

how to:

CHANGE OR CANCEL YOUR PSN AUTO PAY

TO CHANGE:

Step 1.

Log in to your PSN account and navigate to Payments>Manage Auto-Pay. If you have an existing Auto-Pay, it will be listed on this screen.

AUTO-PAYS

Active Auto-Pay Items

Account Number	Business	Account ID	Type	Amount	Start	End	How Often	Next Pay	Cancel Auto-Pay
☐	City of ABC	RT123456	CHECK (9999)	\$950.00	11/29/2019	(None)	2nd of the month	12/2/2019	Cancel

CHANGE **ADD**

Step 2.

To update your Auto-Pay (ex. the amount of your rent has changed), check the box to the left of your active Auto-Pay and click "Change."

AUTO-PAYS

Active Auto-Pay Items

Account Number	Business	Account ID	Type	Amount	Start	End	How Often	Next Pay	Cancel Auto-Pay
☒	City of ABC	RT123456	CHECK (9999)	\$950.00	11/29/2019	(None)	2nd of the month	12/2/2019	Cancel

CHANGE **ADD**

Step 3.

Update your information as needed and click "Continue." Then verify your updated information and click "Submit Payment" to confirm your Auto-Pay.

Payment Details

Description: Rent
House/Apartment Number: 1234
Building Address: 123 Main Street
Payment: \$ 950.00
Convenience Fee: \$0.00
Total Charge: \$950.00

CANCEL **CONTINUE**

TO CANCEL:

Step 1.

If you'd like to cancel your Auto-Pay, check the box to the left of your active Auto-Pay and click "Cancel."

AUTO-PAYS

Active Auto-Pay Items

Account Number	Business	Account ID	Type	Amount	Start	End	How Often	Next Pay	Cancel Auto-Pay
☒	City of ABC	RT123456	CHECK (9999)	\$950.00	11/29/2019	(None)	2nd of the month	12/2/2019	Cancel

CHANGE **ADD**

Step 2.

Complete your Auto-Pay cancellation by clicking "Confirm Cancellation."

AUTO-PAY CANCELLATION

Verify this is the Auto-Pay you want to cancel. You must cancel your Auto-Pay 48 hours before it is scheduled to run. You must click CONFIRM below to cancel the Auto-Pay.

Account Number	Business Name	Payment Method	Amount
005003-012	City of ABC	Check	\$1,000.00

BACK **CONFIRM CANCELLATION**

NOTE: If you see the message highlighted on the right, you have a payment pending for the Auto-Pay you're cancelling. If you'd like to cancel the pending payment, check the box to the left of the message BEFORE hitting "Confirm Cancellation." Leaving the box unchecked will allow the pending payment to go through.

Below is a payment which is for the Auto-Pay you are cancelling. Check the box if you want to cancel the payment. If you want the payment to run, leave the box unchecked. You must click CONFIRM below to cancel the payment.

Account Number	Business Name	Amount	Payment Date	Payment Status	
☐	005003-012	City of ABC	\$1,000.00	11/15/2019	Pending

Verify this is the Auto-Pay you want to cancel. You must cancel your Auto-Pay 48 hours before it is scheduled to run. You must click CONFIRM below to cancel the Auto-Pay.