



Prepay Payment Method

Guide on how to set up, add to balance, and turn off auto-reload

Written specifically for Snapchat Ads Perks

Step-by-Step Guides

- [How to set up the Prepay Payment Method and Monthly Autopay Amount \(set up before 3/1\)](#)¹
- [How to add additional spend without changing the auto-reload Monthly Autopay Amount](#)
- [How to turn off auto-reload](#)

¹Prepay payment method is required to join Snapchat Ads Perks. Upon confirmation of complete setup of the Prepay payment method and Monthly Autopay Amount as required by the Snapchat Ads Perks terms, you will receive a \$20 ad credit. Please note that setting up the Prepay payment method requires loading a one-time minimum \$20 balance that can be used toward future ad spend but does not apply towards the Monthly Prepay Amount.

Setting up the Prepay payment method for ad accounts provides flexibility with manual payments based on time or balance. Once prepay is set up for an ad account, you may not revert back to an alternate payment method in the future. Ad accounts that wish to revert to other payment methods will need to open a new ad account.



How to set up the Prepay Payment Method and Monthly Autopay Amount in Business Manager

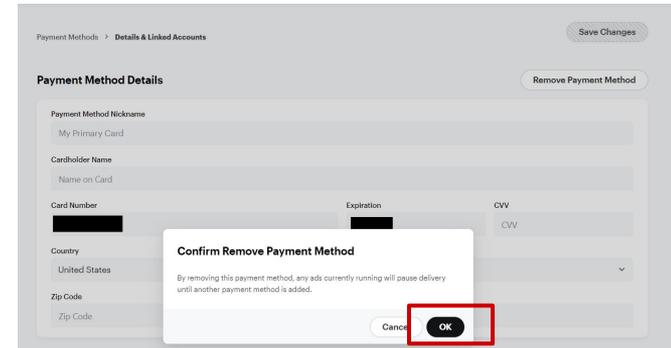
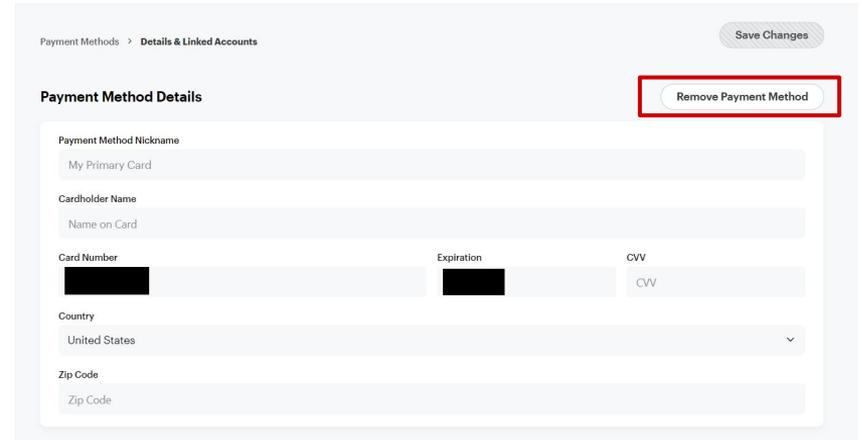
Must be set up before March 1, 2024 to complete registration for Snapchat Ads Perks

Before Setting up Prepay payment method, you'll need to remove your existing payment method

Here's how to do it!

- 1) Click on “Payment Methods” under Billing and Payments
- 2) Click on “Remove Payment Method”
- 3) Click “OK” to confirm

You have now removed your payment method and can proceed with setting up the Prepay payment method!





Step 1: Click on “Payment Methods” Under Billing & Payments

Business ▾

Brooklyn Projects ▾
Brooklyn Projects - Business Admin

Business Settings

- Business Dashboard
- Business Details
- Members
- Ad Accounts
- Pixels
- Apps
- Shared
- User Settings
- Catalogs

Billing & Payments

- Payment Methods**
- Transactions
- Invoices

Business Dashboard

Review your campaign progress, check in on your Public Profiles, and see what's new on Snap.

Ad Performance

You do not have any ads running

Create your first Snapchat campaign. Get started!

