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

July 1, 2021 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 **Registration Summary** page
  - If there are multiple registration paths, check the **Payment Widget** of each path.
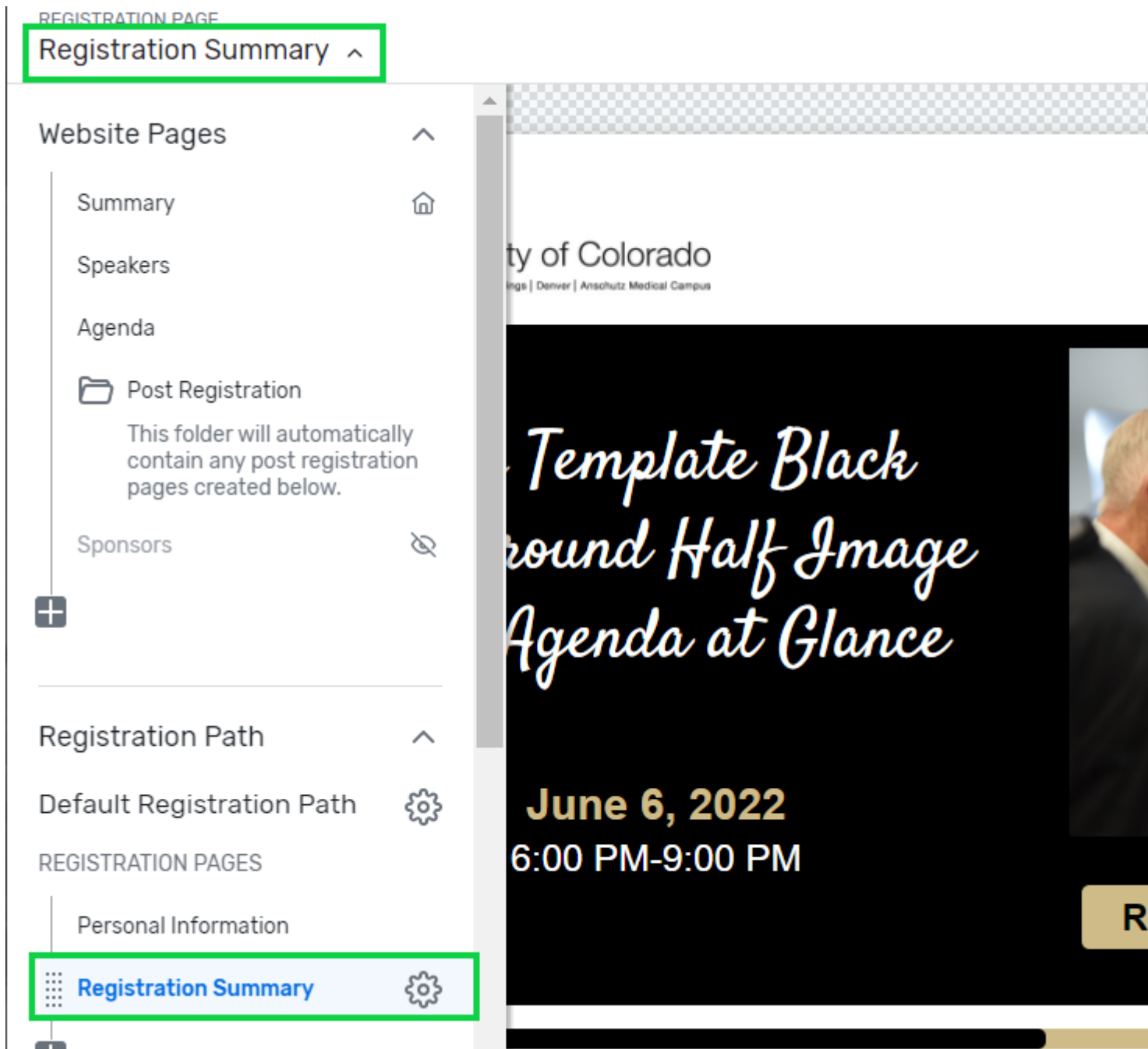
- Assuming it already exists, click the **Payment Widget** so additional settings appear on the right.
  - If the Payment Widget isn't already added to your Registration Summary page, add it by clicking **Build** on the right side, then searching **Payment**. Next, **drag the Payment Widget into the site canvas**.

Section: One Column •••

Payment •••

Order Summary

Review your order information and submit your payment.

