



Managing payments in MyNow

How do I make a credit card payment through MyNow?

To make a credit card payment for the first time, it is a 2-step process.

1. You need to add your credit card as a payment method.

Select “Add Credit Card” in the top right-hand side of the screen.



A second screen should pop-up or open in a second tab. It should be labelled as Windcave. This is where you enter your Credit Card details.

The screenshot shows the 'Credit Card Payment' form. It includes fields for 'Card Number*', 'Name On Card*', 'Expiry Date*' (with MM and YY dropdowns), and 'CVC:'. There is a 'What is CVC?' link. Below the form is a red 'Submit' button and a 'Cancel Payment' link. A reCAPTCHA widget is also present.



[Privacy Policy](#)

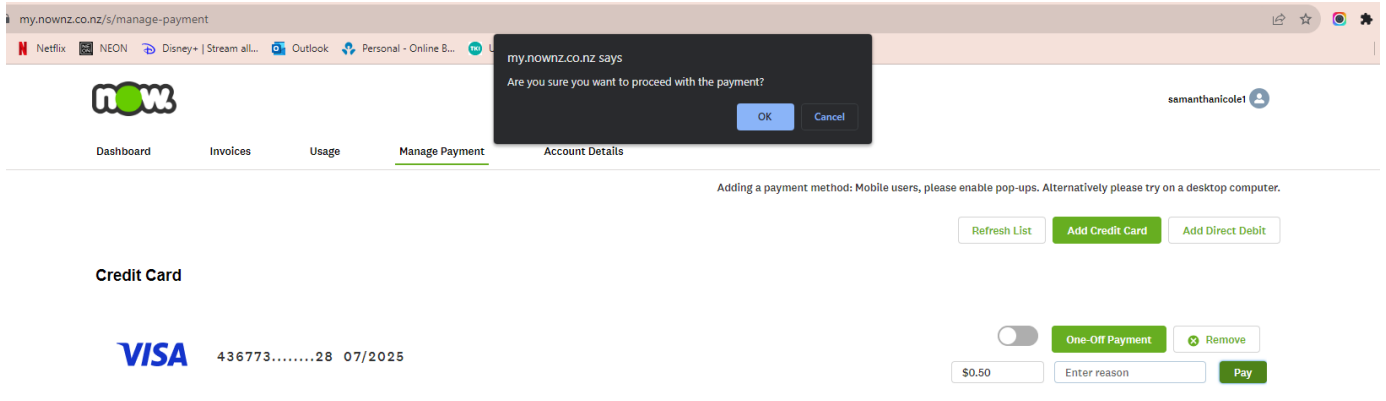
2. Make a payment with the added credit card

Once the credit card is added, it will be listed in the Credit Card section. Click the “One-Off Payment” button and add their amount and reference.





A pop up will appear asking ‘Are you sure you want to proceed with the payment?’ Click Ok to confirm.



How do I establish regular automatic full monthly payment of my invoice?

Pay regularly from your credit card:
Add Credit Card details as per above.

Once the payment method has been added, turn the toggle on next to the preferred payment method to make this your default for regular full invoice payments.



A pop-up message will ask ‘Are you sure?’ click Ok to confirm.
It will then appear green with a tick.



Pay regularly from your bank account:
Click Add Direct Debit and add your bank details first



42

Add Direct Debit Payment Method

* Bank Account Holder Name

* Bank Account Number

* Bank Account Holder Email

* By signing and/or providing us with a valid instruction in respect to your Direct Debit Instruction, you have understood and agreed to the [Terms and Conditions](#) governing the debit arrangements between you and NOW NZ as set out in this Instruction. You agree to execute this document by electronic signature and you are aware that by electronically signing this document you are executing a legally binding document.

* I have read and agree to GoCardless [Privacy Policy](#)

Once the payment method has been added, turn the toggle on next to the preferred payment method to make this your default for regular full invoice payments.

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A pop up message will ask 'Are you sure?' click Ok to confirm. It will then appear green with a tick.

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