

Configuring Payment Capture Settings

WHMCS can automatically charge your customers' payment methods. This removes the need to run credit card charges manually when a customer pays for a renewal.


 For more information about payment capture settings, see [Automation Settings](#).

Configure Payment Collection Settings

To configure payment collection settings:

1. Go to **Configuration > System Settings > Automation Settings**.
2. Scroll to the **Payment Capture Settings** section (**Credit Card Charging Settings** in WHMCS 8.1 and earlier).
3. For **Process Days Before Due**, set when the system will process the payment by entering the number of days before the due date.

Process Days Before Due Enter the number of days before the due payment date you want to attempt to capture the payment

 Enter to capture payment on the invoice due date.

4. Check **Attempt Only Once** if you only want the system to attempt charging the customer once. If you do not check this, the system will attempt to capture payment until it succeeds (daily or weekly, depending on the **Retry Every Week For** setting).

Attempt Only Once ☐ Tick this box to only attempt the payment automatically once and if it fails, don't attempt it again

5. For **Retry Every Week For**, enter a number that is greater than to cause the system to attempt payment capture weekly for that number of weeks until it succeeds.

For example, if you enter , the system will attempt capture on the due date, seven days after the due date, and one final attempt 14 days later.


Retry Every Week For Enter the number of weeks to retry failed CC processing attempts for weekly



Enter to attempt capture every day until payment succeeds.


6. For **CC Expiry Notices Date**, enter the day of the month on which to send reminders to clients about upcoming credit card expirations. For example, if you enter 25 (the default value), the system will send notices on the 25th of the month whose cards expire in the next month.

CC Expiry Notices Date Enter the day of the month that you want to send credit card expiry notices for the upcoming month

 When the system sends this email, it will also remove the expiring credit card from the client's records unless you check **Do Not Remove CC on Expiry**.

7. Check **Do Not Remove CC on Expiry** to keep the client's credit card information on file after its expiration date.

Do Not Remove CC on Expiry ☐ Tick this box to not remove credit card details when the expiry date passes

 Enabling this will not change whether your system sends expiration notices according to your other settings.