

## CANCELLATION OF AUTO PAY ON iPAYIMPACT




### Select Auto Pay option on fund

Now that you have made a payment and chosen to save a debit/credit card, you can now select Auto Pay as an option for some of the funds below.

Auto Pay is a means of making regular / instalment payments without having to login.

Fund Name	Type	Cost	Balance	Last Updated	Options
School Meals	School Meals	N/A	£7.45	20/03/2020 10:41	<a href="#">Pay</a> <a href="#">History</a> <a href="#">Auto Pay</a>
Shop	Shop	N/A	£0.00		<a href="#">Shop</a> <a href="#">History</a>
Instrumental Music Tuition 2019/20	Club / Society	£354.00	-£354.00	02/04/2020 08:56	<a href="#">Details</a> <a href="#">Pay</a> <a href="#">History</a> <a href="#">Auto Pay</a>

### Untick 'Is Active' box, click Save Automatic Payment to cancel the Auto Payment

<b>Fund Name</b>	Instrumental Music Tuition 2019/20
<b>Regularity *</b>	Monthly <input type="checkbox"/> 
<b>Start Payments From *</b>	01/09/2019
<b>Saved Card *</b>	--Select-- <input type="checkbox"/> 
<b>Instalment Amount *</b>	35.40
<b>Number Of Instalments *</b>	10 
<b>Is Active</b>	<input checked="" type="checkbox"/>
<a href="#">Save Automatic Payment</a> <a href="#">Cancel</a>	