

US & CAN: 1-800-268-8000 INTL: +8000-268-8000

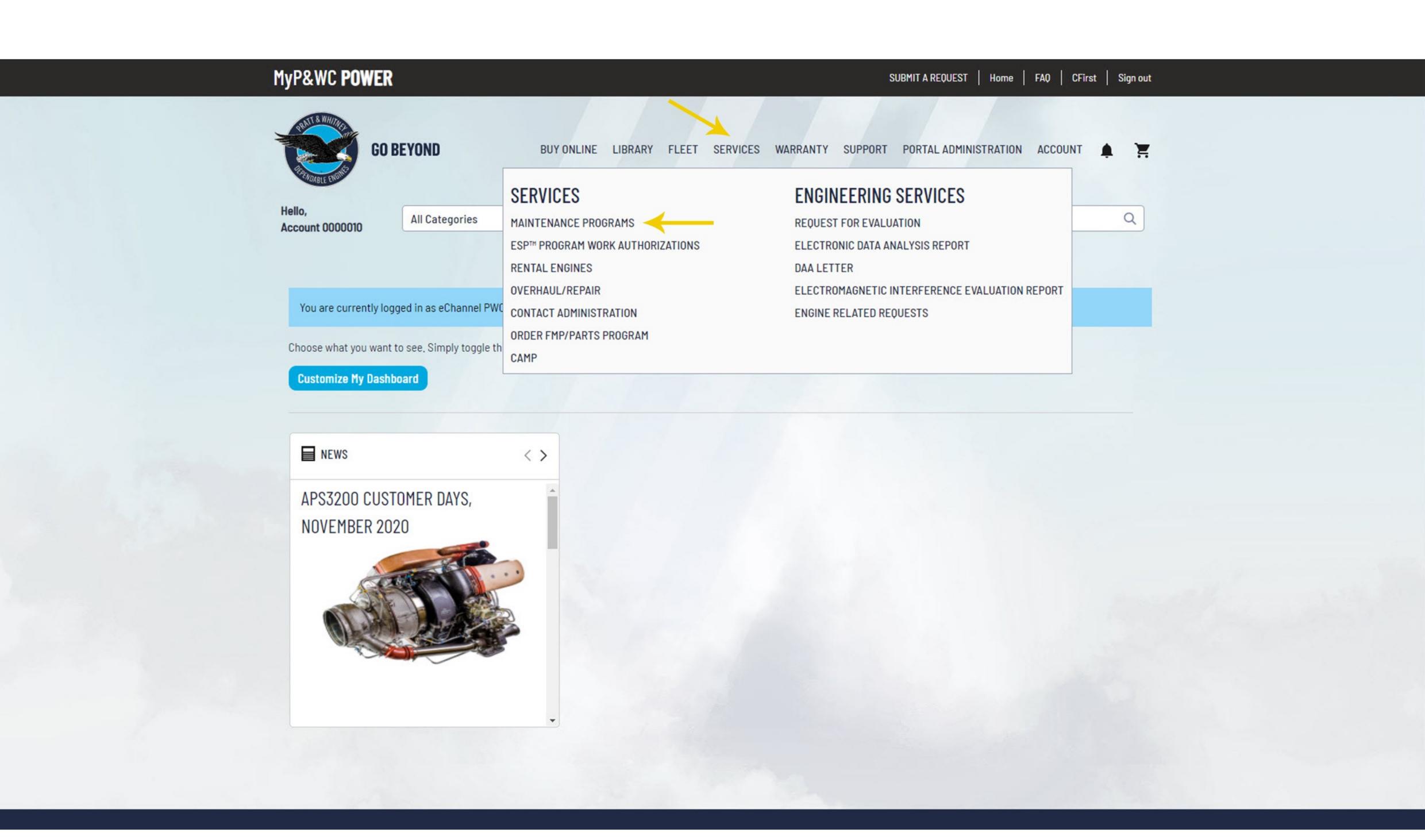
Email: CFirst@pwc.ca

MyP&WC Power How To Enable/Disable