

## Stop Payments

Stop payments work a lot like they did in our old Online Banking product. This tutorial will show you one way to set up a stop payment.

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

First make sure that you are on the Account screen:

The screenshot shows the SOO CO-OP CREDIT UNION online banking interface. The top navigation bar includes links for Online Banking, Bill Pay, eStatements, Settings, eZCardInfo.com, ScoreCard, and Services. Below this, there are tabs for My View, Accounts, Order Checks, Transactions, and Transfers. The main content area displays a welcome message for Joseph Cox and two account sections: Deposit Accounts and Other Accounts. The Deposit Accounts section lists several accounts with their descriptions, available balances, and current balances. The Other Accounts section lists a VISA Credit Card with a due date, payment amount, and available balance. A 'Select Option' dropdown menu is visible next to each account, and the 'Stop Payments' option is highlighted in the dropdown menu.

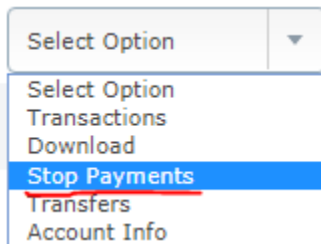
Deposit Accounts		View 5   10   20   50   100   All
Description	Available	Balance
50000 REGULAR SH Regular Share		Select Option
50003 SHARE DRAF Share Draft		Select Option
50002 CHRISTMAS Christmas Share	\$0.00	\$0.00 Select Option
[Redacted] Regular Share		Select Option
[Redacted] Share Draft		Select Option

Other Accounts		View 2   10   20   50   100   All		
Description	Due	Payment	Available	Balance
[Redacted] VISA Credit Card	[Redacted]	\$0.00	n/a	\$701.88 Select Option

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: 05/30/2018

\* Start Check Number: 1001

End Check Number: (optional)

Begin Amount: (optional)

End Amount: (optional)

\* Payee: Test

Remarks: (optional)

\* Indicates Required Field

Add Stop Payments for Account: S0003 SHARE DRAF

\* Check Date: 05/30/2018

\* Start Check Number: 1001

End Check Number: (optional)

Begin Amount: (optional)

End Amount: (optional)

\* Payee: Test

Remarks: (optional)

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: 05/30/2018  
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.