Attendee Name

Item

Admission Item

Admission Item

Subtotal

Order Total

- Scroll to the **Payment Methods** section
- Select **Credit Card**
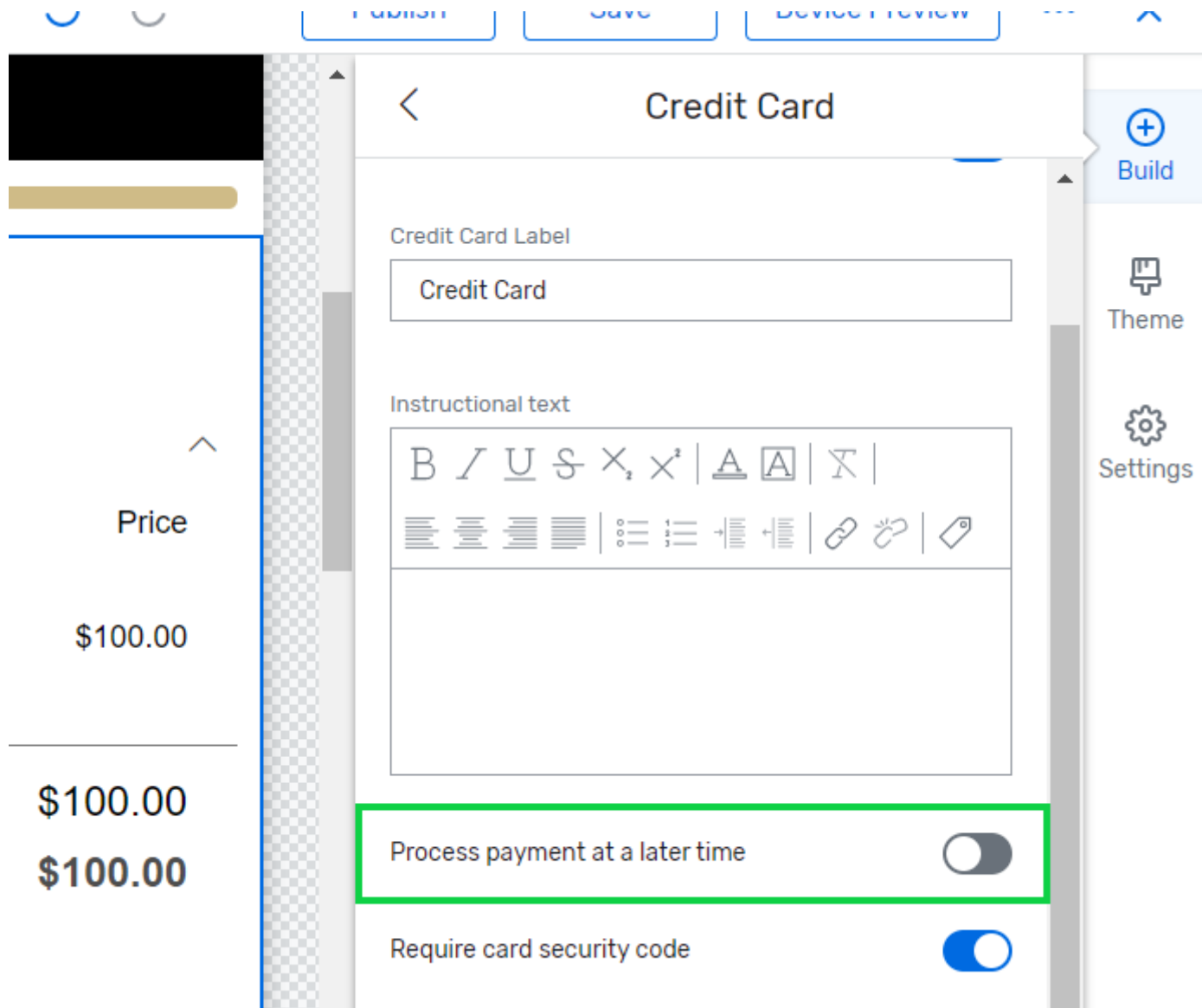
- **Ensure 'Process payment at a later time' is NOT ENABLED.**

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'
Send email when Published:
No

Source URL: https://www.cu.edu/blog/ecomm-wiki/do-not-enable-process-payment-later-time

Links
[1] https://www.cu.edu/blog/ecomm-wiki/do-not-enable-process-payment-later-time
[2] https://www.cu.edu/blog/ecomm-wiki/author/39 [3] https://www.cu.edu/blog/ecomm-wiki/cvent-paid-event [4] https://www.cu.edu/blog/ecomm-wiki/cvent-portal [5] https://www.cu.edu/blog/ecomm-wiki/do-not-allow-partial-payments