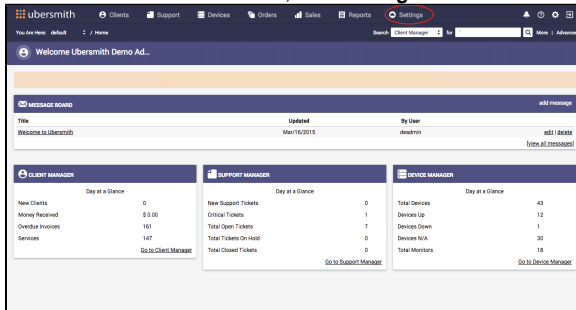


# Adding Billing Agreements

Billing agreements allow you to establish recurring payments from a client without the need to store credit card data.

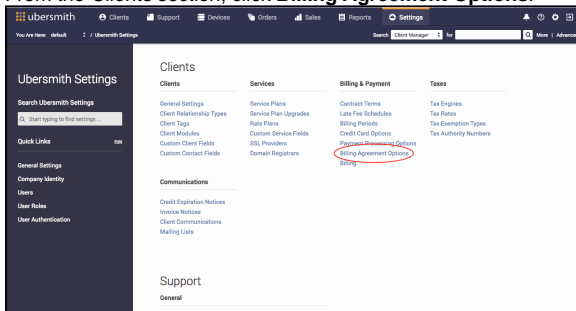
## Access the Billing Agreement Options Page

1. From the *Ubersmith Dashboard*, click **Settings**.



The *Ubersmith Settings* page appears.

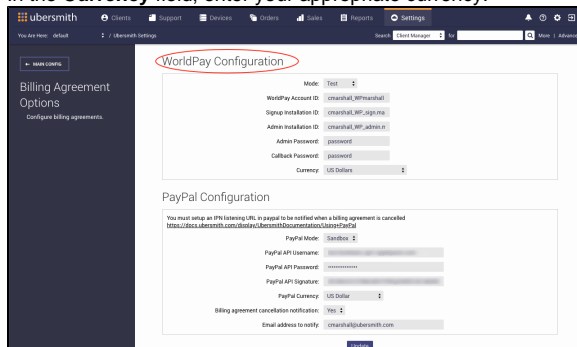
2. From the *Clients* section, click **Billing Agreement Options**.



The *Billing Agreement Options* page appears.

## Configuring WorldPay

1. Access the *Billing Agreement Options* page.
2. Complete the *WorldPay Configuration* section.
  - In the **Mode** field, select **Live**.
  - In the **WorldPay Account ID** field, enter your WorldPay account ID.
  - In the **Signup Installation ID** field, enter your WorldPay signup installation ID.
  - In the **Admin Installation ID** field, enter your WorldPay admin installation ID.
  - In the **Admin Password** field, enter your WorldPay admin password.
  - In the **Callback Password** field, enter your WorldPay callback password.
  - In the **Currency** field, enter your appropriate currency.



## Configuring PayPal

1. Access the *Billing Agreement Options* page.
2. Complete the *PayPal Configuration* section.
  - In the **PayPal Mode** field, select **Live**.
  - In the **PayPal API Username** field, enter your PayPal API user name.
  - In the **PayPal API Password** field, enter your PayPal API password.
  - In the **PayPal API Signature** field, enter your PayPal API signature code.
  - In the **PayPal Currency** field, select your appropriate currency.

- In the **Billing agreement cancellation notification** field, select **Yes** to receive an email your client cancels their billing agreement in PayPal.
- In the Email address to notify field, enter the email address to receive the cancellation notification.

The screenshot shows the Ubersmith Settings page with the 'Billing Agreement Options' section selected. The 'WorldPay Configuration' section includes fields for Mode (Text), WorldPay Account ID, Signup Installation ID, Admin Installation ID, Admin Password, Callback Password, and Currency (US Dollars). The 'PayPal Configuration' section includes a note about the IPN listening URL, PayPal Mode (Sandbox), PayPal API Username, PayPal API Password, PayPal API Signature, PayPal Currency (US Dollar), Billing agreement cancellation notification (Yes), and Email address to notify (cmarschal@ubersmith.com). The 'Update' button is highlighted with a red circle.

## Save Your Configuration Settings

- Click **Update**.

This screenshot is identical to the previous one, showing the Ubersmith Settings page with the 'Billing Agreement Options' section selected. The 'WorldPay Configuration' and 'PayPal Configuration' sections are visible. The 'Update' button at the bottom of the PayPal Configuration section is highlighted with a red circle.

## Related Topics

[Managing Billing Agreements](#)

[Configuring Payment Processing Options](#)

[Using PayPal](#)