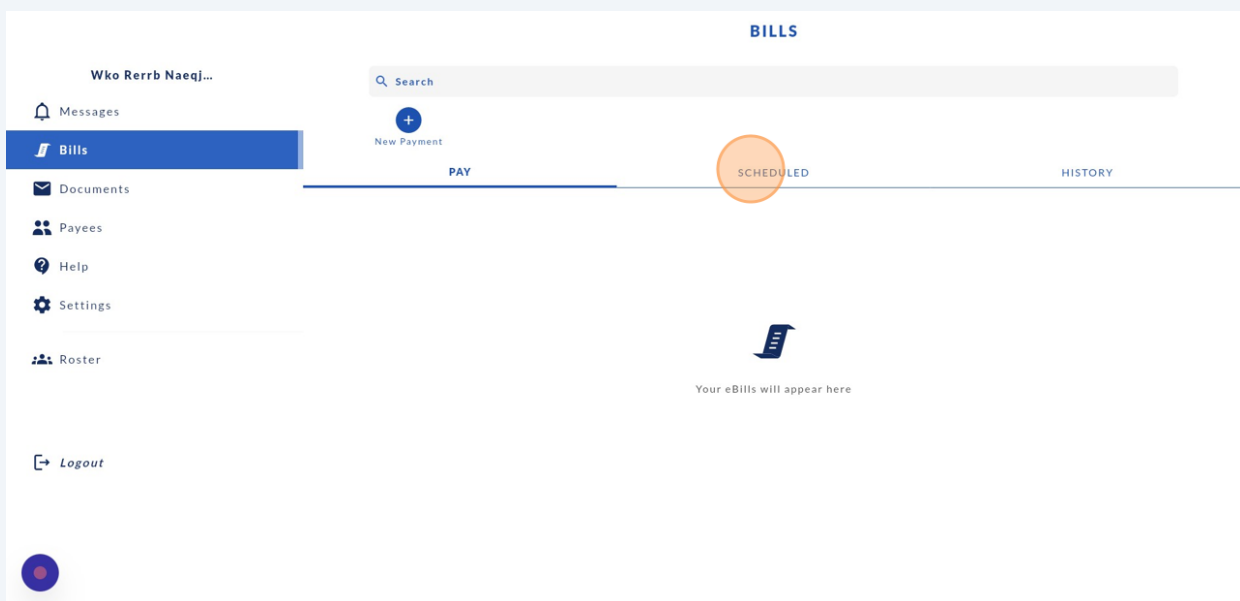


# How to Cancel a Scheduled Payment

1 Log in to your account in [the paytrust portal](#)

2 Navigate to the "Scheduled" tab of the Bills Section.



3 Find the scheduled bill you'd like to cancel and click "Details".

Total Scheduled:

Citigold ...8084  
Autopay October 31, 2023

Details

4

Click "Cancel Scheduled Payment"

[< Back](#)

### Pay First Bankcard (...9830)

Statement Balance: \$7  
Due: 11/24/2023

Pay this amount

\$100

Send on  
December 06, 2023  
Delivery by: December 11, 2023

Pay From  
First National Bank of the Lakes, 1183

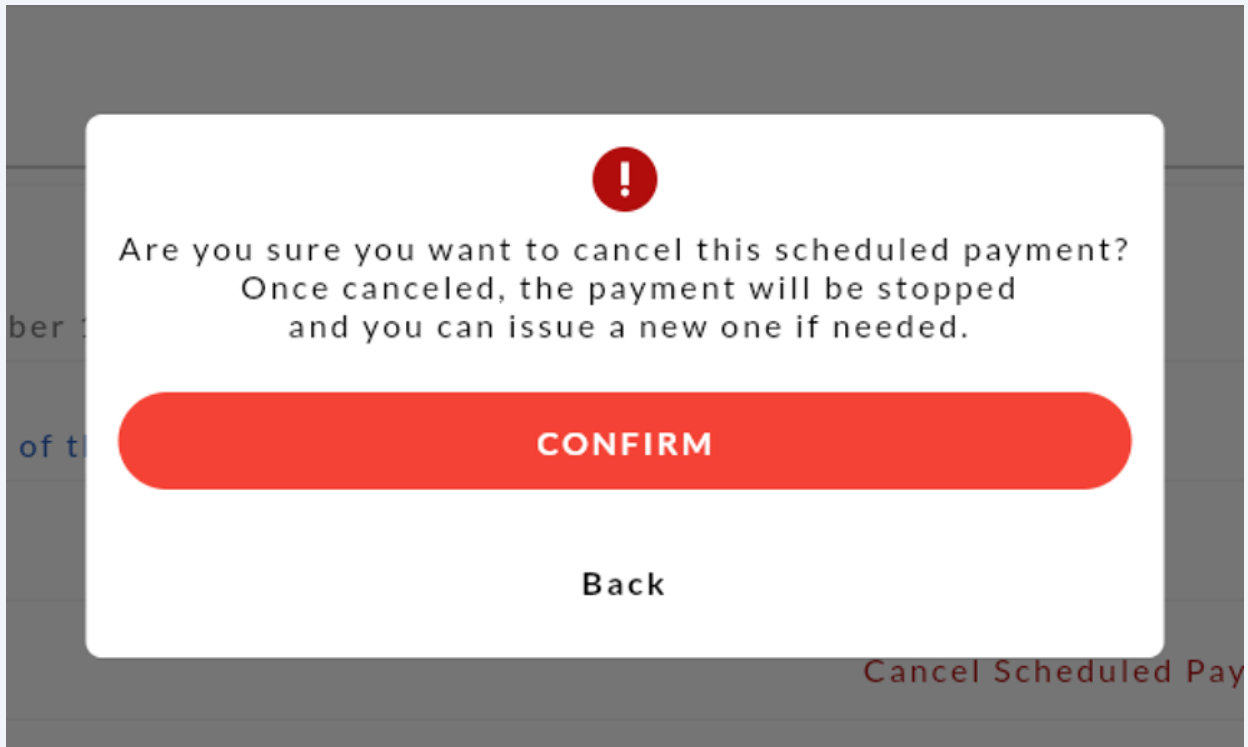
Date Received  
December 05, 2023

Cancel Scheduled Payment

**5** Click Confirm to cancel payment.

If the payment did not have a bill attached, the newly canceled bill will be displayed in the "History" Tab as "canceled" under the date it was scheduled.

If a bill was attached, the payment will be added as a canceled bill to the "History" Tab as well to record the cancellation, but another version will exist in the "pay" tab so that you may choose to reschedule the payment or file the bill as necessary.



Cancelled payments in the "History" tab will be displayed under the date for which they were originally scheduled to be sent, so you may potentially see the cancelled payment in the "History" section under a future date.