



Instructions for Submitting Payment and Setting Up Autopay

As a valued client of Pointblank Software, we've made it straightforward for you to submit payments and set up autopay for your convenience. Please follow the steps below to ensure your payments are processed smoothly and securely.

Submitting a Payment

- 1. Access the Payment Portal:** Visit the Secure Point-Blank Payment Portal. This link can be found in the invoice emails sent to you or directly on your invoice PDF.
- 2. Select Payment Method:** Once you're in the payment portal, you will have the option to choose your payment method. Select either "Credit Card" or "EFT" (Electronic Funds Transfer) based on your preference.
- 3. Choose Subject Location:** From the dropdown menu provided, select the location associated with the service or product for which you are making a payment. This ensures your payment is credited to the correct account.
- 4. Confirm Payment Amount:** Before proceeding, confirm the amount of payment you wish to make. This step is crucial to ensure the correct amount is processed.
- 5. Provide Payment Information:** Fill in the rest of your payment information as prompted. This includes details pertinent to the payment method you've selected in step 2.

Setting Up Autopay

- 1. Agree to Recurring Payments:** To set up autopay, you must first select the location you wish to set up autopay for. You must also give your consent for recurring payments. Look for the checkbox labeled "OPTIONAL: By checking this box, you agree to use this payment method on a recurring basis as long as you are a subscriber or until you direct us otherwise."
 - **Security Assurance:** For your security, Pointblank Software employs tokenization to process payments securely. We ensure your account information is never stored on our systems, providing you with peace of mind regarding your personal and financial data.
 - *If you receive an error message when attempting to set up autopay it may be due to already having over 10 payment types already on file, in this case you will want to reach out to us at support@pointblanksoftware.com to let us know, our billing department will then contact you to get any additional payment types set up for autopay manually.*
- 3. Check the Box:** If you agree to set up autopay, make sure to check the box mentioned above. This will authorize Pointblank Software to automatically process payments for your subscriptions or services as per the agreed terms.



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4. Complete the Process: After checking the box and ensuring all your information is accurate, proceed to submit your payment. This action will also confirm your autopay setup.

Payment Complete

Once you've completed these steps, your payment will be processed, and autopay will be set up for your account. You will receive a confirmation for both actions. Should you need to update your payment method or cancel autopay at any time, you can do so by revisiting the Secure Point-Blank Payment Portal or contacting our customer service team for assistance via support@pointblanksoftware.com.

Thank you for choosing Pointblank Software. We appreciate your business and are here to support you every step of the way.