

# Setting Up an Automatic PayPal Subscription

You must only have one PayPal subscription per service.

Before you create a PayPal subscription, please ensure that you do not already have an active subscription for your service. If you already have a PayPal subscription, make sure to cancel it to avoid duplicate subscriptions.

In the case that more than one PayPal subscription is set up for a service, it will result in overpayments. You will be held accountable for them.

Ultra.cc is not responsible for managing your PayPal subscriptions.

This guide will show you how to set up an automatic PayPal subscription. This is for clients who used a different payment option and wish to use PayPal to automate their payments.

It is recommended to create the PayPal subscription at least **5 days** before your plan's next due date. If the unpaid invoice of your service is already overdue, the PayPal Subscribe button will not be available.

- Log in to your Ultra.cc [Client Area](#) and click on **View All** next to **Unpaid Invoices**.
- On the next screen, click on the red **Unpaid** button.
- Then click on the **PayPal Subscribe** button at the top right of the page.



Invoice #

**UNPAID**

Due Date: 2019-04-12



Invoiced To:

**Pay To:**

Ultraseedbox

<https://www.ultraseedbox.com>

Payment Method:

PayPal

**Invoice Date:**

2019-04-02

#### Invoice Items

Description	Amount
Thunder - Extra upload traffic: 0 x Extra 1TB of upload \$3.36USD Data Center: Netherlands (NL)	\$13.95USD
<b>Sub Total</b>	\$13.95USD
<b>12.00% GST Fee</b>	\$0.00USD
<b>Credit</b>	\$0.00USD
<b>Total</b>	\$13.95USD

- On the next screen, you will get **Subscribe** and **PayPal Checkout** buttons.
  - **Subscribe** - Set up a pre-approved payment subscription to automatically pay your invoices.
  - **PayPal Checkout** - A one-time payment of the invoice in question.

Subscription Details	Terms	First amount
Ultraseedbox - Invoice #234488	\$13.95 USD for each month	\$13.95 USD

Subscribe using a debit or credit card

Subscribe

or

Log in to subscribe

PayPal

Check out

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- If you selected **PayPal Checkout**, you will be greeted with the PayPal login screen.
  - Enter your credentials there and make the payment as usual.
- If you selected **Subscribe**, you will be prompted to enter your payment details.
  - Fill in the form with your card and other details. Then, proceed to make payment as usual, and your subscription has been added.