



## HOW TO STOP A RECURRING ACH TRANSACTION

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**Step 1** After logging in, choose Transactions

**Step 2** Choose Recurring Payments under ACH Processing


ACH Processing

[Preauthorized Payment](#)

[Telephone Payment](#)

[Issue Credit](#)

[Recurring Payments](#)

**Step 3** Search for the person you need to edit by last name in the customer field, click the  icon to search.

**Step 4** Click Recurring, and then click the Edit icon

In the right-hand column, in the Number of Payments drop down menu, choose "Stop Recurring" and click Update on the bottom right.

Number of Payments \*

Stop Recurring

Once you've clicked Update, the recurring payment has stopped.