Configuring Payment Reminders

WHMCS can send payment reminders to your customers in advance of their payment dates. This can include sending additional notices for overdue bills.



You can customize the email templates that WHMCS uses to send these messages. For more information, see <u>Editing Email Templates</u>.

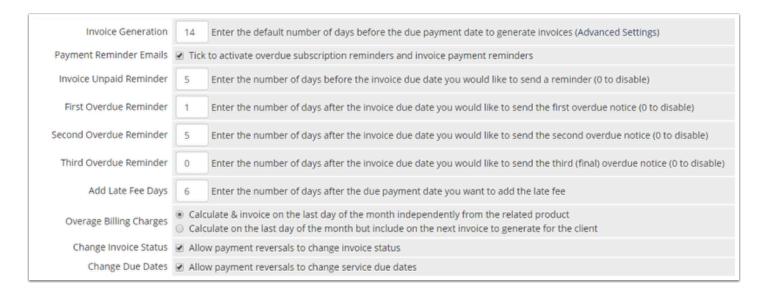
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Before you configure this, make certain that you have set up your system cron job.

To configure payment reminders and overdue notices:

- 1. Go to Configuration > System Settings > Automation Settings.
- 2. Under **Billing Settings**, choose your desired configuration.



3. Click Save Changes.



For more information about these settings, see Automation Settings.