



From the login screen, select **Pay**. On the Pay screen, there are 3 tabs to choose from: **Invoices, Payment History and Payment Methods**



Invoices



The **Payment Methods** tab allows customers to review existing payment methods, add new payment methods and enroll in autopay. Existing payment methods are listed on the screen.

Payment Methods

Manage your payment methods by adding, editing or removing credit card or bank account details.
Manual payments should be posted up to five (5) days before the due date to avoid fees. Autopay will automatically pay invoices on their due date.

EXP		AUTOPAY	
☐	Amex *1004	11/27	☐ 

Adding a new payment method: Select the Payment Method type from the drop down and add Account Details and instructed. Once complete, click Save Payment.

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EXP		AUTOPAY	
☐	Amex *1004	11/27	☐ 

Payment Method

ACH/Bank Account

Account Details

Name on Account

Routing Number

Account Number

Is this a business or personal account?

☒ Business

☐ Personal

Is this a checking or savings account?

☐ Checking

☒ Savings

SAVE PAYMENT CANCEL

☐ Use as default payment method

Turning on Autopay: After adding a new payment method, use the Autopay toggle to turn on automatic payments. When the toggle is switched, an Autopay Terms & Conditions document pops up. Customer must click AGREE TO TERMS to complete enrollment.

Payment Methods

INVOICES PAYMENT HISTORY **PAYMENT METHODS**

Manage your payment methods by adding, editing or removing credit card or bank account details.
Manual payments should be posted up to five (5) days before the due date to avoid fees. Autopay will automatically pay Invoices on their due date.

	EXP	AUTOPAY	
☐ Amex *1004	11/27	☐	

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Set Up Autopay - Amex *1004

AutoPay Terms & Conditions

INTRODUCTION:

This document is to provide you information about the online bill payment system offered to you on behalf of Worldwide Express Operations, LLC AutoPay (the "Service") and the client payment portal (the "Site"). These terms and conditions set forth a legally binding agreement governing your use of the Site and the Service ("Agreement") and outline important conditions that apply to your use of the Site and the Service. By utilizing the Service, permitting any person to do so on your behalf, or utilizing the Service on someone else's behalf, you agree to these terms and conditions. If you do not agree to these terms and conditions, you must discontinue your access to the Site and not utilize the Service.

DEFINITIONS:

"Authorized User" is any Individual which you allow to use the Service or access to your Funding Account.

"Auto Pay Payment" is a recurring Payment made on the Due Date for the amount shown on the Invoice.

"Biller" is Worldwide Express, Inc.

"Business Day" is every Monday through Friday, excluding Federal Reserve holidays.

"Due Date" is the date reflected on your invoice when your payment is due; it is not the late payment date or inclusive of a grace period.

"Funding Account" is the checking account, savings account, or debit card account, held at FDIC or equivalent insured United States depository institutions, or credit card account from which Payments and fees, if any, will be debited and to which credits to you will be credited.

"Invoice" means the account you have directly with Worldwide Express related to the goods and / or services provided to you by the Worldwide Express

"Payment" is a payment transaction initiated by you through the Service.

"Payment Date" is the same as the Invoice date that the Biller will receive the Payment, and is also the day your Funding Account will be debited; provided that if the calendar day you elect falls on a non-Business Day, or after the daily cutoff time for the Service, the actual Payment Date and the actual date your Funding Account will be debited will be the immediately following Business Day.

"Payment Instruction" is the information provided by you (such as, but not limited to, Customer name, Customer Account number, and Payment Date) for a Payment to be made through the Service.

"Payment Wallet" is the Funding Account information you save (if any) for use in making future Payments.

"We," "us," and "our" refers to Worldwide Express, Inc. and its third-party service providers.

"You" and "your" refer to the Individual that is utilizing the Service.

ELIGIBILITY

The Site and the Service are offered only to individuals and authorized users of commercial entities who can form legally binding contracts under applicable law and, with respect to Payments made using checking, savings, or debit cards, use bank accounts held at FDIC or equivalent insured United States depository institutions. Without limiting the foregoing, the Service is not offered to minors. By using the Service, you represent that you meet these requirements and that you agree to be bound by this Agreement. You agree to indemnify and hold us harmless for all costs and fees (including without limitation interchange fees and merchant fees) arising out of your violation of this Section.

PAYMENT AUTHORIZATION, PAYMENT REMITTANCE AND FEES:

You authorize us to follow the Payment Instructions received from you. When we receive a Payment Instruction from you, you authorize us to debit or charge your Funding Account for the amount of any Payment plus any related fees in effect at the time you initiate the Payment Instruction, and to remit funds on your behalf.

YOU ACKNOWLEDGE AND AGREE THAT A FEE MAY BE CHARGED TO YOU TO PROCESS PAYMENTS PURSUANT TO THIS AGREEMENT. ANY SUCH FEES WILL BE DISPLAYED TO YOU PRIOR TO FINALIZING THE PAYMENT INSTRUCTION. YOU HEREBY AGREE TO PAY ANY SUCH APPLICABLE FEES WHICH MAY BE CHARGED REGARDLESS OF WHETHER THE PAYMENT INSTRUCTION IS COMPLETED. You also authorize us to credit your Funding Account. In the event that any Payments are returned to us because the processing of the Payment Instruction could not be completed. In order to process Payments more efficiently and effectively, we may edit or alter payment data or data formats. You certify that any Funding Account you add to your profile or otherwise utilize in connection with the Service is an account from which you are authorized to make payments, and any Payment you make using the Service will debit/charge a Funding Account that you are legally authorized to use. We will use reasonable efforts to complete your Payments properly. However, we shall incur no liability if the Service is unable to complete any Payments initiated by you because of the existence of any one or more of the following circumstances or other reasons identified in this Agreement:

1. If your Funding Account does not contain sufficient funds to complete the transaction or the transaction would exceed the credit limit of your overdraft account.

CANCEL

AGREE TO TERMS