FSPay 3.0 - Caliber Portal - Guide to Making Payments

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Article Number

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Owner

pemmons (/FSPay/s/?redirectPageContext=JTdCJTIydHlwZSUyMiUzQSUyMmRldGFpbCUyMiUyQyUyMmF0dHJpYnV0ZXMlMjIlM0ElN0IlMjJyZWNvcmRJZCUyMiUzQSUyMjAwNTN4MDAwMD

Product

FS Pay

URL Name

FSPay3-Caliber-Payments

Description

Title

FSPay 3.0 - Caliber Portal - Guide to Making Payments

Answer

Simply navigate to your Caliber portal from your computer or phone and log in.

Before making a payment, confirm that your Profile contains your most up-to-date email address so that you receive email receipts.
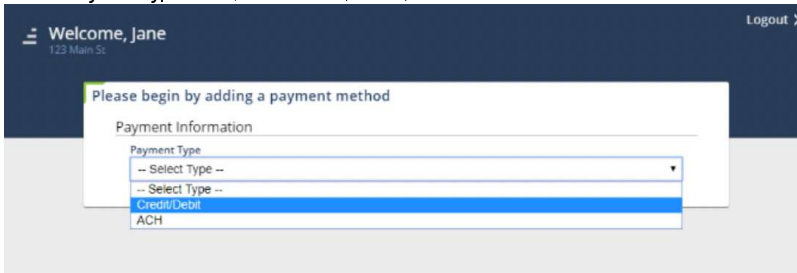
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Adding Your First Payment Method

1. From your browser, log in to your community portal.

2. Click **Make a Payment.**
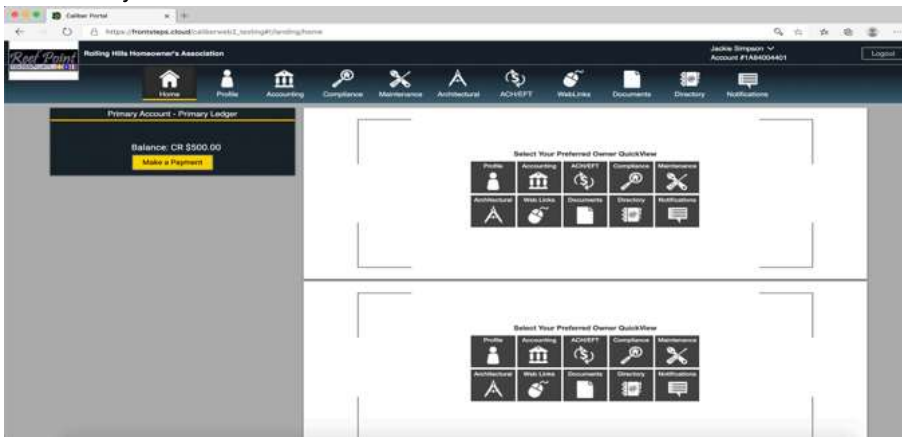
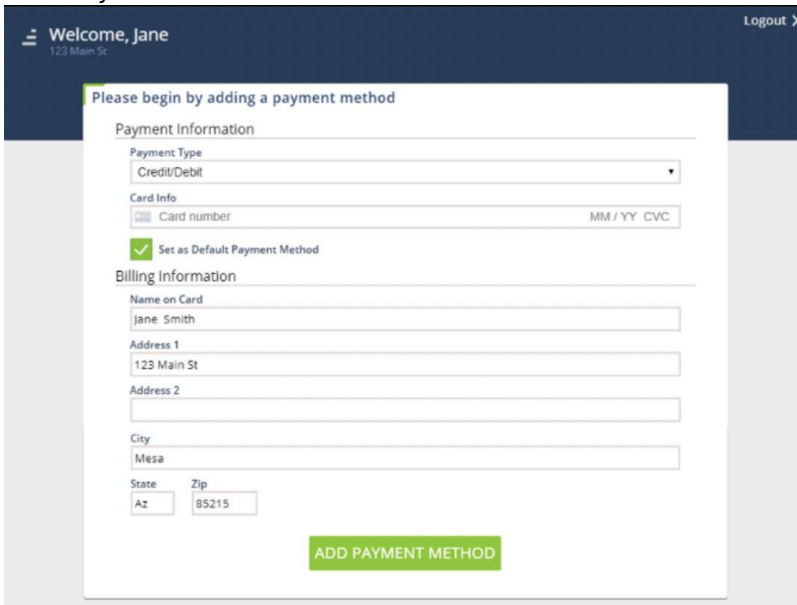3. Select a **Payment Type:** Credit/Debit or ACH (eCheck).
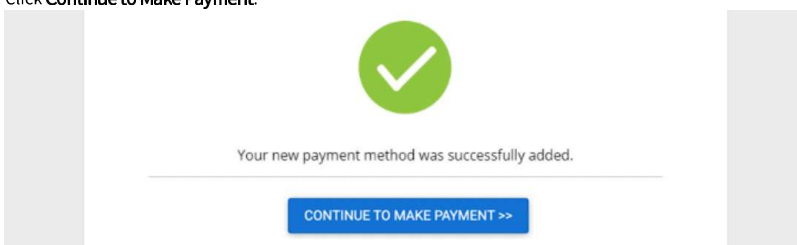

