

Payment Center User Permissions

Last Modified on 08/31/2021 1:59 pm EDT

Path: Navigation Menu > Maintain Users

About

If the Payment Center (Swerve Pay) is enabled for your Agency, there are three user permissions that can be enabled or disabled for your staff:

- **Refund Payments:** Allows user the ability to refund payments made by client.
- **Add Recurring Payments:** Allows user to set up a payment plan for the client.
- **Stop Recurring Payments:** Allows user the ability to stop a payment plan for the client.

Enable and Disable Payment Center User Permissions

1. Navigate to **Maintain Users** following the path above.
2. Click the **Edit Users** button.
3. Choose the user from the **Select Login Name** drop-down or the **Select Real Name** drop-down.
4. Click the **Edit User** button.
5. Under the **Swerve Pay Permissions** section, select the **Refund Payments**, **Add Recurring Payments** and/or **Stop Recurring Payments** checkbox(es) to enable permission(s) or uncheck the checkbox(es) to disable permission(s) for the user.

Swerve Pay Permissions					
Refund Payments:	<input checked="" type="checkbox"/>	Add Recurring Payments:	<input checked="" type="checkbox"/>	Stop Recurring Payments:	<input checked="" type="checkbox"/>

6. Click the **Update** button to save your changes.