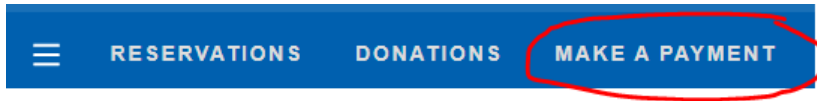# How to Make a Payment / Set Up Scheduled Payments

1) Log in to your UltraCamp account and select "Make a Payment" from the menu bar.

2) Select your current card on file, and select "use selected account"

Select Payment Account

- ● MasterCard **** **** **** 2222
- ○ Sponsorship Code

USE SELECTED ACCOUNT

ADD CREDIT CARD

3) If you need to change cards, or add a new card, you'll be prompted to complete all of the fields. Select "add card" once complete. We accept Visa, MasterCard, Discover and American Express (AMEX). Once complete, repeat step 2, and then skip to step 4.

Select Payment Account

- ○ MasterCard **** **** **** 2222
- ○ Sponsorship Code

USE SELECTED ACCOUNT

ADD CREDIT CARD

Add Credit Card

Card Type:	Visa
Name On Card:	Primary Test
Number:	required
Expiration Date:	required
CVV:	required
Billing Address:	123 Test Ave
Billing Zip Code:	12345

☐ Make this my preferred payment method.

☐ Update scheduled payments to use this new credit card.

ADD CARD

4) You can choose one of two options:

a) Make a payment now, select the payment amount, and then submit payment

Make a Payment

Payment Amount

Account Balance:	$1,375.00
Payment Amount:	1375.00
Timing	Make my payment now ⌄
	Make my payment now
	Schedule for future

Payment Method

MasterCard **** **** **** 2222   Change

Payment Amount: **$1,375.00**

SUBMIT PAYMENT

b) Schedule a payment for the future. You can select the amount you'd like to pay/schedule, and then choose the date.

Make a Payment

Payment Amount

Account Balance:	$1,375.00
Payment Amount:	100
Timing	Schedule for future ⌄
Payment Date:	mm/dd/yyyy 📅

Payment Method

MasterCard **** **** **** 2222   Change

Payment Amount: **$100.00**

SUBMIT PAYMENT

5) Select Submit Payment, and you'll see your scheduled payments on the next screen.

Finance Information

$1,375.00
Account Balance:

$1,375.00
Arranged Payments:

$0.00
Unarranged Balance:

MAKE A PAYMENT

* Scheduled payment amounts will automatically be reduced or canceled to avoid overcollection.

Fees and Payments	⊞
Scheduled Payments	⊟

Upcoming Payments

6/1/2022	Credit Card (MasterCard ****2222 exp 12/2027)	$1,375.00

Print a Statement	⊞
Payment Accounts	⊞

If you need any assistance with making a payment, or making any adjustments to your scheduled payments, please contact our office at campinfo@seattleymca.org.