

Scenario 1. You only want to stop the next occurring payment in the series:

You need to go to the Accounts tab, and then click "Homebanking Activity." Find the transfer you want to cancel, hover over the Cyprus icon and select "cancel," (or just left click on it to highlight the transaction and then select "cancel" from the menu above.) This cancels only the next payment, and the recurring transfer will happen as usual the next time it is scheduled.

1. Hover over "Accounts," then click "Homebanking Activity."



2. Find the transfer you wish to cancel. Hover over the Cyprus logo icon and click "Cancel Transaction."



2b. Left click the transfer and click "Cancel" from the menu above.

Homebanking Activity
This page lists transactions performed within Homebanking . Use the Cyprus Icon to view details and a list of available actions. You can only cancel drafted and authorized transactions that have not yet been processed.

Search Transaction Status: Active Submit

View... Approve Cancel Copy Group By Status

Status: Authorized

Status	Description / Amount / Account / Dates / Details	Tracking ID	User
Authorized	Funds Transfer: recurring \$1.00 from CHK-110441-S5 Created: 10/12/2012 To Be Processed: 10/19/2012 110441-S1 -Regular Shares	554187	JONATHAN CONSUMER

3. Click ok if you are sure you want to cancel the transaction.

Homebanking Activity
This page lists transactions performed within Homebanking . Use the Cyprus Icon to view details and a list of available actions. You can only cancel drafted and authorized transactions that have not yet been processed.

Search Transaction Status: Active Submit

View... Approve Cancel Copy Group By Status

Status: Authorized

Status	Description / Amount / Account / Dates / Details	Tracking ID	User
Authorized	Funds Transfer: recurring \$1.00 from CHK-110441-S5 Created: 10/12/2012 To Be Processed: 10/19/2012 110441-S1 -Regular Shares	554187	JONATHAN CONSUMER

Message from webpage

Cancelled transactions cannot be restored. Are you sure you want to cancel this transaction?

OK Cancel

4. Click ok to acknowledge the transaction has been cancelled.

Homebanking Activity
This page lists transactions performed within Homebanking . Use the Cyprus Icon to view details and a list of available actions. You can only cancel drafted and authorized transactions that have not yet been processed.

Search Transaction Status: Active Submit

View... Approve Cancel Copy Group By Status

Status: Authorized

Status	Description / Amount / Account / Dates / Details	Tracking ID	User
Authorized	Funds Transfer: recurring \$1.00 from CHK-110441-S5 Created: 10/12/2012 To Be Processed: 10/19/2012 110441-S1 -Regular Shares	554187	JONATHAN CONSUMER

Message from webpage

The status of transaction #554187 is Cancelled

OK

- The transaction will now be crossed out and cannot be changed.

Homebanking Activity
 This page lists transactions performed within Homebanking . Use the Cyprus Icon to view details and a list of available actions. You can only cancel drafted and authorized transactions that have not yet been processed.

Search Transaction Status: Active Submit

View... Approve Cancel Copy Group By Status

Status: Authorized

Status	Description / Amount / Account / Dates / Details	Tracking ID	User
Cancelled	Funds Transfer: recurring \$1.00 from CHK-110441-55 Created: 10/12/2012 To Be Processed: 10/19/2012 110441-55-Regular Shares	554187	JONATHAN CONSUMER

Scenario 2. You want to cancel all future recurring transfers:

In order to cancel the entire series, go to the Transfers tab, and click "Recurring," in Homebanking. Find the recurring series you wish to cancel. Left click on it and then select "Cancel" from the menu above. This cancels all future transactions for this transfer.

It cannot be modified once cancelled, if you want it to happen again, you will have to re-setup the transfer.

- Hover over "Transfers" and select "Recurring."

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OVERVIEW ACCOUNTS TRANSFERS BILL PAY ALERTS LOAN APP SERVICES PREFERENCES SIGN OFF

Acco Funds Transfer
 Doub Member to Member
 Recurring
 Add External Account

You have 16 new messages

new account history and detail; allow a few seconds for the page to load. Click on the Cyprus Icon to a list of options.

Account	Updated	Available Balance	Current Balance
110441-55 -Sharedraft Checking CHK-110441-55	10/12/2012 11:17 AM	\$30.98	\$30.98
Subtotal:		\$30.98	\$30.98

Savings

- Find the transfer you wish to cancel. Left click the transfer and click "Cancel" from the menu above

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OVERVIEW ACCOUNTS TRANSFERS BILL PAY ALERTS LOAN APP SERVICES PREFERENCES SIGN OFF

