

Configure WooCommerce Recurring Billing for Qualpay

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Once you have [installed](#) the Qualpay Plugin into the WordPress Dashboard and configured your [online WooCommerce web store](#), configure Qualpay Recurring Billing, add a plan, or use an existing plan:

1. Log in to your web store's WordPress admin dashboard.
2. Hover or Click on **Products**, then **Add New**. You will now be in the **Add New Product** interface.
3. Enter a Product Name in the *Product Name* field.
4. Click on the **Text** tab and add your product description in text only, or click on the **Visual** tab to add the product description in Rich Text format.
5. In the **Product Data** panel, select the type of product from the **Product Data** drop-down:
 - a. Simple product
 - b. Grouped product
 - c. External or affiliate product
 - d. Variable product
6. Select **Downloadable** (digital) or **Virtual** (service) if applicable for the product you are selling.

Note: Virtual products don't require shipping — an order with virtual products won't calculate shipping costs.

7. Select the **Product Data** box to add pricing information for your products.
8. Add the item's **Price**:
 - a. Regular Price – Item's normal/regular price
 - b. Sale Price – The item's discounted price that can be scheduled for certain date ranges. The sale expires at 11:59 pm of the specified end date.
9. Check the box next to **Qualpay Recurring** to enable Recurring Billing on your web store.
10. Click on the now-enabled **Qualpay Recurring** tab. From here, you can choose an already existing recurring plan or create a new recurring plan following the steps below.

To Use An Existing Plan:

1. Complete steps 1 through 10 above.
2. Check the box next to **Use Plan?**
3. Search for an existing recurring plan using the **Plans** drop-down.
4. Select the correct recurring plan from the drop-down list to apply.
5. Click the **Preview** button to verify, and preview the item and its plan terms.
6. Click **Save Draft** to save your work or **Publish** to add the item to the web store.

To Create A New Recurring Plan:

1. Deselect **Use Plan**.
 2. Populate the below fields with the new Recurring plan information:
 - a. Frequency
 - b. Interval
 - c. Amount
 - d. One Time Fee (If Applicable)
 - e. Bill until cancelled (if no end date)
 3. Click the **Preview** button to verify and preview the item, and its plan terms.
 4. Click **Save Draft** to save your work or **Publish** to add the item to the web store.
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