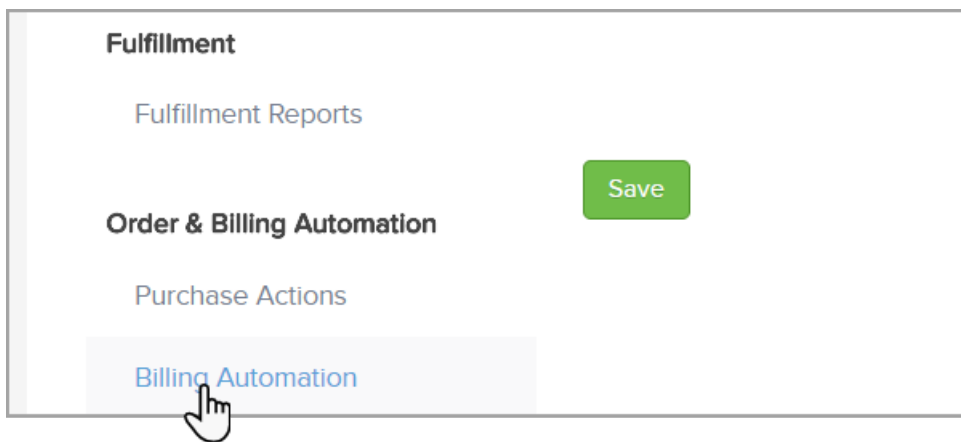


Create A Billing Reminder With Merged Credit Card Information

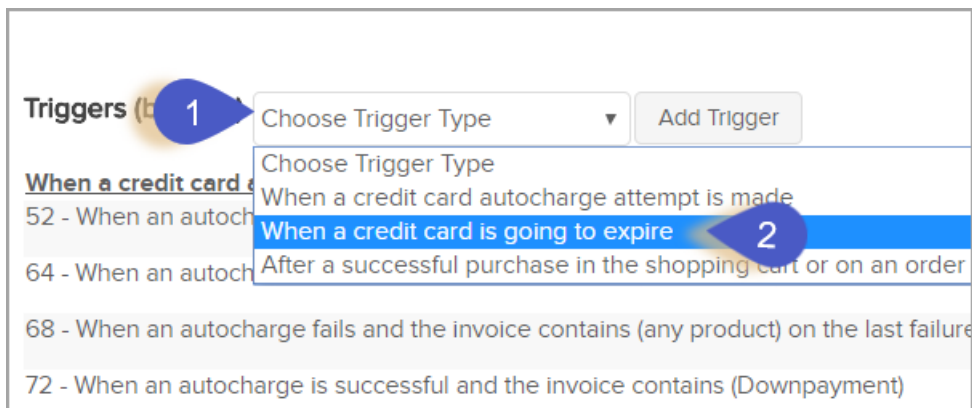
This article applies to:

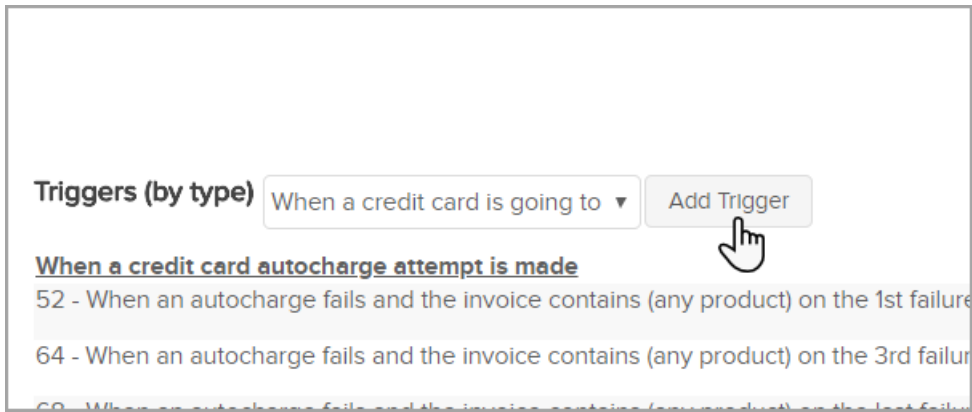
You can send an email reminder that a credit card is about to expire. You can only access credit card merge fields when you create emails through the Billing Automaton.