4. Enter your Payment Information.
   • For Credit/Debit: **Card Number, Expiration Date** (MM/YY), and **CVC**.

   • For ACH (eCheck): **Routing Number** and **Account Number**.

5. For Credit/Debit, enter your Billing Information: **Name on Card, Address, City, State**, and **Zip**.
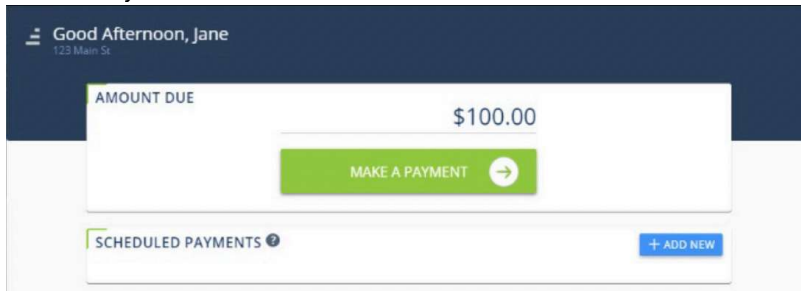6. Click **Add Payment Method**.
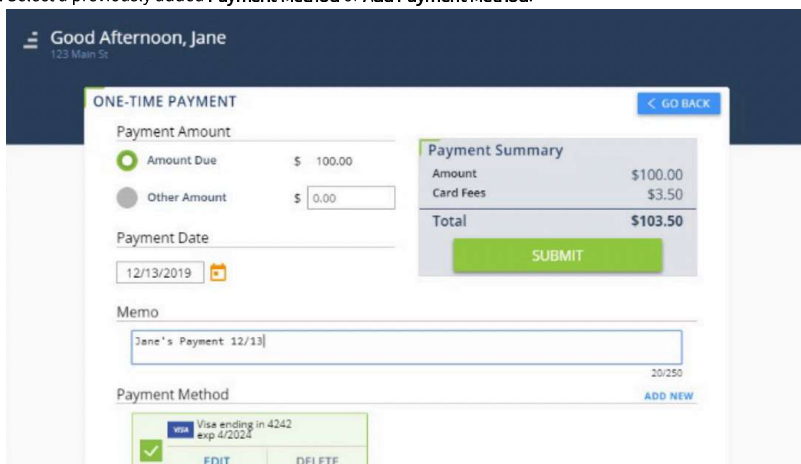

