

# Credit Card Payments

## Automatic Top Up using a Credit Card

### Automatic Top Up

Setting up auto top up functions gives you the ability to have control over your billing account. Using Tel2 you have four functions that you can enable to make sure you are always on top of your account.

**Top Up settings:** You can have your account automatically topped up when your balance drops below your nominated top-up level (e.g. £50). At the end of your billing month we'll top-up your account to the nominated top-up level, so you start each billing month with the nominated balance.

**Notification Settings:** You can have an email sent to you when your account falls below the threshold.

**Auto debit:** You can have you card charged for the recurring monthly charges.

**Stored credit card information:** Securely register your credit card details and nominate a top-up level (e.g. £50). Whenever your call credit drops below £5.00 we'll top-up your account to the nominated top-up level, so you never run out of credit.

## Quick Guide

### Step 1: Auto Top Up Settings.

1. Log into <https://now.tel2.co.uk>.
2. Select **Account > Manage billing**
3. Click **Automatically top up**
4. Add; **Top up-** amount, this is the amount that your account will get top up at each time an automatic top up occurs. **Maximum weekly amount-** this amount is your weekly maximum spend. If you leave it at £0.00 your account has no limit, and your account will be charged an unlimited amount per week. **Balance threshold-** when your account gets below this amount the automatic top up will occur.
5. Click **Update** to save settings.

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Auto topup details

Add credit

## Topup settings

☐ Automatically top up my SIPcity account credit when my balance drops below a certain amount?

Topup amount \$ 0.00

Maximum weekly amount \$ 0.00

Balance threshold \$ 0.00



Update

## Step 2: Notification settings

1. Click **Enable low credit warning emails**, if you wish to enable this function.
2. Add **Notification threshold** amount- when your account drops below this amount you will be sent an email notifying you. If you leave it at £0.00 your threshold has no limit.
3. Click **Update** to save settings.

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## Notification settings

☐ Enable low credit warning emails when credit limit is reached?

Notification threshold \$



Below this amount will trigger a notification email

Update

### Step 3: Auto Debit

- 1. Click **Automatically debit my account for upcoming account payments**, if you wish to enable this setting.
- 2. Click **Save** to save settings.

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## Auto debit

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Auto debit automatically charges your saved card for recurring monthly charges at the end of your bill cycle.

☐ Automatically debit my account for upcoming account payments.

Update

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