

## Cancel a Payment

Users can cancel a payment from the **User Dashboard** if the payment has not yet been pulled for processing and reflects a 'Pending' status.

- If the cancel option is not available, the payment has already begun processing and cannot be canceled.

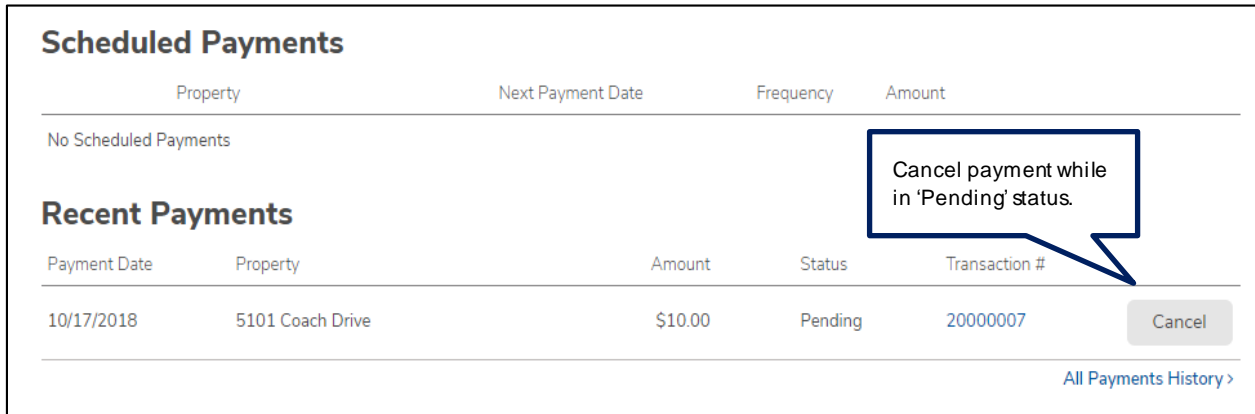
### Scheduled Payments

Property	Next Payment Date	Frequency	Amount
No Scheduled Payments			

### Recent Payments

Payment Date	Property	Amount	Status	Transaction #
10/17/2018	5101 Coach Drive	\$10.00	Pending	20000007

[All Payments History >](#)



## Payment Methods

A user may view or delete any existing payment methods as well as add new methods of payment.

- To add or delete payment methods, click *Payment Methods* from the **User Dashboard**.
- Users can add payment details by selecting *Add Payment Method*. This will require user routing and account information.

### Add Payment Method

Bank Account

#### Payment Information


Account Type  
 Checking  Savings

Name on Account:  
required field

Routing Number:  
required field

Account Number:  
required field

Re-enter Account Number:  
required field



< Back to Dashboard

Cancel [Add Payment Method](#)

Please be sure that the check number is **not included** when entering the account number. The check number appears at the top right corner of the check and at the end of the account number on the bottom right.