[Create an Ad](#)

Public Profile

Create a Public Profile with a Snapchat Account

- Build a following on Snapchat
- Engage with Snapchatters and drive impact by posting Stories and Lenses
- Easily manage and analyze your Public Profile with web and in-app tools

[Create a Public Profile](#)



Step 2: Click on “+ New Payment Method”

The screenshot displays the Facebook Business Admin interface. At the top, the user is logged in as 'Brooklyn Projects' with a dropdown menu and a notification bell icon. The main navigation menu on the left includes 'Business Settings' and 'Billing & Payments'. Under 'Billing & Payments', the 'Payment Methods' option is highlighted with a yellow box. In the main content area, the 'Payment Methods' section is visible, featuring a search bar and a message: 'A payment method has not been added yet.' A button labeled '+ New Payment Method' is highlighted with a red box, indicating the next step in the process. Other buttons like 'Redeem Coupon' are also visible in the top right of the main content area.



Step 3: Click on “Prepay”

Business Settings

Business Dashboard

Business Details

Members

Ad Accounts

Pixels

Apps

Shared

User Settings

Catalogs

Billing & Payments

Payment Methods

Transactions

Invoices

Business

Brooklyn Projects

Brooklyn Projects - Business Admin

New Payment Method

Cancel Create Payment Method

Credit Card

PayPal

Apply for Credit

Prepay

The Prepay payment method allows you to add funds to an account balance that Snap will use as available credit for you to spend with. Funds added to your Prepay balance are purchased advertising and non-refundable.

Link Accounts

Choose an Ad Account to get started with Prepay

Choose an Ad Account to create a Prepay. The Ad Account you choose will use your Prepay's available credit for ad spend.

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Step 4: Click on “Link Accounts” dropdown and select account

Business Settings

Business Dashboard

Business Details

Members

Ad Accounts

Pixels

Apps

Shared

User Settings

Catalogs

Billing & Payments

Payment Methods

Transactions

Invoices

Business

Brooklyn Projects

Brooklyn Projects - Business Admin

New Payment Method

Cancel Create Payment Method

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The Prepay payment method allows you to add funds to an account balance that Snap will use as available credit for you to spend with. Funds added to your Prepay balance are purchased advertising and non-refundable.

Link Accounts

Choose an Ad Account to get started with Prepay

Brooklyn Projects Self Service

Brooklyn Projects Self Service

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Step 5:

- Under “Payment Method Nickname” type a name for your Prepay account
- Under “Amount Prepaid” type in “20” (minimum amount required to set up prepay payment method and will be applied to future campaigns)*
- Complete payment details
 - Payment source
 - Cardholder Name
 - Card Number, Exp, CVV
 - Country
 - Zip Code

New Payment Method Cancel Create Payment Method

Credit Card PayPal Apply for Credit Prepay

The Prepay payment method allows you to add funds to an account balance that Snap will use as available credit for you to spend with. Funds added to your Prepay balance are purchased advertising and non-refundable.

Link Accounts

Prepay can link an account to get started with Prepay.

Brooklyn Projects Self Service
Currency: USD

Payment Method Details

Payment Method Nickname: **Name your Prepay account**

Amount Prepaid (USD): **Type in “20” (minimum required for prepay feature)**

Payment Source: **Complete payment details**

Use a new credit card

Cardholder Name
Name on Card

Card Number: 4111 1111 1111 1111 Expiration: MM/YY CVV: CVV

Country: United States

Zip Code: 90046

Add Amount Prepaid on a recurring basis?

Yes, add to my balance now and on a recurring basis

When my balance falls below a minimum balance of \$5.00

No, just add to my balance once for now

**** Once we confirm the entire prepay set up process for Snapchat Ads Perks has been completed, you will receive a \$20 credit via email on 3/1 for setting it up.***



Step 6: Under “Add Amount Prepaid on a recurring basis?” click on “Yes”, select “Monthly,” set today’s date (note: date will be updated in the next step)

The screenshot shows the 'New Payment Method' form with several red boxes and arrows highlighting the steps for Step 6:

- 1. Click “Yes”**: A red box highlights the 'Yes, add to my balance now and on a recurring basis' radio button under the 'Add Amount Prepaid on a recurring basis?' section.
- 2. Select “Monthly” in dropdown**: A red box highlights the 'Monthly' dropdown menu.
- 3. Select today’s date (e.g., Jan. 22)**: A red box highlights the date picker showing 'Jan 22, 2024'.
- 4. Click on “Create Payment Method”**: A red box highlights the 'Create Payment Method' button at the top right of the form.

