

Disable Recurring Payments and End User Accounts

The **End User** will need to disable the recurring payments they have set up under their logins. They will need to let the company know they would like their account to be disabled. They do not have access to do this themselves.

Maintaining Recurring Payments

When you log in to the payments site, you can view recurring payments you have set up in the system. These can be adjusted as needed.

1. To enable or disable a recurring transaction, log in and select the payment from the **Recurring Transactions** section on the home page.
2. Alter the details of the payment as needed, including amount, frequency of payment, and so on. Ensure that the check box next to the **Enabled** field is selected or deselected, depending on whether you wish to activate the payment at this time.

Next Payment Date	Amount	Location ID	
In 13 Days	\$110.00	Eagle Point	Enabled
In 28 Days	\$123.00	ANOTHER TEST LOCATION	Enabled
	\$500.00	Blossom Hill	Disabled
	\$10.00	Eagle Point	Disabled
	\$12.00	AA CPP Location 1	Disabled

Amount: Location:

Frequency: Payment Day:

Select Account:

Start Date:

Of Payments: # Payments Made:

Next Recurrence:

Infinite Payment Enabled Delete Payment

FIGURE 52 - ENABLE/DISABLE RECURRING PAYMENT

3. Select **Submit** to save all changes for this payment.