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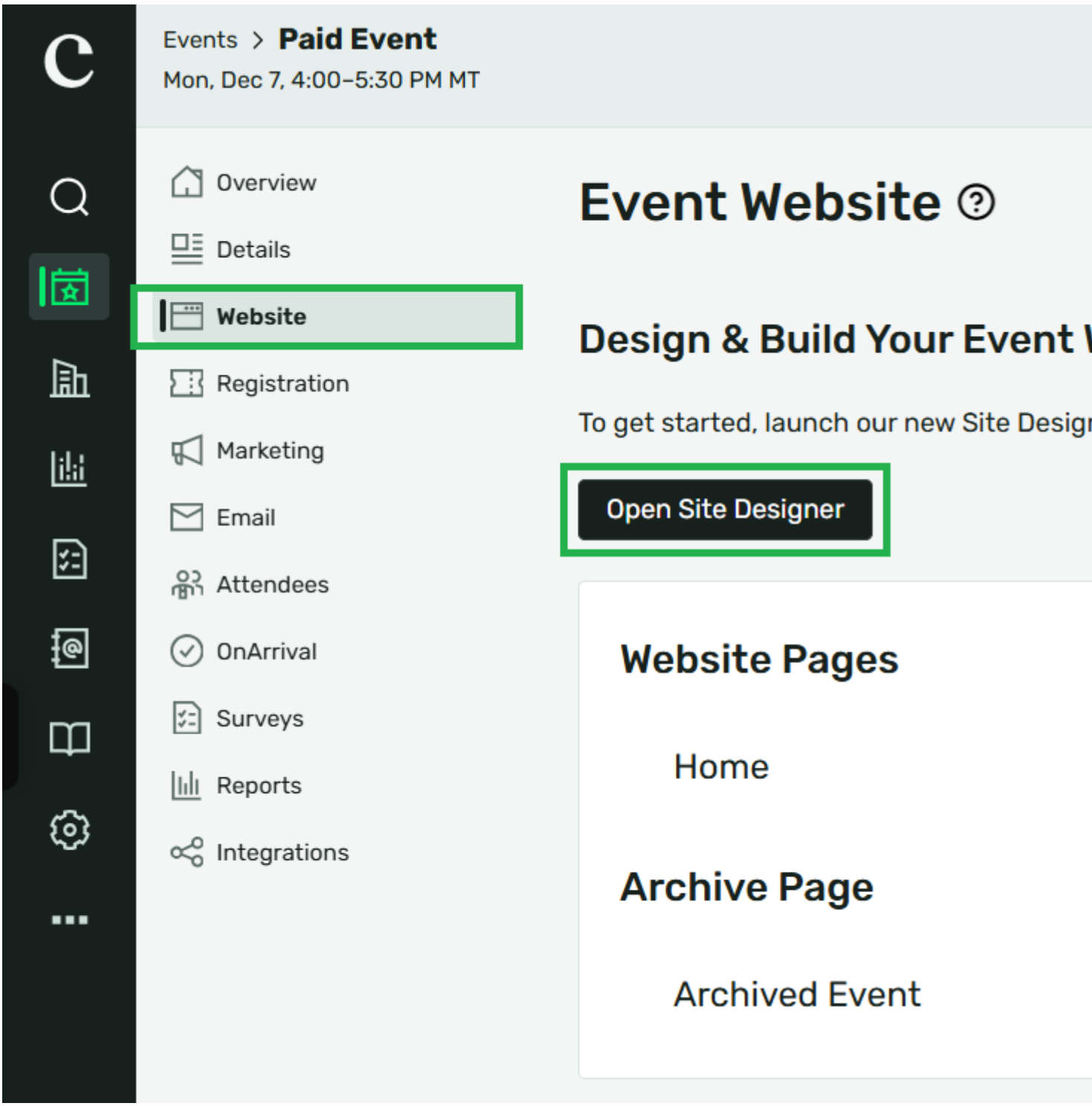
Do not enable 'process payment at a later time' [1]

October 12, 2026 by Melanie Jones [2]

