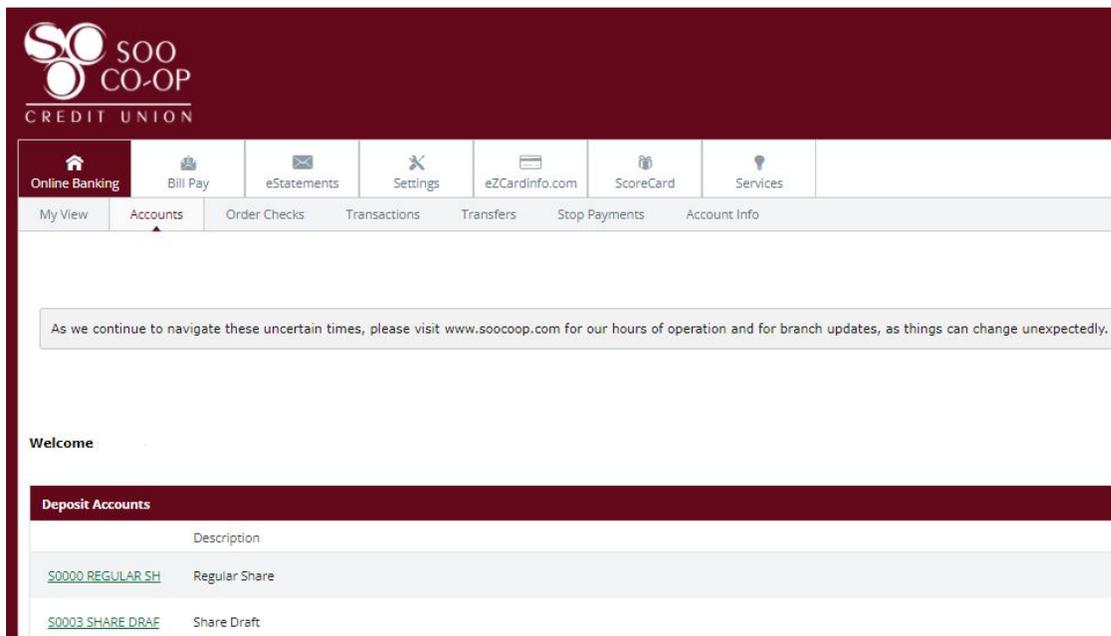


## Stop Payments

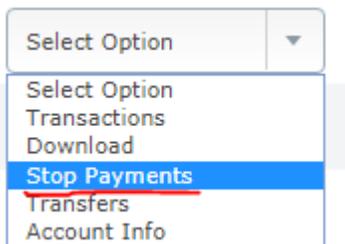
Please note: you will be charged a \$15 stop payment fee if you create one.

First make sure that you are on the Account screen and then the Share Draft drop down.



You will then go to the “Select Option” drop down and choose “Stop Payments.”

**NOTE:** Only accounts with the ability to have a stop payment (Share Drafts for example) will have the option to stop payment in the drop down!



You will be taken to a screen that lets you enter the check information that you wish to put a Stop Payment on:

Your share will be charged a fee of \$15.00 for stop payments.

New Stop Payment Enter Review Finish

\* Indicates Required Field

Add Stop Payments for Account: S0003 SHARE DRAF

\* Check Date: 10/27/2021

\* Start Check Number: 1001

End Check Number: (optional)

Begin Amount: (optional)

End Amount: (optional)

\* Payee: Test

Remarks: (optional)

Submit Cancel

The only required fields are starred and once you have the information entered you may hit “Submit”. You will then be taken to a confirmation screen:

Click Confirm to place the stop payment. You will be charged \$15.00 after you confirm. Click Edit if you need to make changes and click Confirm to save your changes.

Add Stop Payment for Account: 50003 SHARE DRAF  
Check Date: 10/27/2021  
Check Number: 1001  
Payee: Test

Edit

Confirm

Upon hitting "Confirm" you will be taken to a confirmation screen that outlines everything you have selected. Your account will also be charged the Stop Payment Fee as noted throughout this process.