

EDIT OR DELETE AN AUTO PAYMENT IN THE ONLINE PORTAL

The following is how a tenant or homeowner can edit or delete an auto payment they have set up in their Online Portal.

Once an auto payment is scheduled, the details are displayed in the **Payments** tab.

- To skip the next month's payment, click **Skip this payment**. The auto payment will resume after the skipped month.
- To edit the payment name, bank account or card attached to the auto payment, click **Edit** in the **Scheduled Payments** section. Update the necessary information, then *click Update*.
- To change the date the payment processes each month, you must **delete** and **recreate** the auto payment. Click **Edit** in the **Scheduled Payments** section, then click **Delete**.
- To stop the auto payment from processing each month, click **Edit** in the **Scheduled Payments** section, then click **Delete**.