Pre-Authorized Payment Feature



Log-in

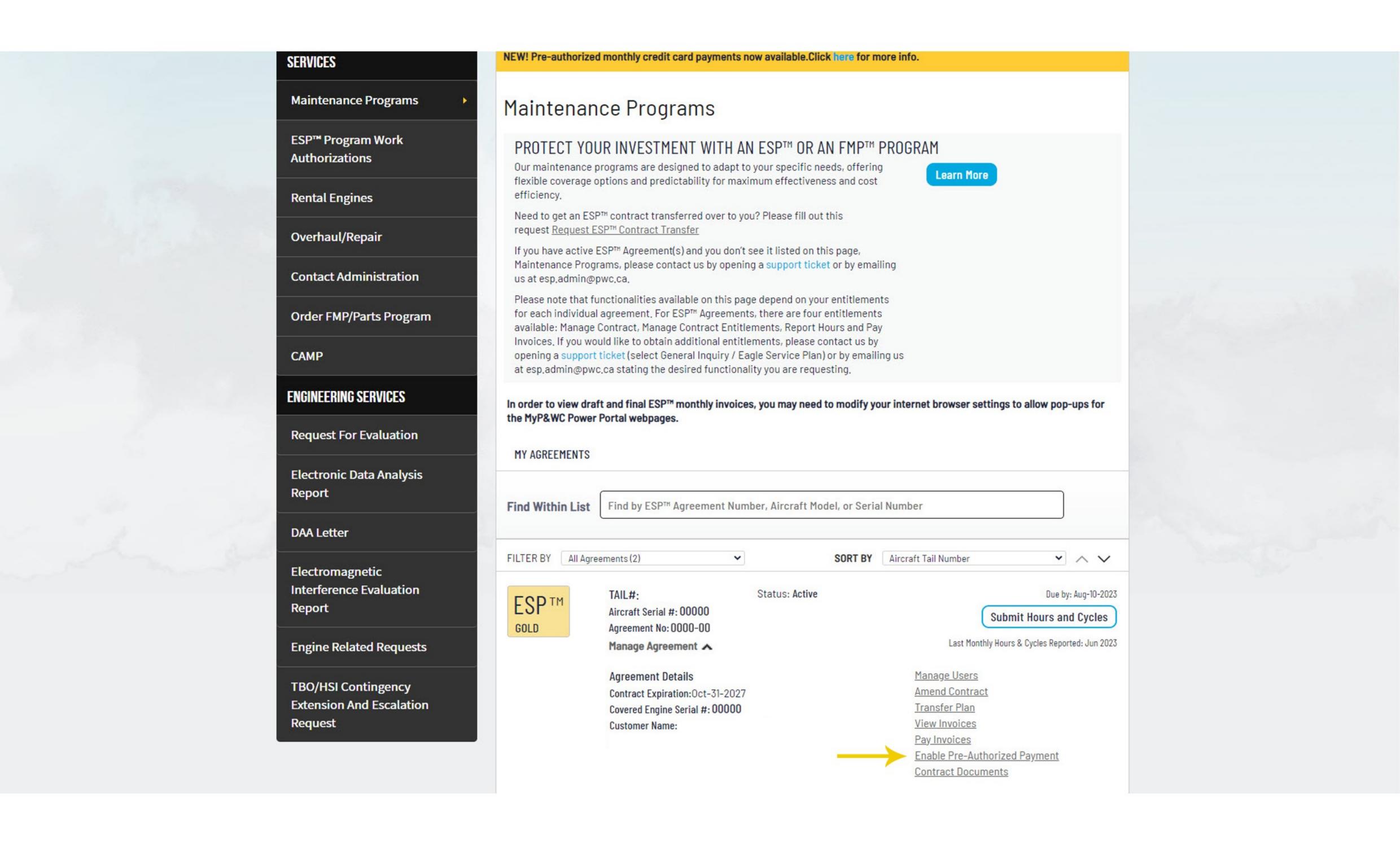
- 1. Navigate to Services.
- 2. Go to Maintenance Programs.