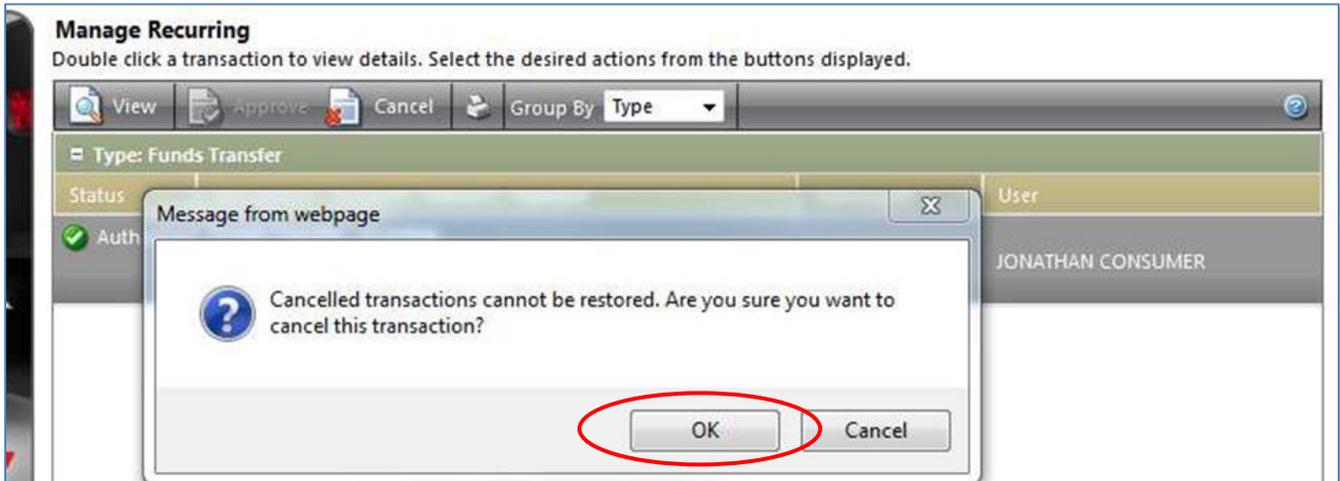
Manage Recurring
 Double click a transaction to view details. Select the desired actions from the buttons displayed.

View Approve Cancel Group By Type

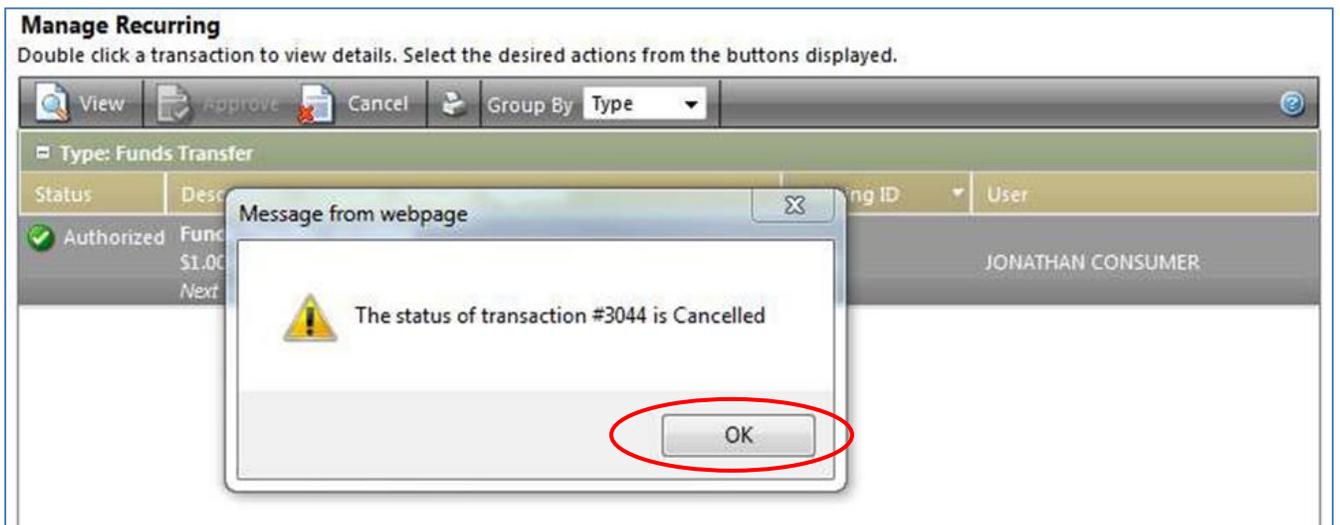
Type: Funds Transfer

Status	Description / Account / Amount / Payment	Tracking ID	User
Authorized	Funds Transfer: recurring \$1.00 from CHK-110441-55 Next payment: 10/26/2012	3044	JONATHAN CONSUMER

3. Click ok if you are sure you want to cancel the transaction. Remember this will cancel all future transactions for this recurring transfer.



4. Click ok to acknowledge the transaction has been cancelled.



5. The transaction will now be crossed out and cannot be changed.

