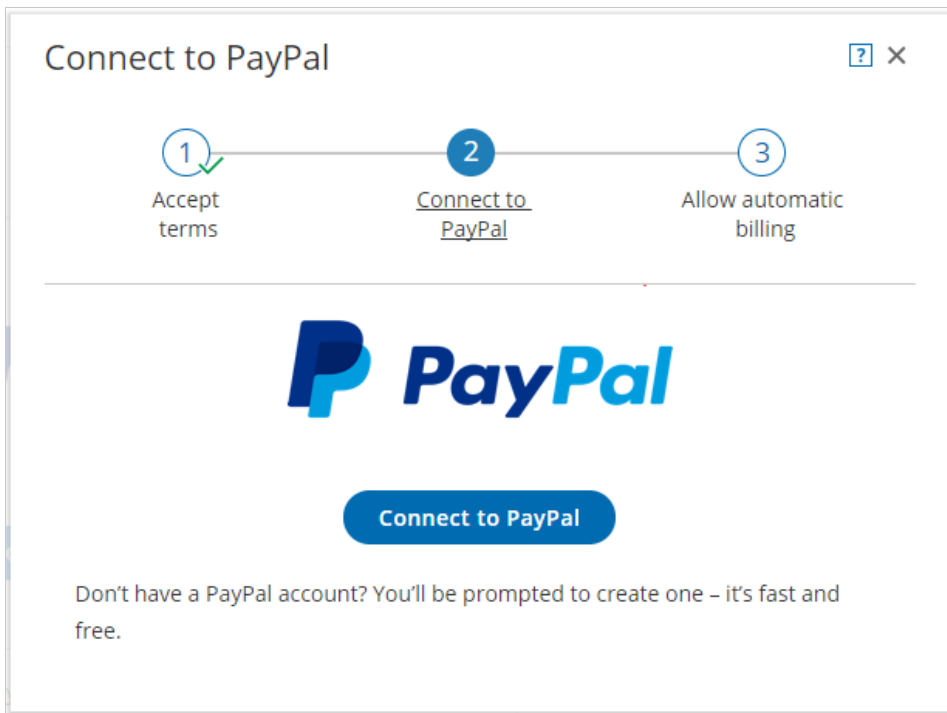


Figure 2: Grant permissions

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](#).



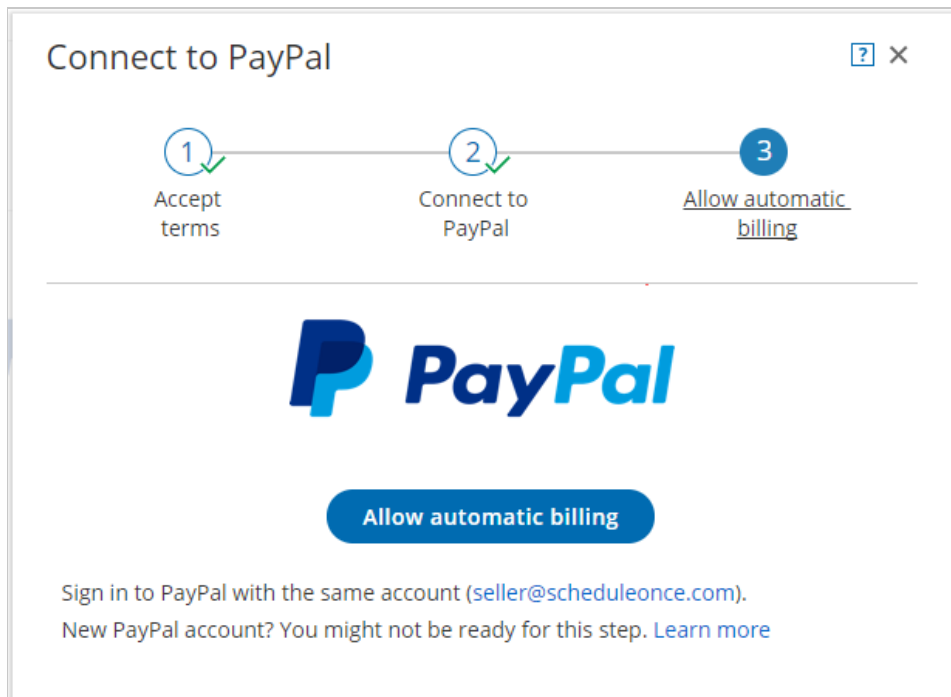


Figure 3: Allow automatic billing

- 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).