Enable

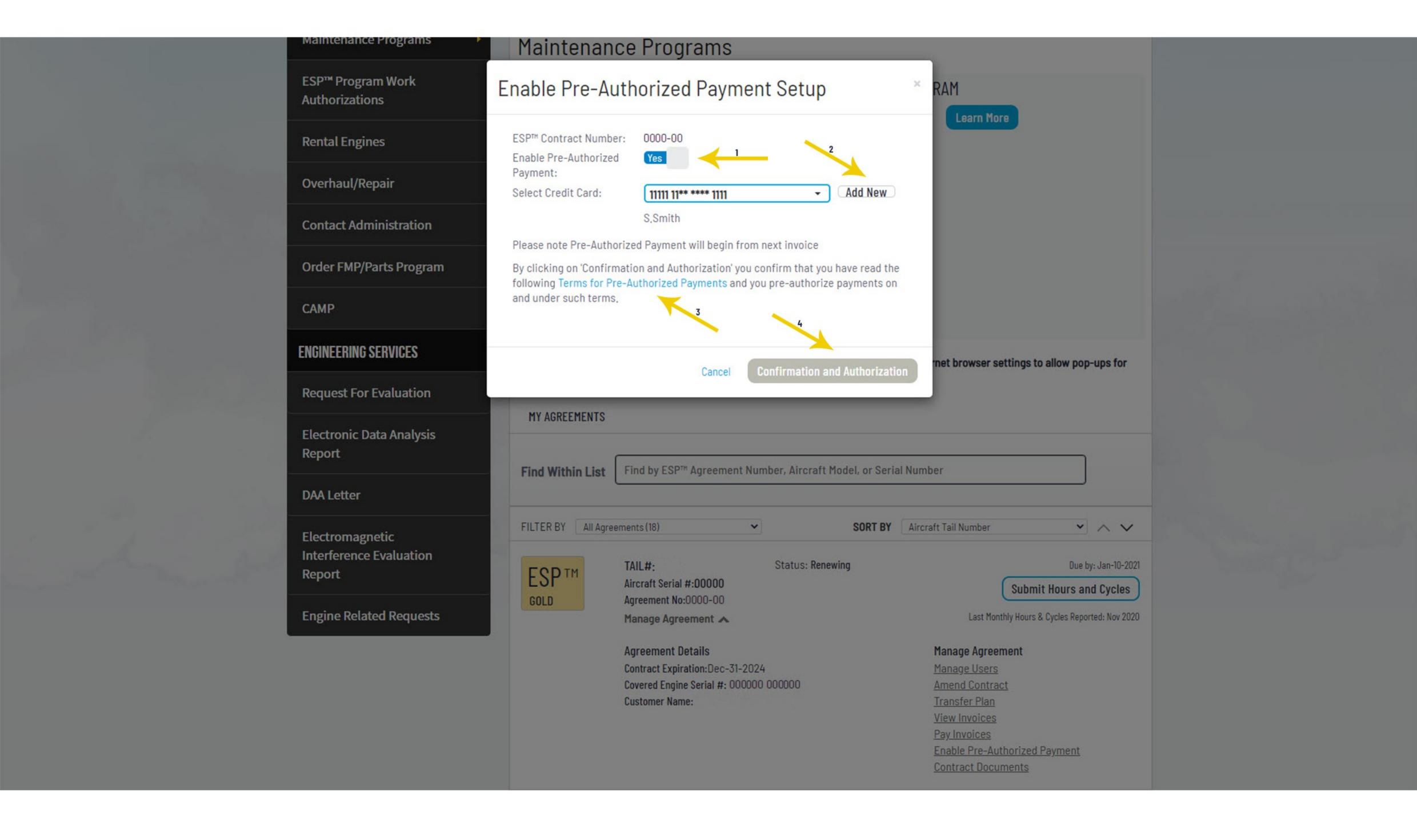
- 1. Navigate to Manage Agreement Section.
- 2. Click Enable Pre-Authorized Payment.





