

## Republic *Online* Credit Card Automated Payments

To set up your automated credit card payment via Republic *Online*, please follow these steps:

1. Log into Republic *Online*.
2. Go to the Main/Quick Menu and select 'Pay Your Credit Card.'
3. Click on the blue drop down arrow under 'Credit Card to Pay.'
4. Select the credit card to pay from the available pick list.
5. Select the 'Minimum Amount' or 'Current Balance' radio button under 'Amount to Pay.' To set a fixed amount select the 'Other Amount' option.
6. Click on the blue drop down arrow under 'Debit Account.'
7. Select the Debit Account from the available pick list.
8. Enter Description.
9. **Turn on the Schedule Switch to activate the schedule frequency options.**
10. **After choosing the desired schedule frequency, select the Continue action button.**
11. **Ensure the information is correct and select the Confirm action button.**
12. You will receive confirmation that the credit card payment was successfully scheduled.