

Do not enable 'process payment at a later time' ^[1]

July 1, 2021 by [Melanie Jones](#) ^[2]

While Cvent has a feature to "process payment at a later time," we never want to enable it. Collecting credit card information to process 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.

- Navigate to the event
- Expand **Website** in the left navigation then select **Event Website**
- Click the blue **Open Site Designer** button

☰ Test Mel Training

Home

General

Website

Event Website

Agenda

Registration

Marketing

Events > Test Mel Training > We

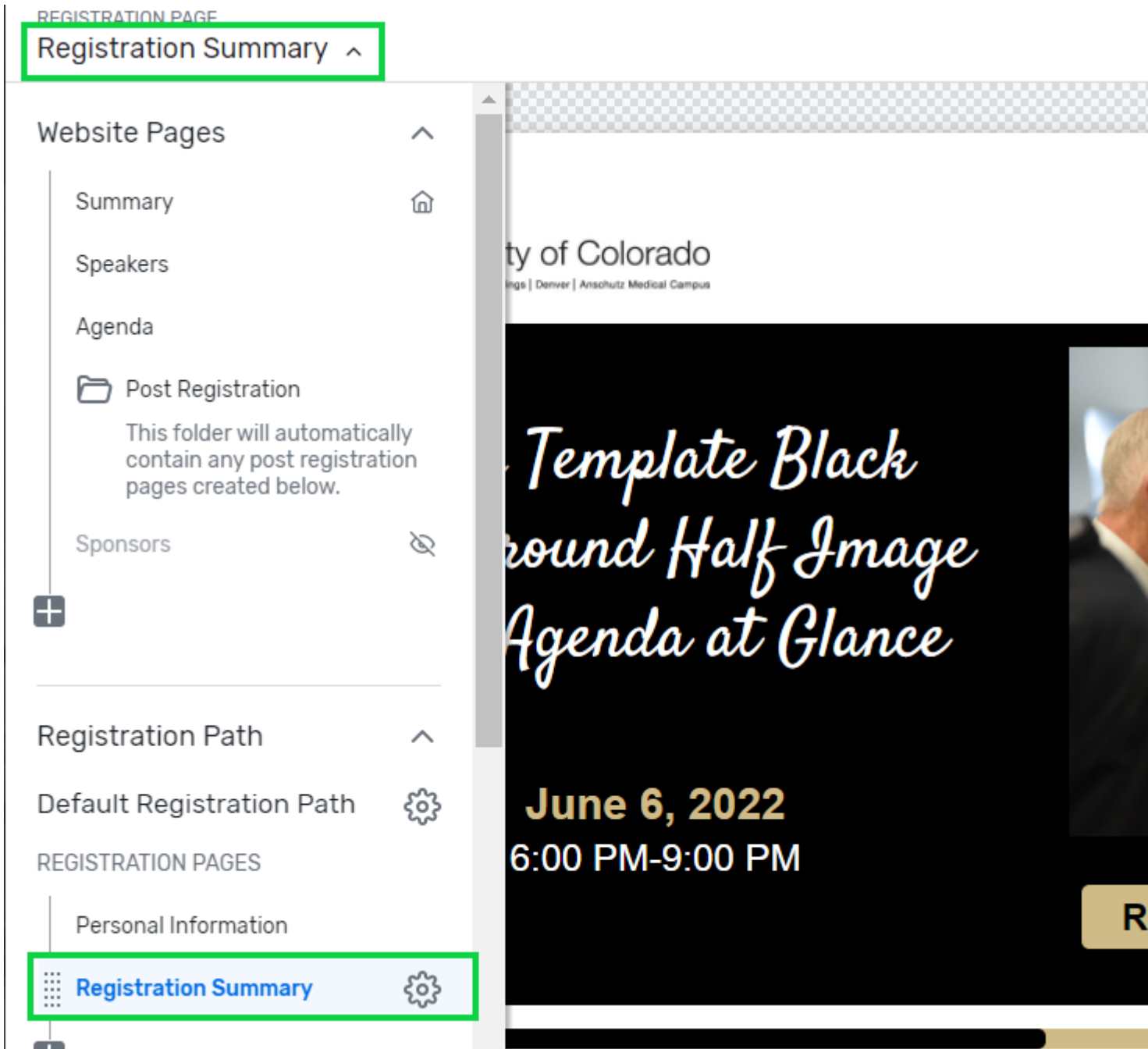
Event Website

Design & Build You

To get started, launch our n

Open Site Designer

- In the top-left, navigate to the **Registration Summary** page
 - If there are multiple registration paths, check the **Payment Widget** of each path.



