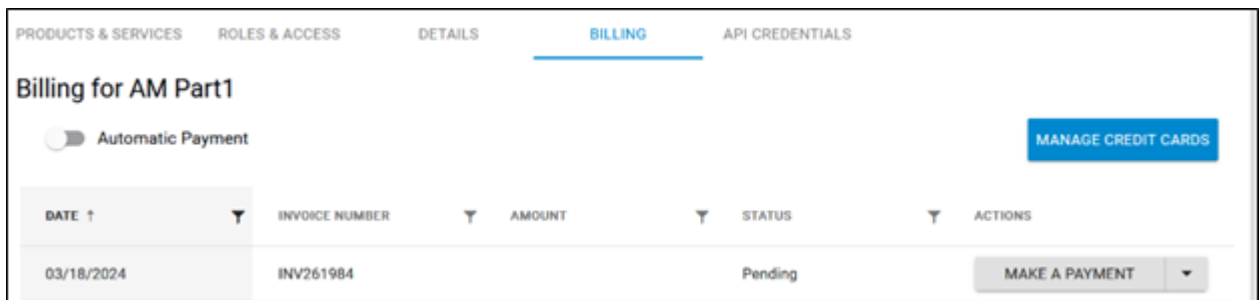


## Enabling Automatic Billing

<https://campus.barracuda.com/doc/97520659/>

To enable Automatic Billing, perform the following steps.

1. At the Partner page, select Billing.  
The Billing page is displayed.

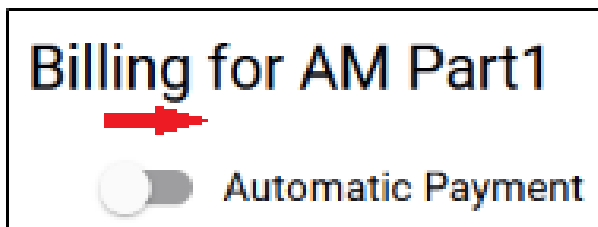


The screenshot shows the 'Billing' tab selected in the top navigation bar. Below the navigation bar, the title 'Billing for AM Part1' is displayed. A toggle switch for 'Automatic Payment' is currently in the 'Off' position. To the right of the toggle is a blue button labeled 'MANAGE CREDIT CARDS'. Below the toggle is a table with columns: DATE, INVOICE NUMBER, AMOUNT, STATUS, and ACTIONS. The first row of the table shows the date '03/18/2024', invoice number 'INV261984', and status 'Pending'. There is a 'MAKE A PAYMENT' button with a dropdown arrow in the ACTIONS column.

### Important!

The toggle can be changed only from **Off** to **On**. Once the Automatic Billing is set to **On**, It cannot be changed back.

2. Select and move the Automatic Billing toggle right to the **On** position.



This close-up image shows the 'Automatic Payment' toggle switch. A red arrow points to the toggle, which is now in the 'On' position (slid to the right).

Automatic Billing is enabled.

### Figures

1. campus apr billing.png
2. campus apr bill auto1.png

© Barracuda Networks Inc., 2024 The information contained within this document is confidential and proprietary to Barracuda Networks Inc. No portion of this document may be copied, distributed, publicized or used for other than internal documentary purposes without the written consent of an official representative of Barracuda Networks Inc. All specifications are subject to change without notice. Barracuda Networks Inc. assumes no responsibility for any inaccuracies in this document. Barracuda Networks Inc. reserves the right to change, modify, transfer, or otherwise revise this publication without notice.