

Do not 'Allow Partial Payments' ^[1]

January 24, 2023 by [Melanie Jones](#) ^[2]

While Cvent has a feature to "allow partial payments," **we never want to enable it. Collecting credit card information to process part of the payment now and the other portion at a later time doesn't align with CU's approach to protecting cardholders and it should not be enabled under any circumstances.**

The good news is, by default, this setting is disabled across all events and most users remain unaware of this functionality. Follow these instructions to confirm your paid event doesn't have this feature enabled.

- Navigate to the event
- From the left-hand navigation, click **Registration**, then **Registration Process**. Select a registration path from the dropdown, if necessary.
- In the **Registration Process Pages** section, to the right of Payment, click **Customize**.

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Registration Paths: [CATE Registration](#)

Registration Process Pages

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Therese Willkomm's Make and Take Pre-Registration

Registration Summary

Payment

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- On the canvas, click the **Payment** widget. Additional settings will appear to the right.
- Scroll down to the **Partial Payments** section, and toggle "**Allow partial payments**" to blue. Additional options will appear.

Attendee Name

Item

Admission Item

Admission Item

Enter your discount code

Apply

Su

Service Fee

Sales Tax

Order

Payment

Select Payment Method

☒ Credit Card☐ Check☐ Offline/Other

Total Due \$120.00



* Credit Card Number

* Expiration Date

* Name on Card

Payment

Build

Payment

Related Wikis

- [Paid Events](#) ^[3]
- [Cvent Portal \(make Cvent reports accessible to others for free\)](#) ^[4]
- [Do not 'Process Payment at a later time'](#) ^[5]

Display Title:

Do not 'Allow Partial Payments'

Send email when Published:

No

Source URL:<https://www.cu.edu/blog/ecommerce-wiki/do-not-allow-partial-payments>

Links

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