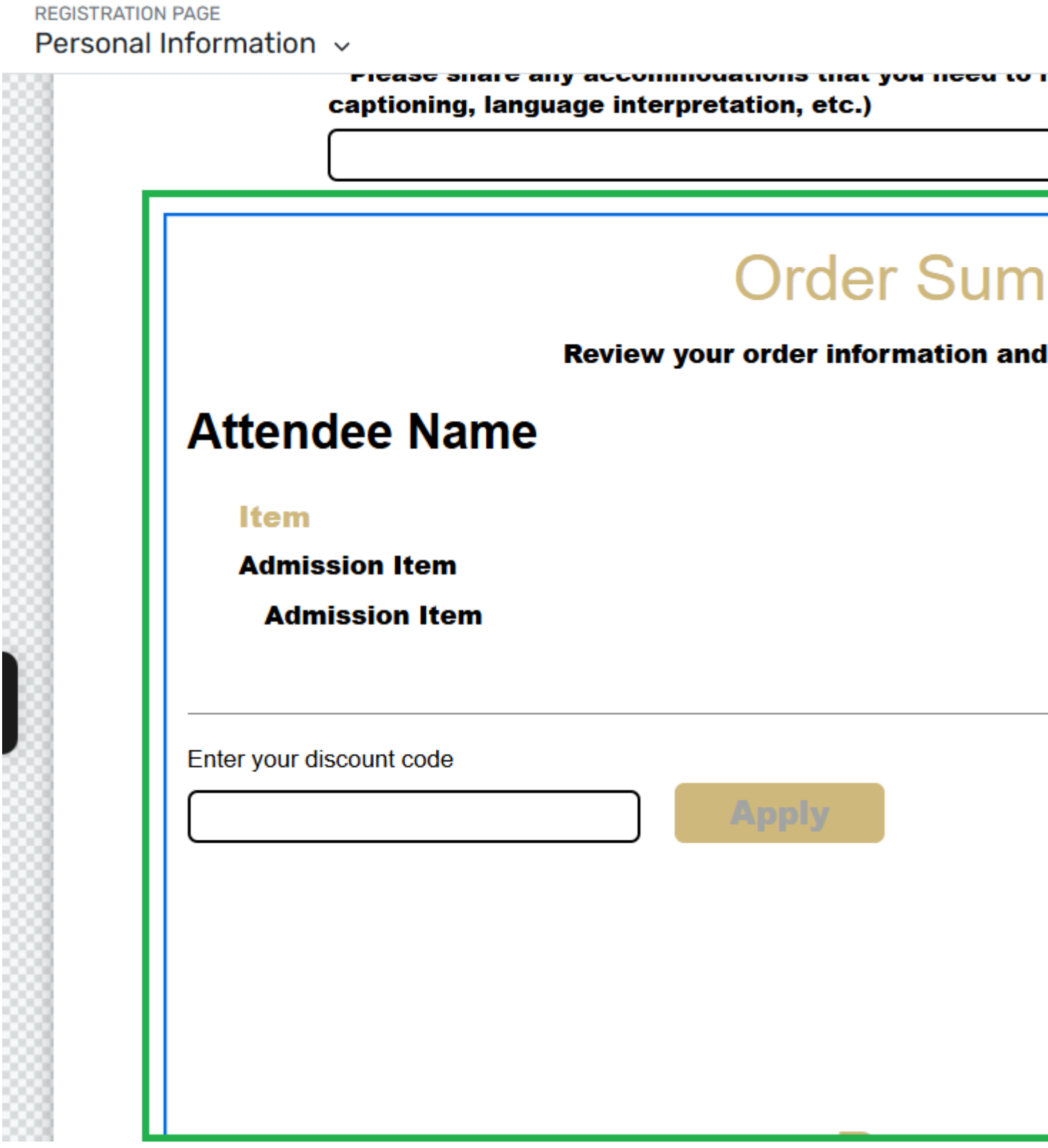
While Cvent has a feature to "process payment at a later time," we never want to enable it. Collecting credit card information to process at a later time **doesn't align with CU's approach to protecting cardholders and it should not be enabled under any circumstances**.

The good news is, by default, this setting is disabled across all events and most users remain unaware of this functionality.