1. Go to E-Commerce > Settings
2. Click on **Billing Automation** in the *settings* menu.

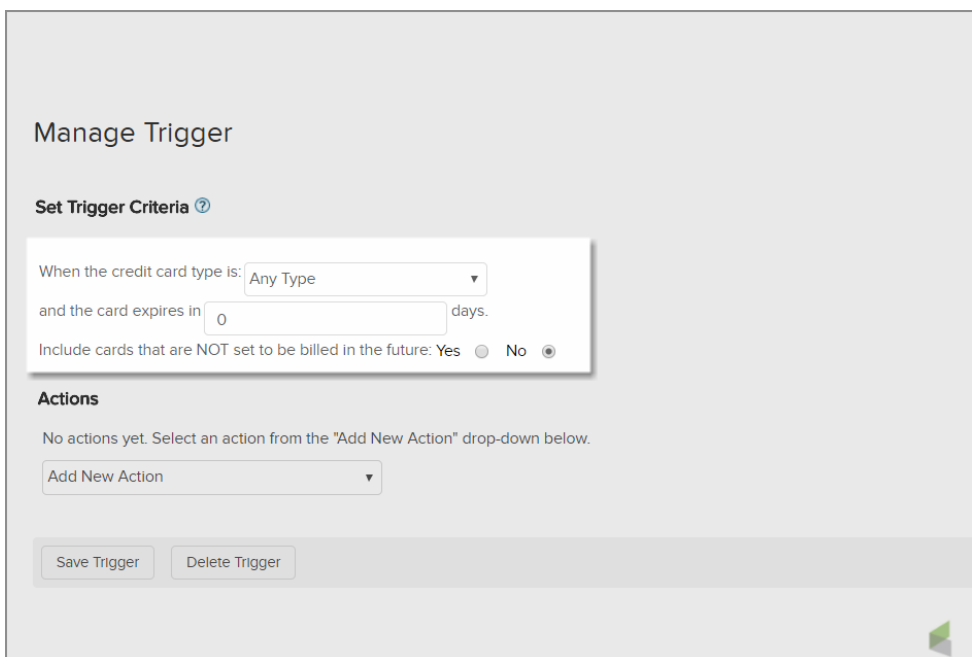


3. Select "When a Credit Card is going to expire" and click "Add Trigger"





4. After you set up the criteria for an order trigger, you will add actions. Select **Sends an Email, Fax, etc.** from the action drop-down.



5. Select **Email** from the type drop-down and click on **Add**

Manage Trigger

Set Trigger Criteria [?](#)

When the credit card type is:

and the card expires in days.

Include cards that are NOT set to be billed in the future: Yes No

Actions

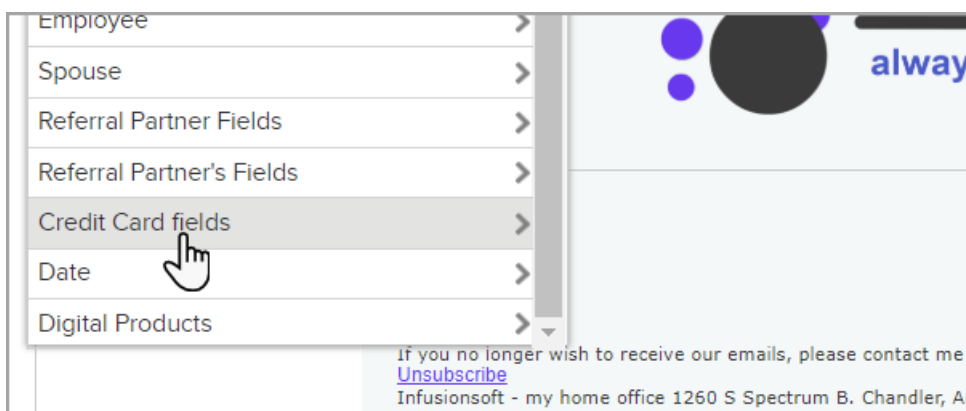
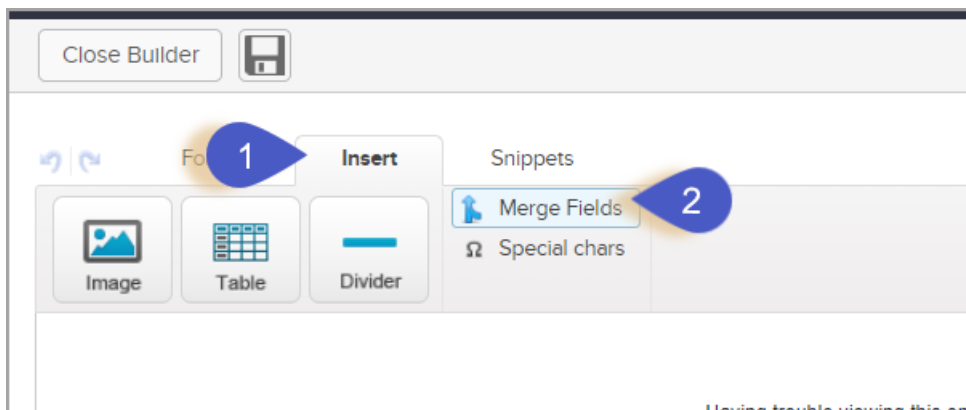
Send an Email, Fax, etc.