The form includes sections for 'Link Accounts', 'Payment Method Details', and 'Add Amount Prepaid on a recurring basis?'. The 'Add Amount Prepaid on a recurring basis?' section has two radio buttons: 'Yes, add to my balance now and on a recurring basis' (selected) and 'No, just add to my balance once for now'. The 'Yes' option has a dropdown menu set to 'Monthly' and a date picker set to 'Jan 22, 2024'. The 'No' option is unselected.

After selecting today’s date, scroll up and click on “Create Payment Method”



You've now set up your Prepay payment method, but there's one more step needed to complete setting up the Monthly Autopay Amount required for Snapchat Ads Perks.

Please note, the Monthly Autopay Amount **MUST MATCH** the dollar amount in the email invite you received for Snapchat Ads Perks.



Step 7: Click “Manage Auto-Reload” and type in Reload Amount in the pop-up window, select “March 1, 2024,” select the Payment Source, click “Save Changes,” and click “Confirm.”

Payment Methods > Snapchat Ads Perks > Details & Linked Accounts Add to Balance

Payment Method Details

Prepay Nickname: Snapchat Ads Perks Available Credit: \$20.00

1. Click on “Manage Auto-Reload”

Auto-Reload Turn off **Manage Auto-Reload**

Reload Amount: \$20.00 Frequency: Monthly

Next Reload Date: January 22, 2024 Payment Source: **** * 0642

Linked Accounts

Brooklyn Projects Self Service
Currency: USD

Reload History Jan 15, 2024 - Jan 22, 2024 PDF

Date	Payment Source	Type	Reload Amount	Tax	Total
1/22/2024	**** * 0642	Charge	\$20.00	-	\$20.00

2. Type in Reload Amount and set “Next Reload Date” to MARCH 1st. Please note, Reload Amount must match the email invite received for Snapchat Ads Perks

Auto-Reload Settings

Reload Amount (USD): \$600.00

Frequency: Monthly

Next Reload Date: Mar 1, 2024

Payment Source: **** * 0642

Cancel **Save Changes**

3. After clicking “Save Changes,” a pop-up confirmation window will appear– click “Confirm”

Confirm Auto-Reload Settings

Payment Source: **** * 0642

Next Reload Date: March 1, 2024

Monthly Reload Amount: \$600.00

Total Monthly Payment: \$600.00

You can always modify or turn off these settings in [Payment Methods](#).

Funds added to your Prepay balance are purchased advertising and non-refundable.

Back **Confirm**

Payment Method Details

Prepay Nickname: Snapchat Ads Perks Available Credit: \$20.00

4. Your account is now set for auto-reload on the 1st of every month

Auto-Reload Turn off **Manage Auto-Reload**

Reload Amount: \$600.00 Frequency: Monthly

Next Reload Date: March 1, 2024 Payment Source: **** * 0642

Linked Accounts

Brooklyn Projects Self Service
Currency: USD

Reload History Jan 15, 2024 - Jan 22, 2024 PDF

Date	Payment Source	Type	Reload Amount	Tax	Total
1/22/2024	**** * 0642	Charge	\$20.00	-	\$20.00

Your setup is now complete!



How to add additional spend without changing the auto-reload Monthly Autopay Amount

Use this for the following situations:

- During Snapchat Ads Perks (March 1 - May 31): If you want to spend more than the Monthly Autopay Amount you've set for Snapchat Ads Perks (e.g., adding \$100 to the balance in addition to what you've already set for the Monthly Autopay Amount)
- After Snapchat Ads Perks (after May 31): If you have turned off auto-reload and prefer to manually load a balance into your Prepay account as needed



Step 1: Under “Payment Methods” select your Prepay Account and click “Add to Balance”

Business ▾

Brooklyn Projects ▾
Brooklyn Projects - Business Admin

Payment Methods > Snapchat Ads Perks > Details & Linked Accounts

Add to Balance

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Billing & Payments

- Payment Methods**
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Payment Method Details

Prepay Nickname	Available Credit
Snapchat Ads Perks	\$0.00

Auto-Reload

 **Automatically add funds to your Prepay balance with Auto-Reload**
Automatically add a specified amount to your Prepay balance on a schedule or when your balance gets low.

