



# 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 [Editing Email Templates](#).

## Configure Payment Reminders


 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.

Invoice Generation	<input type="text" value="14"/>	Enter the default number of days before the due payment date to generate invoices (Advanced Settings)
Payment Reminder Emails	<input checked="" type="checkbox"/>	Tick to activate overdue subscription reminders and invoice payment reminders
Invoice Unpaid Reminder	<input type="text" value="5"/>	Enter the number of days before the invoice due date you would like to send a reminder (0 to disable)
First Overdue Reminder	<input type="text" value="1"/>	Enter the number of days after the invoice due date you would like to send the first overdue notice (0 to disable)
Second Overdue Reminder	<input type="text" value="5"/>	Enter the number of days after the invoice due date you would like to send the second overdue notice (0 to disable)
Third Overdue Reminder	<input type="text" value="0"/>	Enter the number of days after the invoice due date you would like to send the third (final) overdue notice (0 to disable)
Add Late Fee Days	<input type="text" value="6"/>	Enter the number of days after the due payment date you want to add the late fee
Overage Billing Charges	<input checked="" type="radio"/>	Calculate & invoice on the last day of the month independently from the related product
	<input type="radio"/>	Calculate on the last day of the month but include on the next invoice to generate for the client
Change Invoice Status	<input checked="" type="checkbox"/>	Allow payment reversals to change invoice status
Change Due Dates	<input checked="" type="checkbox"/>	Allow payment reversals to change service due dates

3. Click **Save Changes**.

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