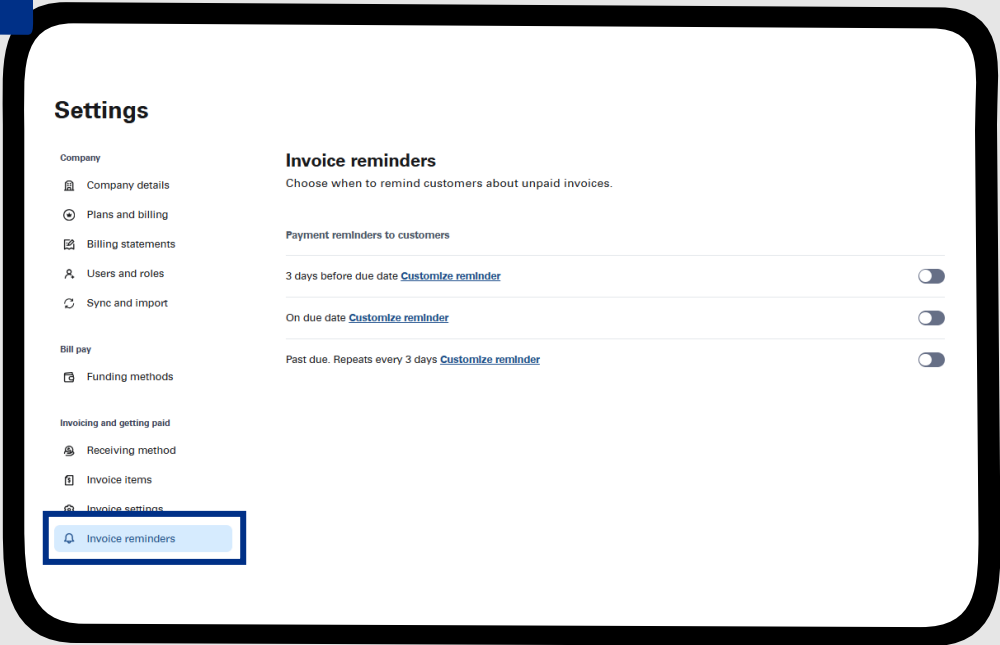


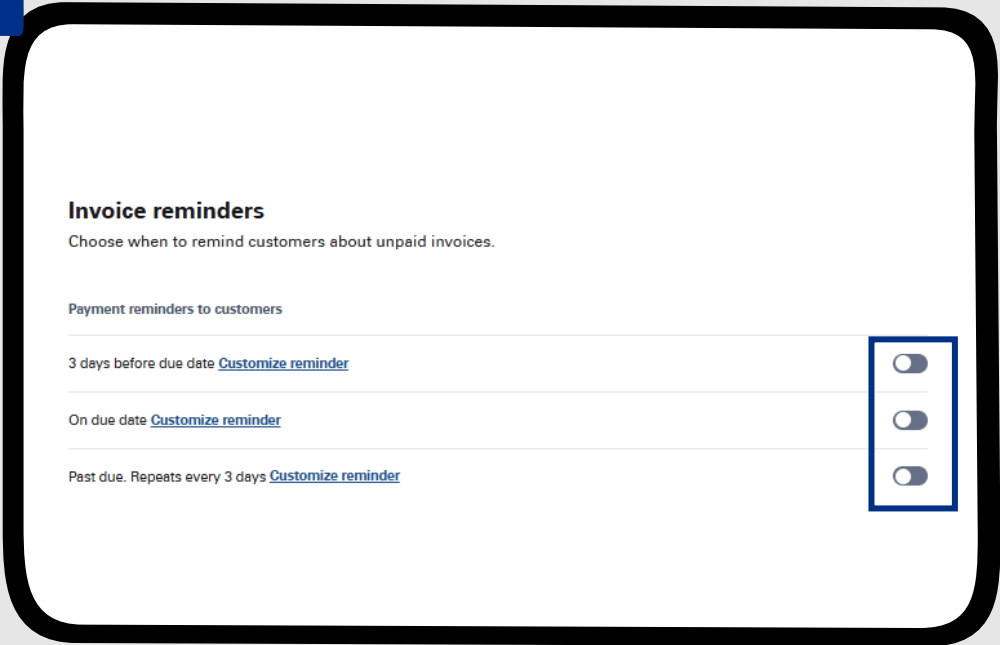
Reminders: How to Automate a Reminder

1



In "Settings", navigate to the "Invoice reminders" tab. See three options for automated reminders: "3 days before due date", "On due date", and "Past due" (Repeats every 3 days).

2



Toggle the buttons to enable automated reminders at your preferred cadence.