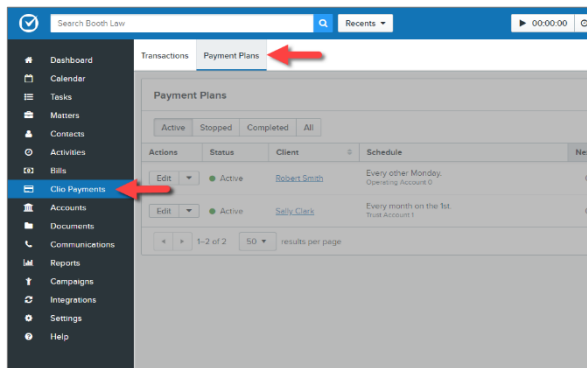


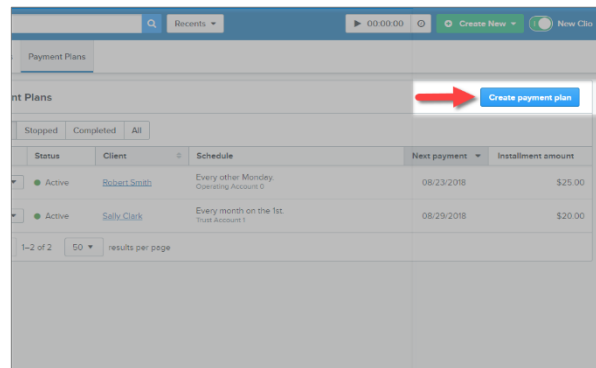
# How do I set up a Payment Plan to pay off a client's bill?

**Before you start:** ensure that Clio Payments is set up and that your client has a bill in awaiting payment.



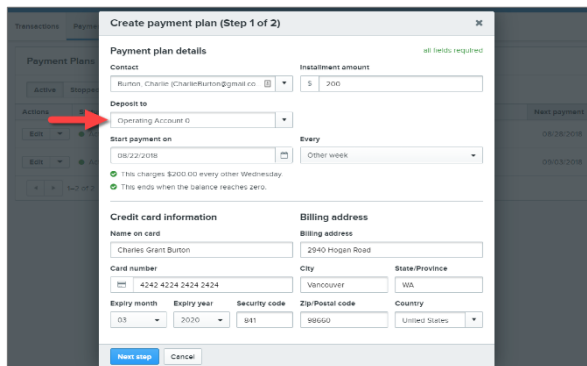
## STEP 1

On the **Clio Payments** page, click on the **Payment Plans** tab.



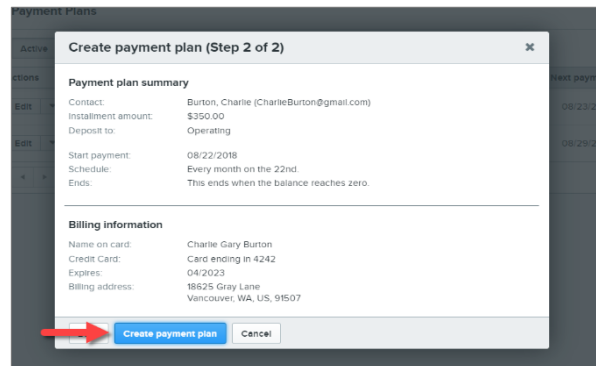
## STEP 2

Click the **Create payment plan** button.



## STEP 3

Record the **plan details**, select an **operating account**, enter the client **credit card** details, and click **Next step**.



## STEP 4

Review the plan and billing details for correctness and click **Create payment plan**.



Need more detail? Watch the [Creating a Payment Plan](#) video.