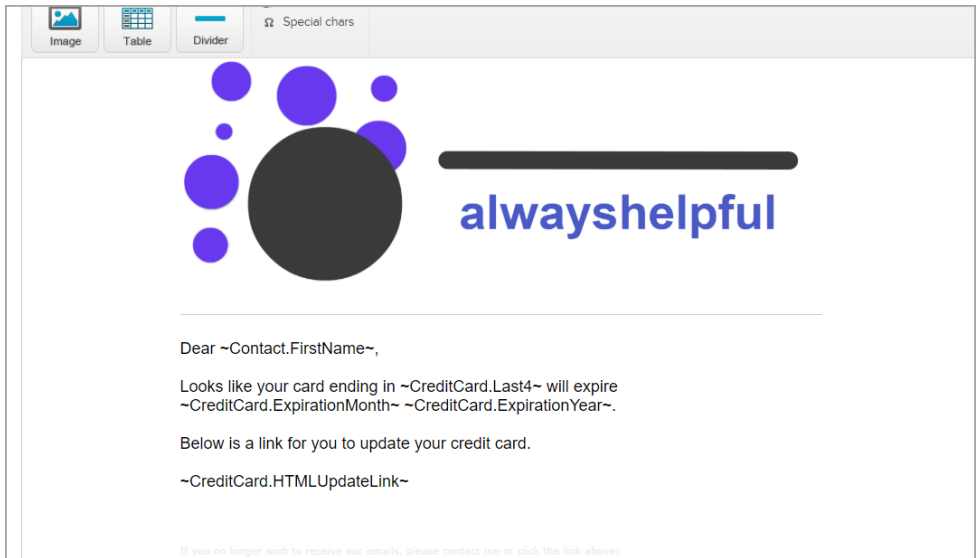
What do you want to send?

Show templates in ALL category

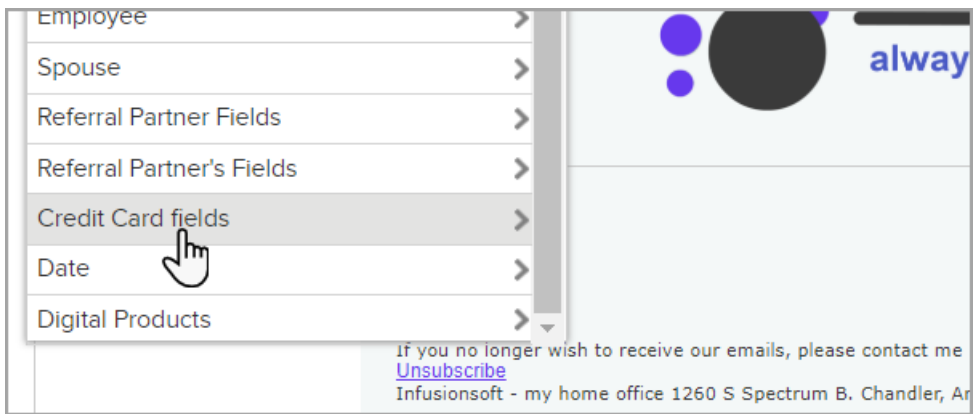
Only run this action when certain rules are met

6. Create the Email Template, inserting the credit card merge fields where appropriate. While editing the email body, click the **Insert** tab to access your merge fields. From the merge field selections, you will find **Credit Card Fields** near the bottom of the list.





7. **Save** the email template.



8. **Save** the action and then click on **Save Trigger**.

