

## How to make monthly payments:

### To determine the amount owed on your Cyclones Team Unify account:

1. Sign In
2. Go to My Account > \$My Invoice/Payment
3. Click the **Billing History** line
4. Select the Search Billing/Payment History box
5. Enter a date range of transactions. It is suggested you enter a wide range such as 01/01/2021 to 12/31/2021 then click **Search** This will display all the invoices at the top and payments on the bottom.
6. Close out of the screen using the X in the upper right hand corner

### To Sign up for monthly Auto draft (ACH) or Credit Card Payment (all monthly dues and meet entry fees will be deducted monthly at the 1<sup>st</sup> of every month.)

1. Sign In
2. Go to My Account > Setup Auto Pay Sign in to your team's TeamUnify website.
3. In the side menu click My Account > Set Up Autopay.
4. Click Add New Card or Add Bank Account.
5. Fill in the credit card or bank account details. The Copy From Account Info button speeds the process.
6. Click button in front of USE FOR FEES ASSOCIATED WITH YOUR ACCOUNT.

Use for Fees Associated  
With Your Account

Use for On Demand  
Payments

[Update/Replace](#)

[Delete Card](#)

7. When finished, click Save.

Processing fee of \$3 will be added for credit card payments.

### Demand Payments -You can make a payment any time you like on your organization's TU website.

1. Go to Invoices & Payments.
2. In the side menu click My Account > \$ My Invoice/Payment.
3. Click the Make Payment tab.
  - By default, your full account balance will appear in the Enter payment amount field; change it if desired.
4. If you do not have a credit card on file, click Add New Card, fill in the data (you may click Copy From Account Info to speed the process) and click Next.
  - Otherwise click Use this card by the credit card you wish to use.
5. Enter your credit card's CVV code.

6. Click button in front of USE FOR ON DEMAND PAYMENTS.

Use for On Demand Payments

[Update/Replace](#) [Delete Card](#)

7. Click Pay Now and OK to confirm.

Processing fee of \$3 will be added for credit card payments.

**Billpay through your bank or for mailing check**

Arrange payments to be sent to the following address (include swimmer's name):

St. Augustine Swim Team Director: Frank Holleman

P.O. Box 3592

St. Augustine, FL 32085