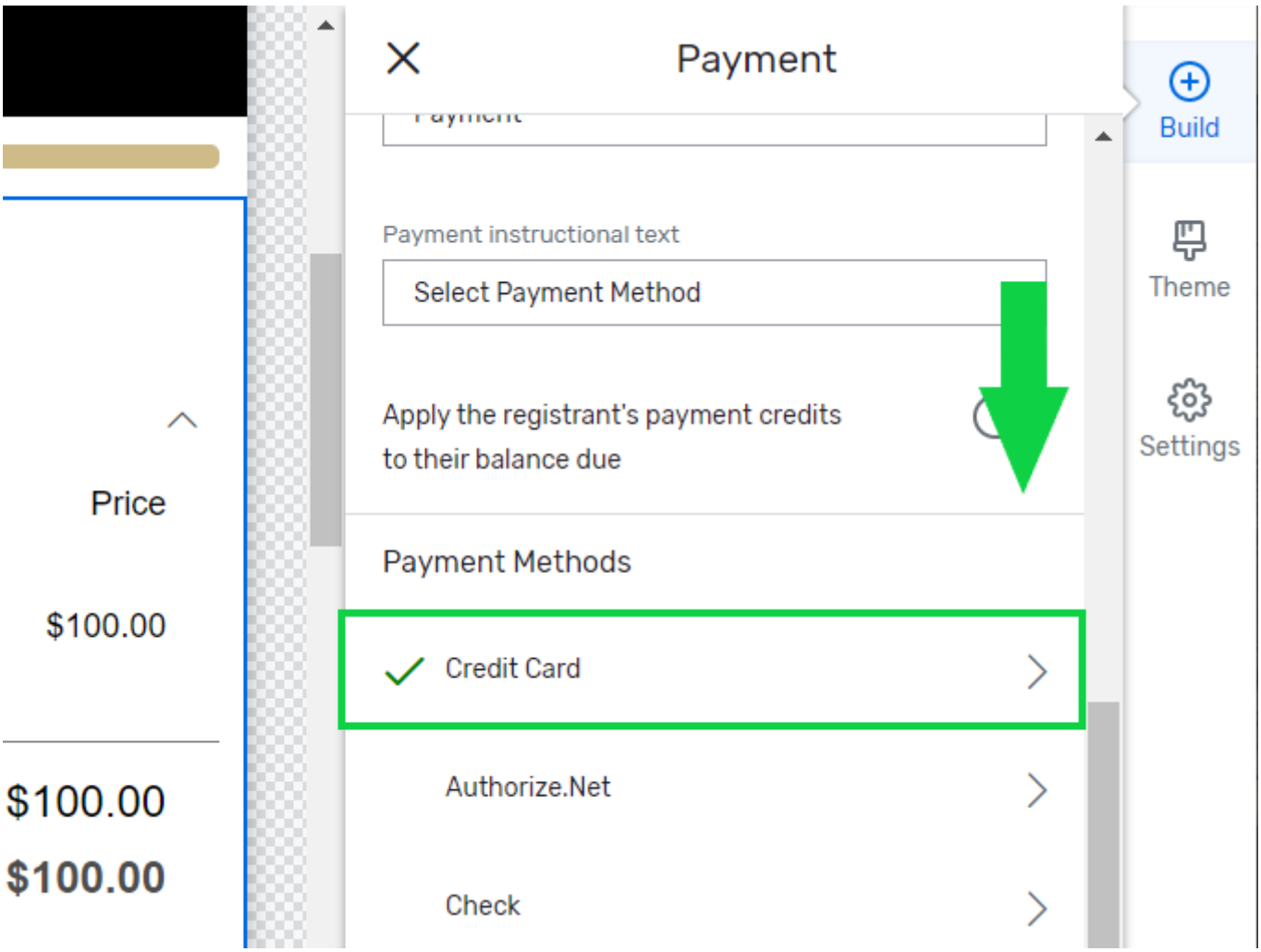
- Navigate to the event
- Expand **Website** in the left navigation then select **Event Website**
- Click the blue **Open Site Designer** button



