Set up Autopay for recurring invoices in QuickBooks Online

Learn how to set up automatic payments for recurring invoices.

Your customers want to pay you quickly and easily. You want to keep cash flowing through your business. Setting up Autopay for recurring invoices is a great way to do both.

▼ Help your customers set up Autopay

Your customers receive the invoice email normally, but now they have the option to set up Autopay.

Autopay can only be set up for the full amount. If your customer edits the amount, then the Autopay option no longer displays.
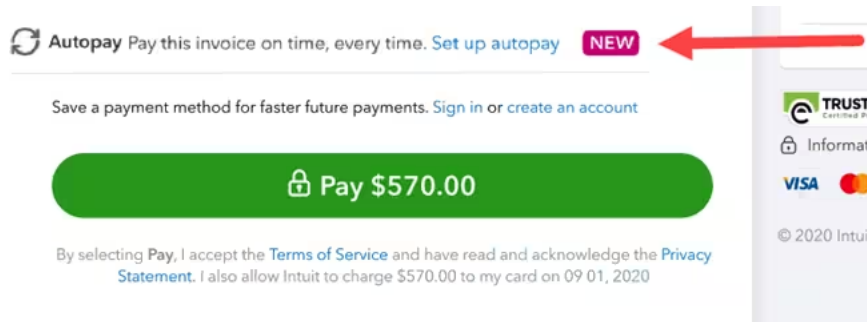
Your customer needs their Intuit account to use autopay. If they don't have an Intuit account, they'll need to create a new login.

1. To setup Autopay, your customer opens your invoice and selects **Set up autopay** to enroll.
2. Next, your customer will need to sign in using Intuit user ID (also used for TurboTax and Mint).
3. Your customer makes sure the autopay checkbox shows as selected and displays the correct frequency and start date.
4. Once everything looks good, your customer selects the **Autopay** button to pay the current invoice. They'll receive a confirmation email that Autopay is set up.
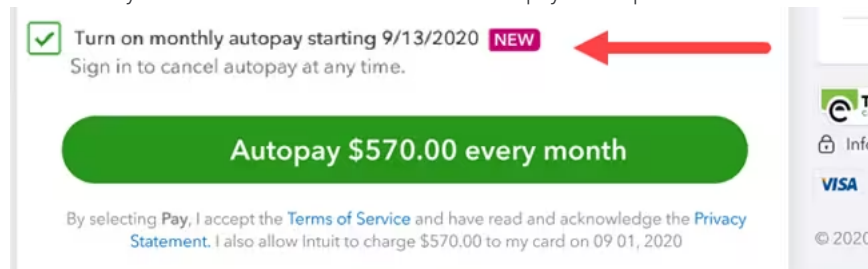
Can Autopay be canceled?

Your customer can cancel autopay by selecting the **Manage payment** link in the autopay confirmation email. After they sign in to their Intuit account, they can select **Cancel autopay**. Individual payments can't be canceled.