7. Click **Continue to Make Payment**.

How to Make a One-Time Payment

1. Click Make a **Payment**.

2. Select **Amount Due** or **Other Amount**. If selecting Other Amount, enter the amount you want to pay.
3. Select the **Payment Date**.
4. Enter a **Memo.** This will appear on your email receipt and on your Transaction History.
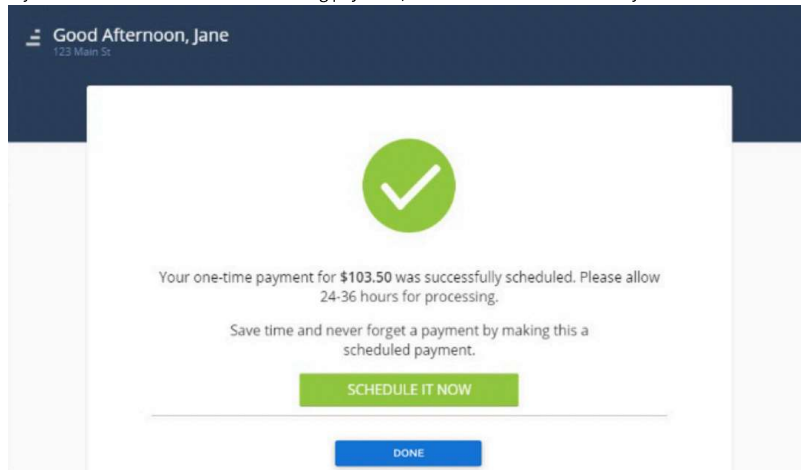5. Select a previously added **Payment Method** or **Add Payment Method**.

6. Review the payment summary and click **Submit**.
7. Click **Yes, Submit** to confirm your payment.
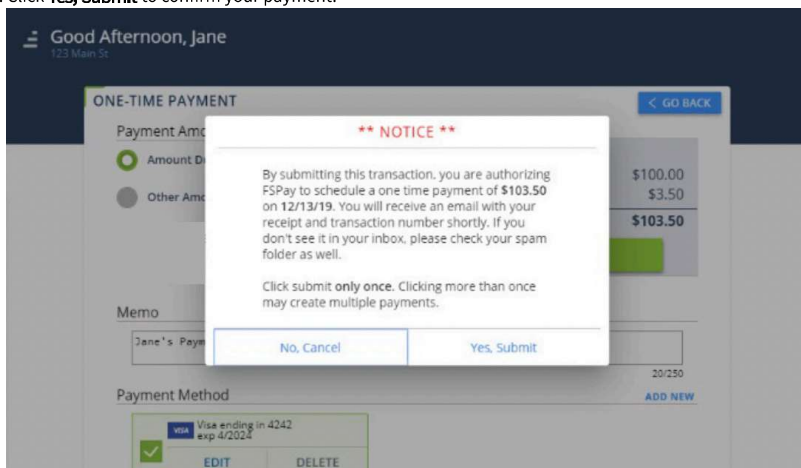
8. To set up a recurring payment, click **Schedule It Now** and continue to **#9**.

If you do not want to schedule a recurring payment, click **Done** to return to the Payments Dashboard. You will receive an email confirming your payment.

9. Select a **Frequency** (Monthly, Quarterly, Semi-Annually, or Annually).
10. Select a **Day of the Month** or **Start Date**.
11. Select and enter the payment **Amount**.
12. Enter a **Memo** (if applicable).
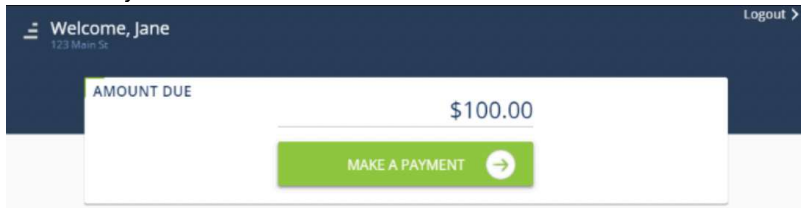13. Select a previously added **Payment Method** or **Add New**.