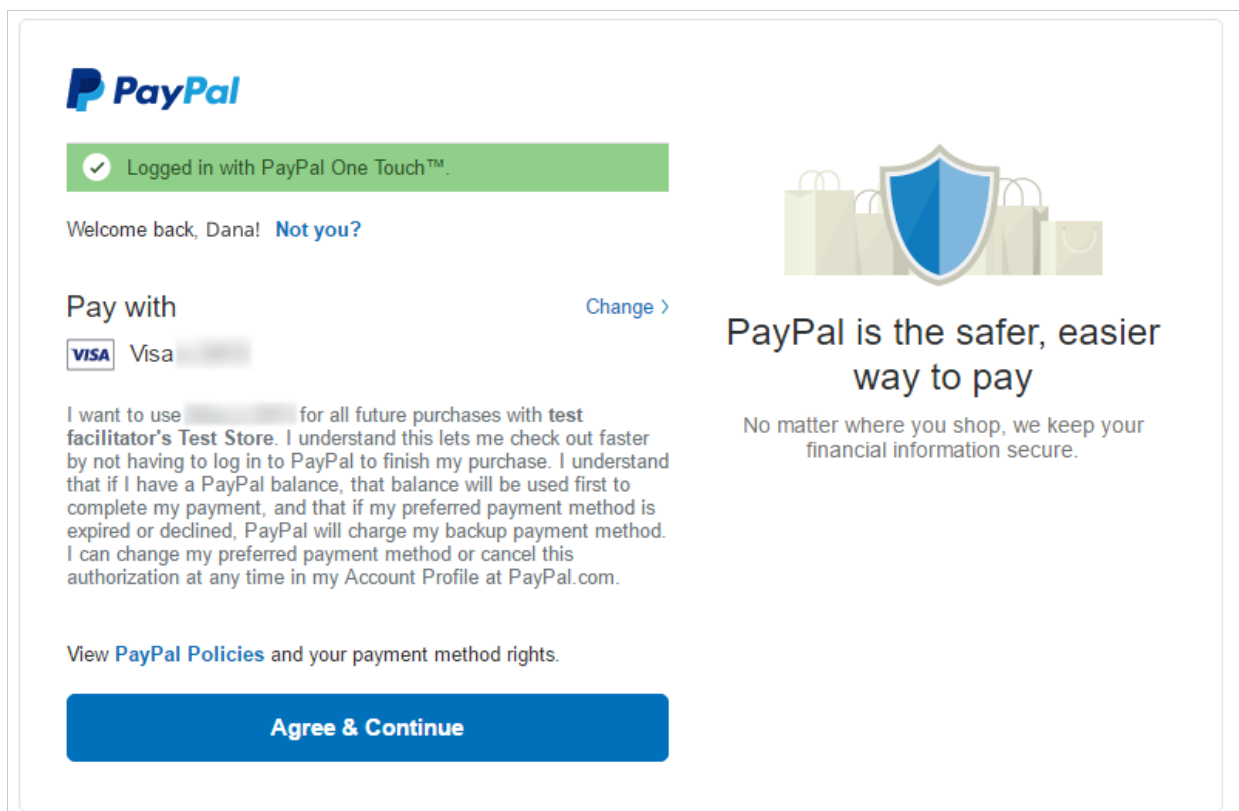


Figure 4: PayPal automatic billing

- 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](#).

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