Set up

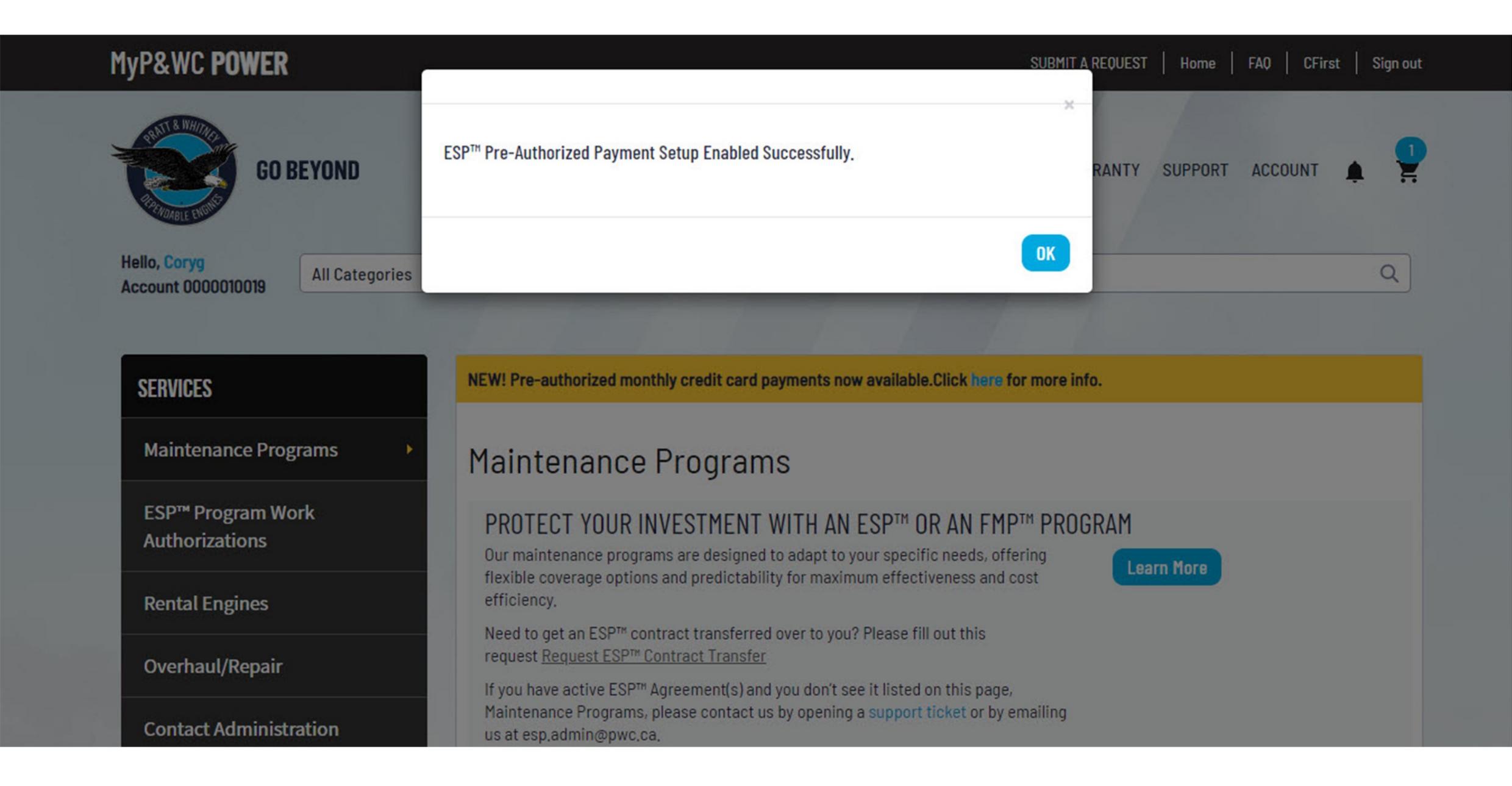
- 1. Toggle switch button and add a credit card.
- 2. Click Terms for Pre-Authorized Payments.
- 3. Click Confirmation and Authorization.





