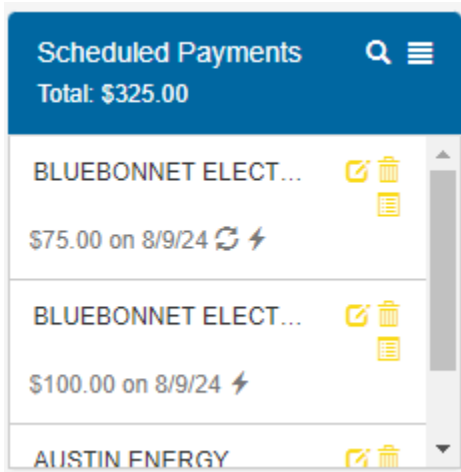
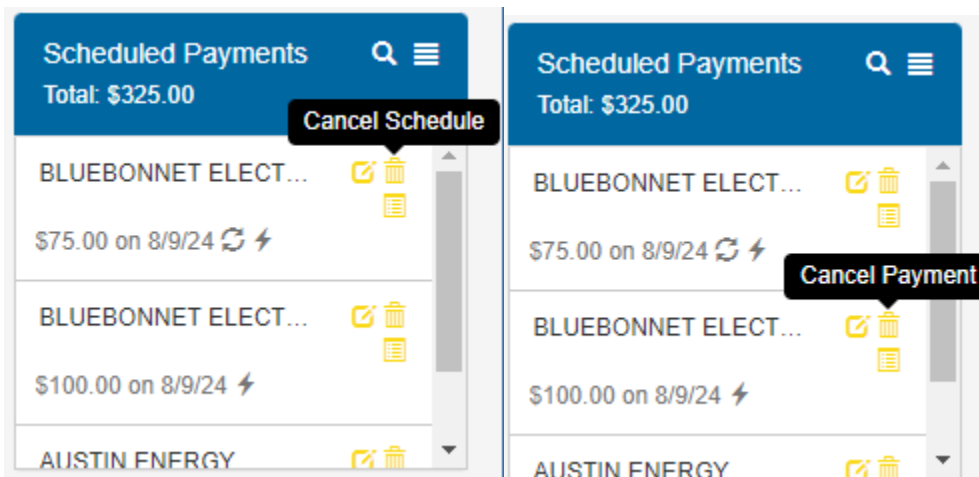


## Bill Pay Tutorial - Scheduling a Payment (Single or Recurring)

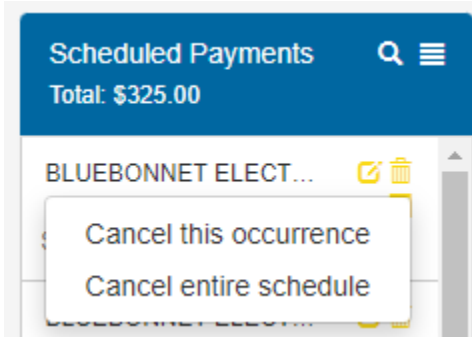
1. To cancel a payment or payment schedule, you'll locate the item you want to cancel in the Scheduled Payments section:



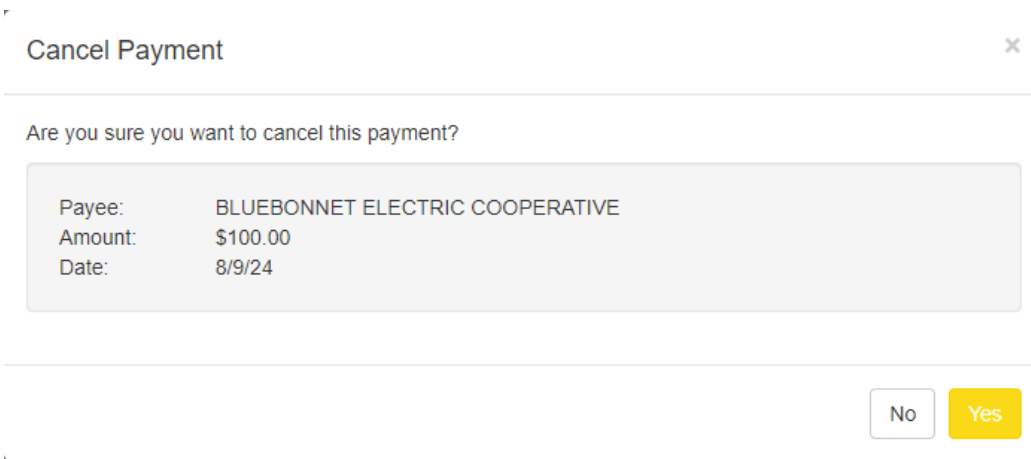
2. Click the Trash Can Symbol next to the item you'd like to cancel.



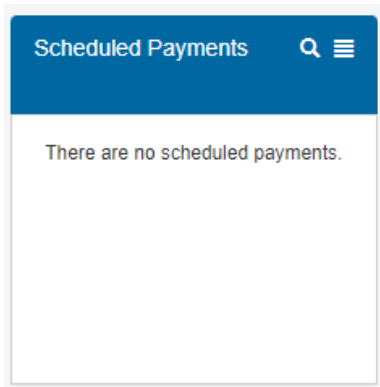
3. For a Schedule, the system will ask if you're cancelling the occurrence or the entire schedule. Choose the option you want and confirm that on the popup.



4. For a regular payment you will just need to confirm the payment you'd like to cancel.



5. When you get back to the main screen you'll want to confirm the payment is no longer listed in your Scheduled Payments.



**If you have any questions or problems, contact us at 512-444-6419 option 8 for assistance.**