



HOW TO INITIATE A STOP PAYMENT

Step 1 Click on “Accounts” in the sub-menu



Step 2 Click the drop-down menu to the right of the account you want to initiate a stop payment for and select “Stop Payments”.

The screenshot shows the 'Deposit Accounts' page. It features a table with columns for 'Account (Click for Details)', 'Balance', 'Status', and 'Options'. Two accounts are listed: 'Demo Test Acc' with a balance of \$103.94 and 'Demo Money Market' with a balance of \$85.42. The 'Options' dropdown menu for the 'Demo Test Acc' is open, showing options like 'Select Option', 'Transactions', 'Download', 'Statements', 'Stop Payments' (highlighted), 'Transfers', 'Prior Day', and 'Current Day'.

Account (Click for Details)	Balance	Status	Options
Demo Test Acc	\$103.94		Select Option Transactions Download Statements Stop Payments Transfers Prior Day Current Day
Demo Money Market	\$85.42		

After “Stop Payments” is selected, you will be brought to a separate screen.

Step 3 Input the check’s information

Once completed, click Submit and your stop payment request will be completed.