Confirmation

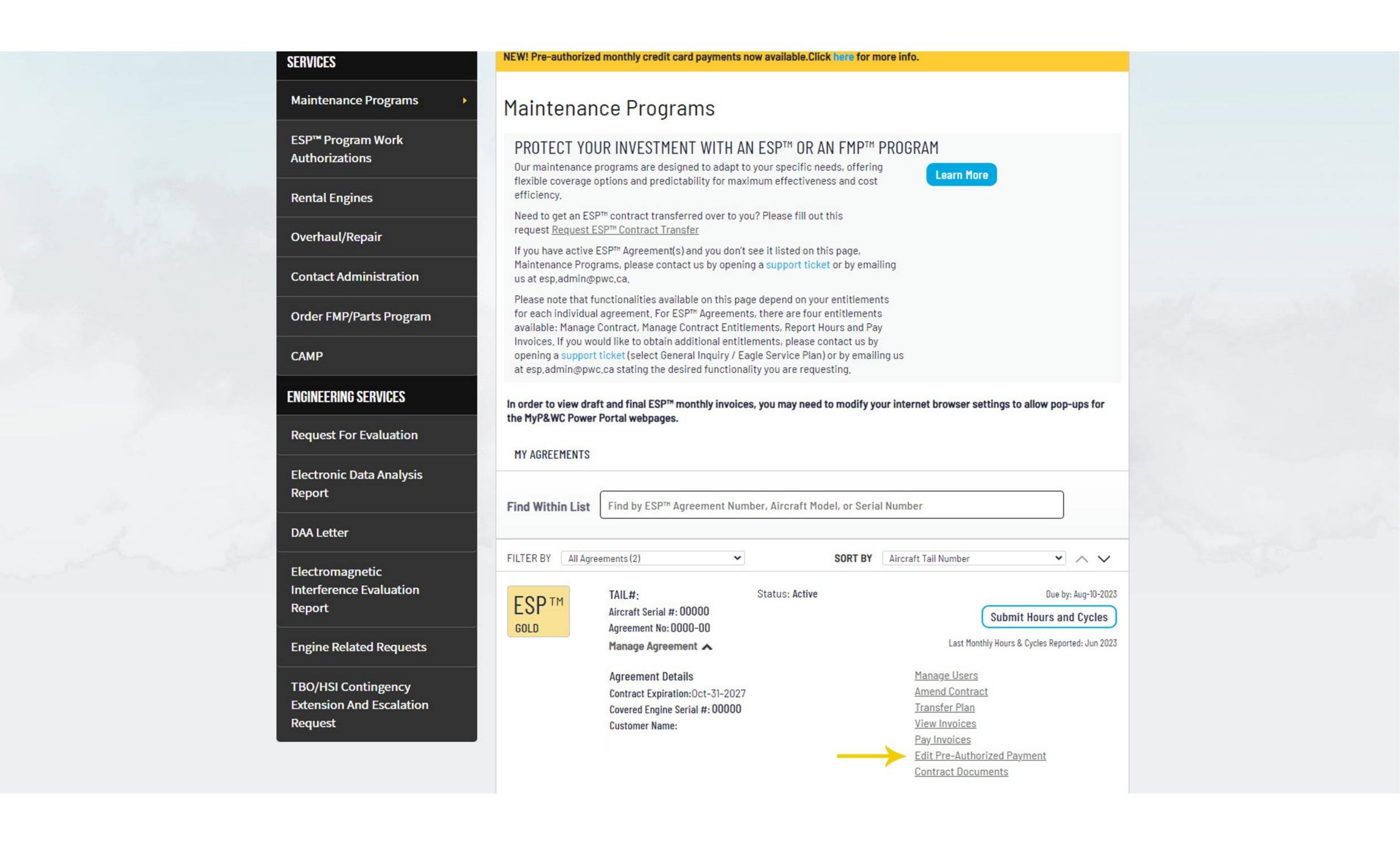
- 1. Pre-Authorized Payment has been enabled.
- 2. Pre-authorized due date will be visible on each invoice from now on.