14. Review the Payment Summary and click **Submit**.
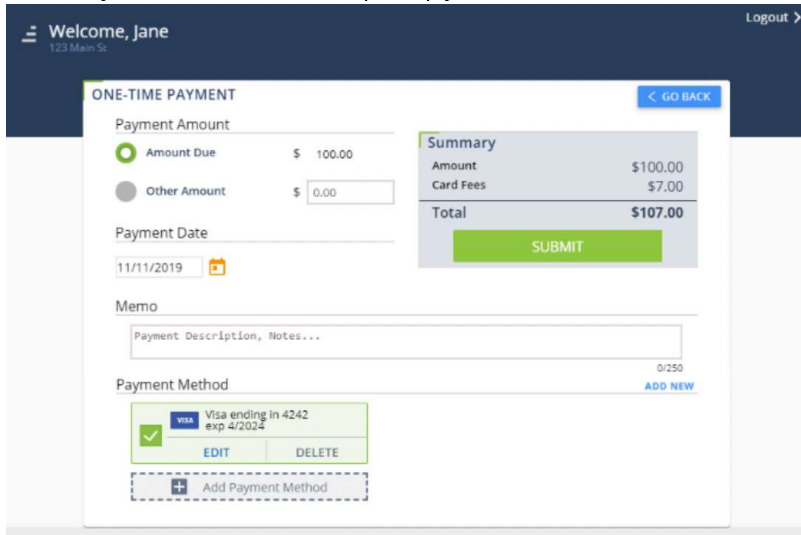15. Click **Done** to return to the main Payments screen.
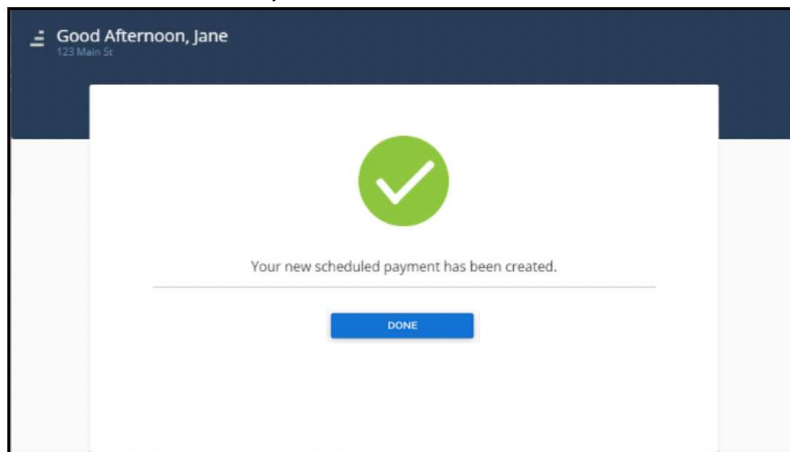
How to Add, Edit, or Delete a Payment Method