- Assuming it already exists, click the **Payment Widget** so additional settings appear on the right.
 - If the Payment Widget isn't already added to your Registration Summary page, add it by clicking **Build** on the right side, then searching **Payment**. Next, **drag the Payment Widget into the site canvas**.

Section: One Column ...

Payment ...

Order Summary

Review your order information and submit your payment.

Attendee Name

Item

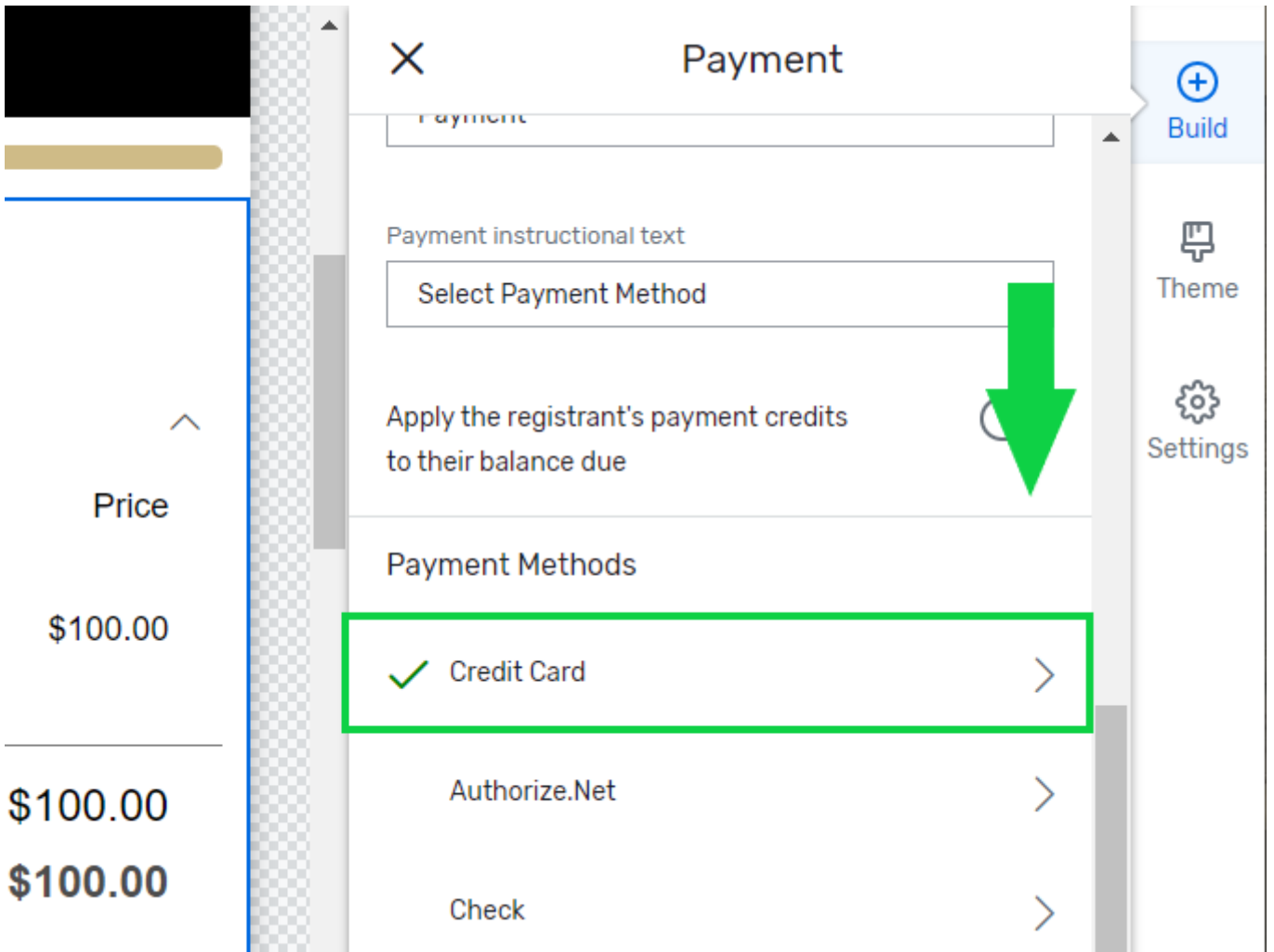
Admission Item

Admission Item

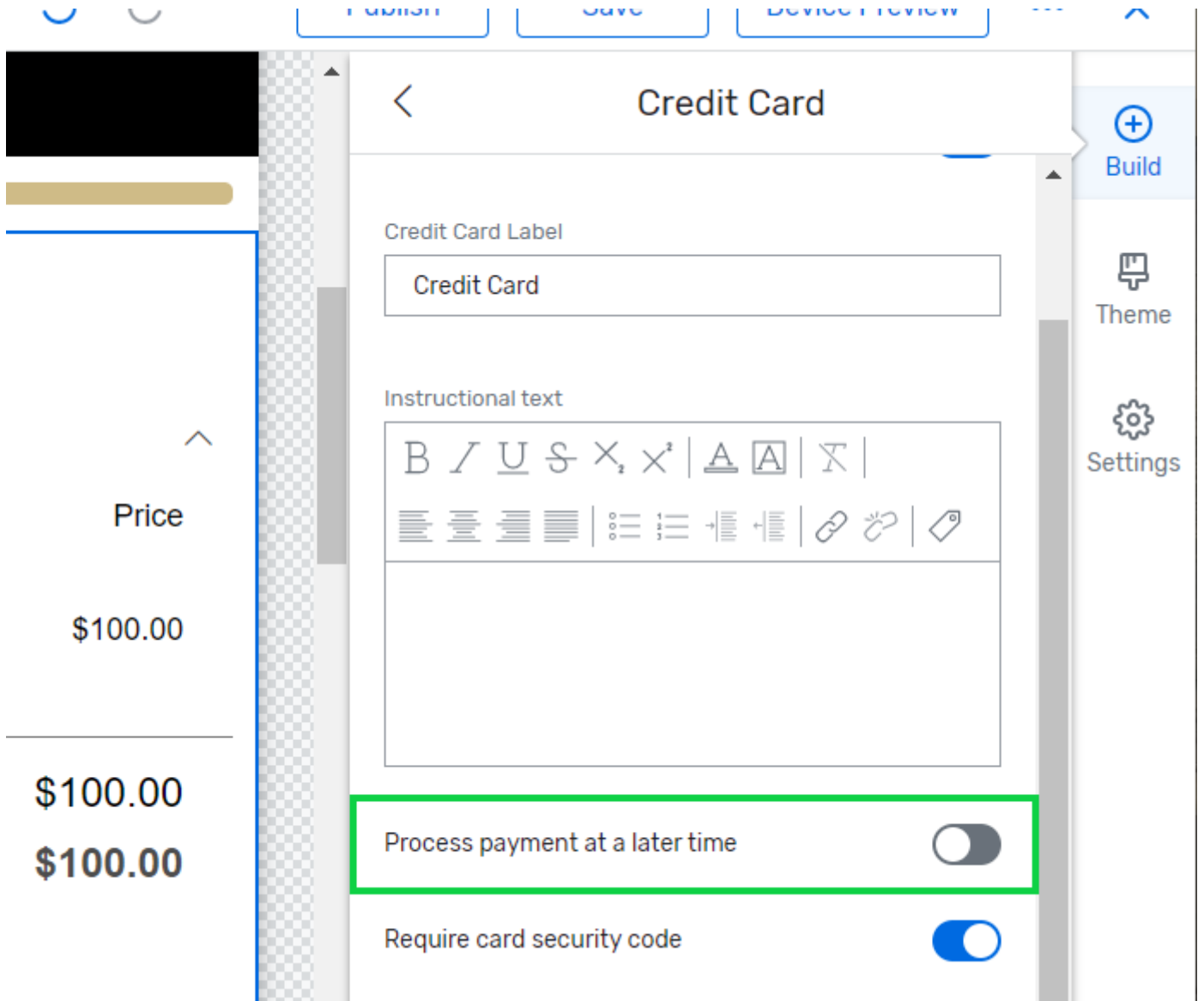
Subtotal

Order Total

- Scroll to the **Payment Methods** section
- Select **Credit Card**



- Ensure 'Process payment at a later time' is NOT ENABLED.



Related Wikis

- [Paid Events](#) ^[3]
- [Cvent Portal \(make Cvent reports accessible to others for free\)](#) ^[4]
- [Do not 'allow partial payments'](#) ^[5]

Display Title:

Do not enable 'process payment at a later time'

Send email when Published:

No

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[4] <https://www.cu.edu/blog/ecomm-wiki/cvent-portal> [5] <https://www.cu.edu/blog/ecomm-wiki/do-not-allow-partial-payments>