Disable

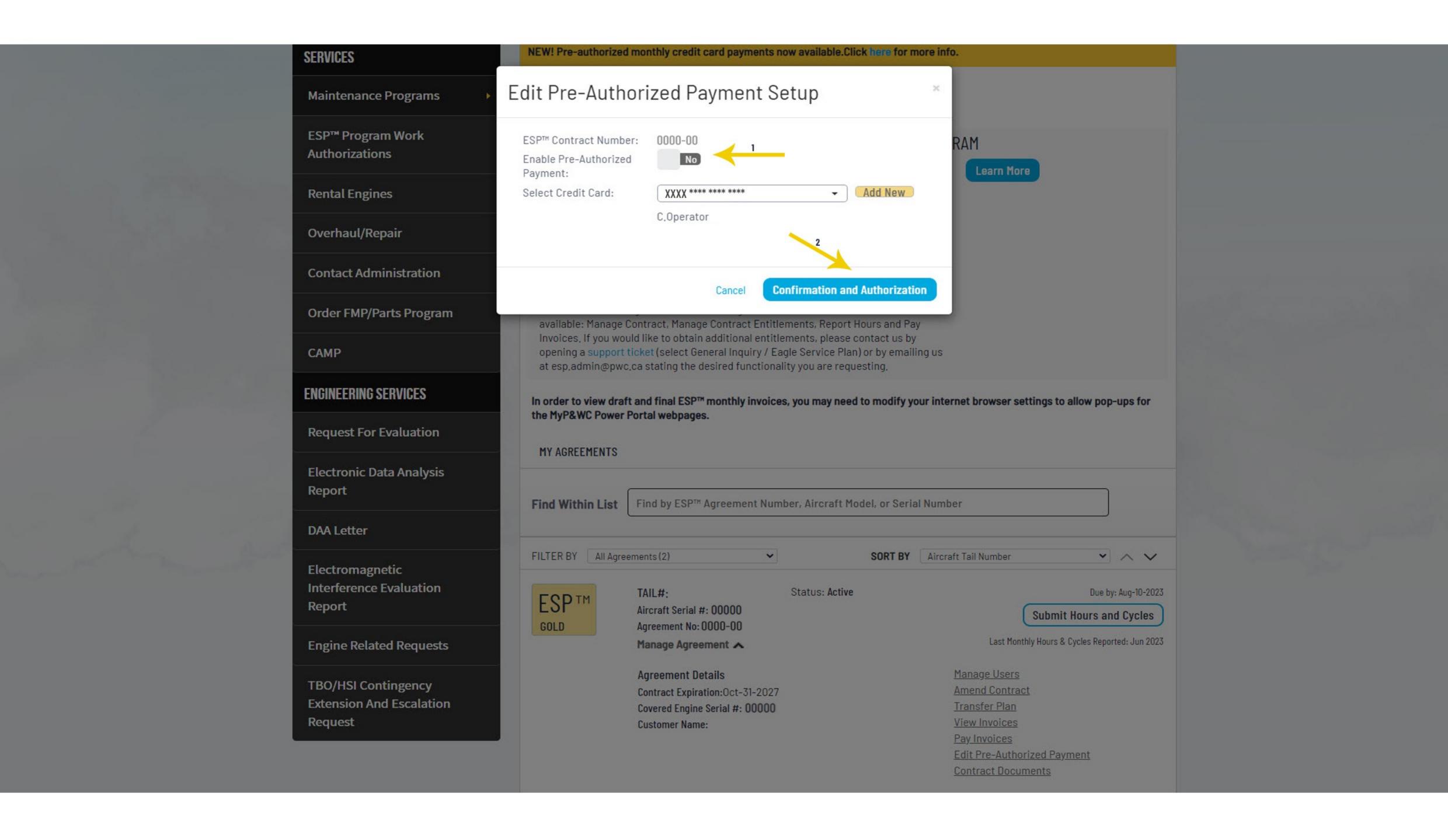
- 1. Navigate to Manage Agreement Section.
- 2. Click Edit Pre-Authorized Payment.





Set up

- 1. Toggle switch button.
- 2. Click Confirmation and Authorization.





Confirmation

1. Pre-Authorized Payment has been disabled.

