

1. Log in to your HOURCAR account and navigate to your account summary
2. Add or change payment information as needed by selecting “credit card settings” from the top of the page.

**Billing Account Summary**

Personal account for customer      Trip-by-trip billing - Invoiced by Credit Card - Credit Card Settings

\$26.20


Over due amount

Details

\$0.00

Driving credits

+ Details



**Invoice and Payment Log**

Date	Charge	Credit	Description	Status
01/01/2019	\$8.20		Running Invoice (Dec 2018)	Running
12/20/2018			Payment (Credit Card) for invoice	Successful
12/20/2018			Invoice	Completely paid
12/19/2018		\$26.20	Payment (Credit Card) for invoice	Successful
12/19/2018		<del>\$26.20</del>	Payment (Credit Card) for invoice - DECLINED	Replaced by subsequent transaction
12/18/2018		<del>\$26.20</del>	Payment (Credit Card) for invoice - DECLINED	Replaced by subsequent transaction
12/16/2018		\$8.20	Payment (Credit Card) for invoice	Successful
12/11/2018	\$26.20		Invoice	Completely paid
12/06/2018		\$44.53	Payment (Credit Card) for invoice	Successful
12/06/2018	\$44.53		Invoice	Completely paid

3. Select the payment you’d like to re-run. This can be done by looking at the top left portion of your screen, finding the balance displayed in the “Over due amount” section, and clicking on “details”; or by selecting an invoice from the Invoice and Payment Log.

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12/16/2018		\$8.20	Payment (Credit Card) for invoice	Successful
12/11/2018	\$26.20		Invoice	Completely paid
12/06/2018		\$44.53	Payment (Credit Card) for invoice	Successful
12/06/2018	\$44.53		Invoice	Completely paid



4. Once you are viewing the invoice for the payment you wish to re-run, you can initiate the re-run by clicking the “repeat payment” button.

## Invoice

payable until:

Status: Sent

Amount: \$26.20 Open amount: **\$26.20**

No	Description	Subtotal	Taxes	Total
1	Reservation: 123456	\$22.38	\$3.82	\$26.20

### Payments (2) Repeat payment (\$26.20)

Date	State	Type	Received	Description
1/1/2018 12:00 AM	Failed	Credit Card	<del>\$26.20</del>	Reservation 123456 - DECLINED
1/2/2018 12:00 AM	Replaced by subsequent transaction	Credit Card	<del>\$26.20</del>	Reservation 123456 - DECLINED

This usually takes 1-3 minutes to complete, so please be patient! We recommend you refresh the page after 2-3 minutes. If the payment is successful you will see a "success" message, and the open amount on the invoice will display as \$0.00.

## Invoice

payable until:

Status: Sent

Amount: \$26.20 Open amount: **\$0.00**

No	Description	Subtotal	Taxes	Total
1	Reservation: 123456	\$22.38	\$3.82	\$26.20

### Payments (2)

Date	State	Type	Received	Description
1/2/2018 12:02 AM	Successful	Credit Card	<del>\$26.20</del>	Reservation 123456 -
1/2/2018 12:00 AM	Replaced by subsequent transaction	Credit Card	<del>\$26.20</del>	Reservation 123456 -

Once a payment is successfully re-run, payment related account restrictions will be automatically removed and you will be able to make new reservations.