Set up Auto-Reload

Linked Accounts

Brooklyn Projects Self Service
Currency: USD

Reload History

Jan 20, 2024 - Jan 27, 2024 PDF

Date	Payment Source	Type	Reload Amount	Tax	Total
1/22/2024	IL	Charge	\$20.00	-	\$20.00

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Step 2: Write in “Amount Prepaid”, select “Payment Source”, click “No”, and then click “Add to Balance” → In the pop-up, click “Confirm”

Payment Methods > Snapchat Ads Perks > Reload

Add to Balance

Fill out the form to add to your current balance of \$0.00

Cancel Add to Balance

Amount Prepaid (USD)
\$100.00

Payment Source
IL

Add Amount Prepaid on a recurring basis?
 Yes, add to my balance now and on a recurring basis
When my balance falls below a minimum balance of \$5.00
 No, just add to my balance once for now

4. Click “Add to Balance”

1. Add the one-time amount you wish to spend

2. Select the payment source in the dropdown (existing credit card or new credit card)

3. Select “No”
(Please use this method when adding one-time amounts outside of the Monthly Autopay Amount for duration of Snapchat Ads Perks)

Confirm Prepay Transaction

Available Credit to add to Prepay	\$100.00
Total Payment Amount	\$100.00

Funds added to your Prepay balance are purchased advertising and non-refundable. Completing this transaction will add \$100.00 to your available credit.

Cancel Confirm

5. Click “Confirm” - you have now added a one-time additional amount to your Prepay account



How to turn off auto-reload

Use this for the following situations:

- During Snapchat Ads Perks (March 1 - May 31): If you decide to opt-out at any time to prevent being charged the Monthly Autopay Amount on the 1st of the following month
- After Snapchat Ads Perks (after May 31): If you no longer want to continue auto-reload and prefer to [manually load a balance as needed](#)



Step 1: Click on “Payment Methods” Under Billing & Payments

Business ▾

Brooklyn Projects ▾
Brooklyn Projects - Business Admin

Business Settings

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Public Profile

Create a Public Profile with a Snapchat Account

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Create a Public Profile



Step 2: Under “Payment Methods”, select the name you chose in the instructions [on slide 8](#) — then click on “Turn off” and select “Turn off” in the pop-up window

Brooklyn Projects
Brooklyn Projects - Business Admin

Payment Methods

Redeem Coupon + New Payment Method

Search payment methods

1. Click on your Prepay account under Payment Methods

Snapchat Ads Perks
Brooklyn Projects Self Service | Available Credit \$20.00

Turn off Auto-Reload?

Are you sure you want to turn off auto-reload for Snapchat Ads Perks? Any ads in an ad account using this Prepay balance may be interrupted if your balance runs out.

3. Click on “Turn off”

Cancel Turn off

Payment Method Details

Prepay Nickname: Snapchat Ads Perks Available Credit: \$20.00

2. Click on “Turn off” and a pop-up appears

Auto-Reload

Turn off Manage Auto-Reload

Reload Amount: \$600.00 Frequency: Monthly

Next Reload Date: March 1, 2024 Payment Source: **** * 0642

Linked Accounts

Brooklyn Projects Self Service
Currency: USD

Reload History

Jan 15, 2024 - Jan 22, 2024 PDF

Date	Payment Source	Type	Reload Amount	Tax	Total
1/22/2024	**** * 0642	Charge	\$20.00	-	\$20.00

Payment Methods > Snapchat Ads Perks > Details & Linked Accounts Add to Balance

Payment Method Details

Prepay Nickname: Snapchat Ads Perks Available Credit: \$20.00

4. Your account auto-reload is now turned off

Auto-Reload

Automatically add funds to your Prepay balance with Auto-Reload
Automatically add a specified amount to your Prepay balance on a schedule or when your balance gets low. Set up Auto-Reload

Linked Accounts

Brooklyn Projects Self Service
Currency: USD

Reload History

Jan 15, 2024 - Jan 22, 2024 PDF

Date	Payment Source	Type	Reload Amount	Tax	Total
1/22/2024	**** * 0642	Charge	\$20.00	-	\$20.00