

## **Do not 'Allow Partial Payments'** <sup>[1]</sup>

January 24, 2023 by [Melanie Jones](#) <sup>[2]</sup>

While Cvent has a feature to "allow partial payments," **we never want to enable it. Collecting credit card information to process part of the payment now and the other portion 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. Follow these instructions to confirm your paid event doesn't have this feature enabled.

- Navigate to the event
- From the left-hand navigation, click **Registration**, then **Registration Process**. Select a registration path from the dropdown, if necessary.
- In the **Registration Process Pages** section, to the right of Payment, click **Customize**.

Home

General

Planning

Website

Speakers

Exhibitors

Agenda

**Registration**

Registration Settings

Admission Items

Optional Items

Pricing

**Registration Process**

Advanced Rules

Marketing

Email

Attendees

OnArrival

Surveys

Reports

Integrations

## Registration Process

### Design & Build Your Registration Process ⓘ

To get started, launch our new Site Designer, or start customizing one of the pages below

[Open Site Designer](#)

Registration Paths: [CATE Registration](#)

### Registration Process Pages

- Personal Information
- Employment Information
- Therese Willkomm's Make and Take Pre-Registration
- Registration Summary
- Payment

### Post Registration

- Confirmation

- On the canvas, click the **Payment** widget. Additional settings will appear to the right.
- Scroll down to the **Partial Payments** section, and toggle "**Allow partial payments**" to blue. Additional options will appear.

Attendee Name

Item

**Admission Item**

Admission Item

Enter your discount code

Apply

SU  
Service Fee  
Sales Tax  
Order

## Payment

### Select Payment Method

- Credit Card
- Check
- Offline/Other

Total Due \$120.00



\* Credit Card Number

\* Expiration Date

\* Name on Card

## Related Wikis

- [Paid Events](#) [3]
- [Cvent Portal \(make Cvent reports accessible to others for free\)](#) [4]
- [Do not 'Process Payment at a later time'](#) [5]

### Display Title:

Do not 'Allow Partial Payments'

**Send email when Published:**

No

---

**Source URL:**<https://www.cu.edu/blog/ecommerce-wiki/do-not-allow-partial-payments>

**Links**

[1] <https://www.cu.edu/blog/ecommerce-wiki/do-not-allow-partial-payments> [2]

<https://www.cu.edu/blog/ecommerce-wiki/author/39> [3] <https://www.cu.edu/blog/ecommerce-wiki/cvent-paid-event>

[4] <https://www.cu.edu/blog/ecommerce-wiki/cvent-portal> [5] <https://www.cu.edu/blog/ecommerce-wiki/do-not-enable-process-payment-later-time>