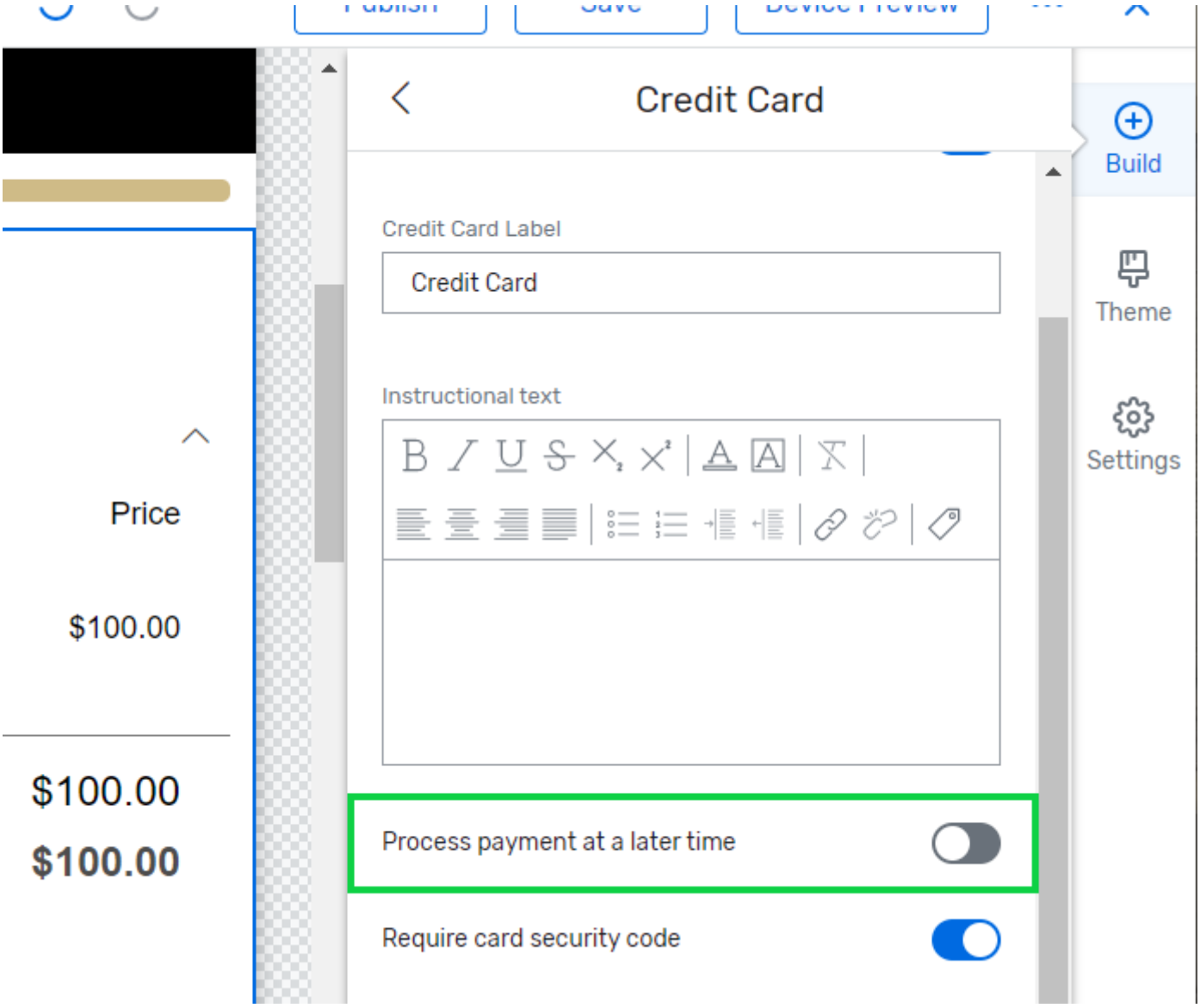
- In the top-left, navigate to the page with the **Payment Widget**
  - If there are multiple registration paths, check the **Payment Widget** of each path.
- Click the **Payment Widget** so additional settings appear on the right.
  - If the Payment Widget isn't already added to your Registration Summary page, add it by clicking **Build** on the right side, then searching **Payment**. Next, **drag the Payment Widget into the site canvas**.



- Scroll to the **Payment Methods** section
- Select **Credit Card**



- **Ensure 'Process payment at a later time' is NOT ENABLED.**



Related Wikis

- Paid Events [3]
- Cvent Portal (make Cvent reports accessible to others for free) [4]
- Do not 'allow partial payments' [5]

Display Title:
Do not enable 'process payment at a later time'
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No

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