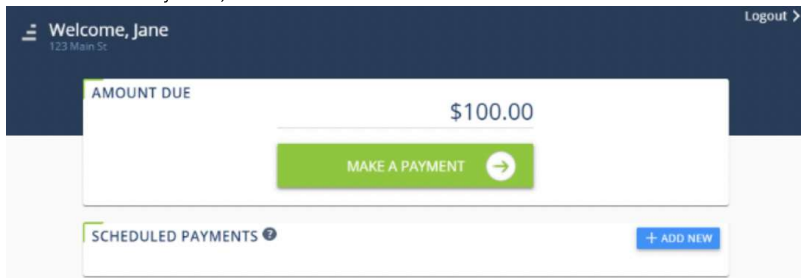1. Click **Make a Payment**

2. Click **Add Payment Method, Edit, or Delete** to update a payment method.


How to Add, Edit, or Delete a Scheduled Payment

1. Under Scheduled Payments, click **Add New**.

2. Select a **Frequency** (Monthly, Quarterly, SemiAnnually, Annually, or One-Time).
3. Select a **Day of the Month** or **Start Date**.
4. Enter the payment **Amount**.
5. Enter a **Memo**. This will appear on your email receipt and on your Transaction History.
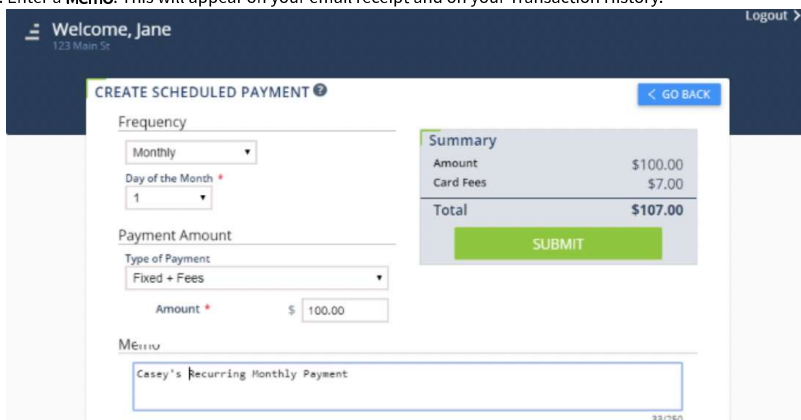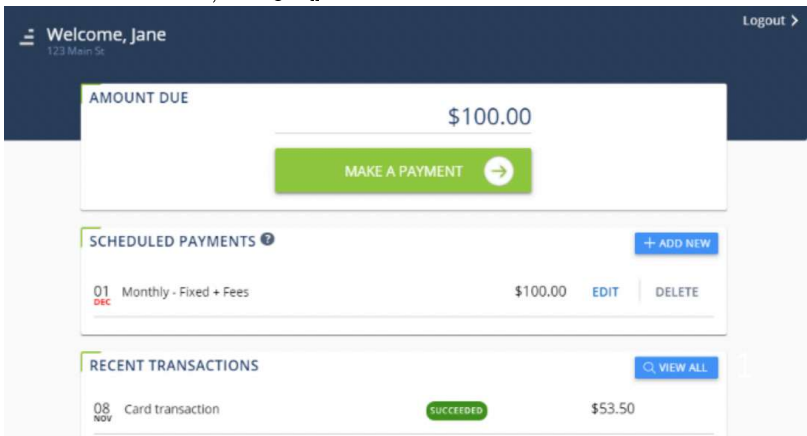
6. Select a **Payment Method** or **Add New.**
7. Review the Payment Summary and click **Submit**.
8. Click **Yes, Submit**.
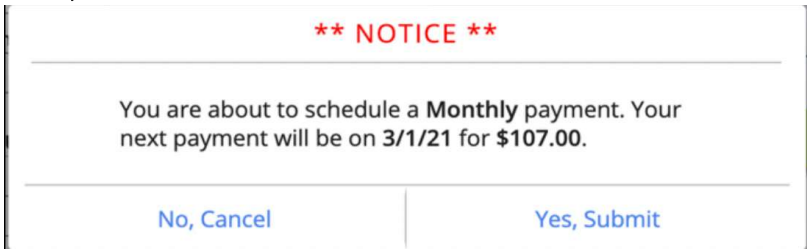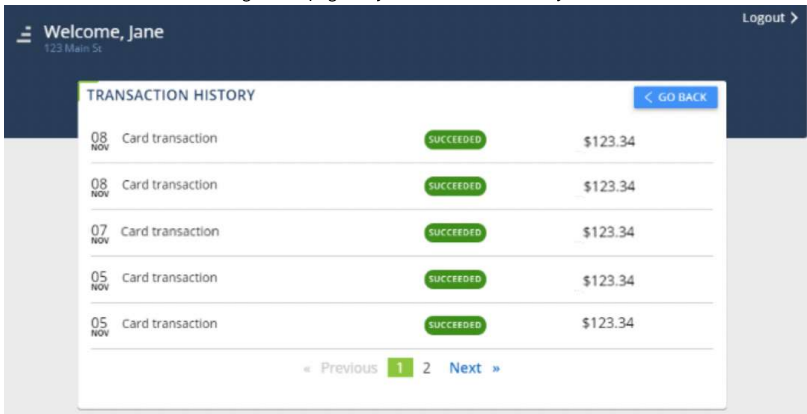

View Recent Transactions

1. Under Recent Transactions, click **View All**.

2. Click **Previous** and **Next** to navigate the pages of your Transaction History.

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