

You can use the Activity Center page to cancel a payment. If you have the right to cancel a payment, you can cancel it only if the status is **Drafted** or **Authorized**.

To cancel a single payment

1. In the navigation menu, select **Transactions > Activity Center**. Single transactions appear in the Activity Center.
2. Select the payment that you want to cancel. The transaction details appear.
3. Select the Actions (⋮) menu, then select **Cancel**. A message appears asking you to confirm the cancellation.
4. Select **Confirm**.
5. Select **Close** to return to Activity Center.

To cancel all future occurrences of a recurring payment

1. In the navigation menu, select **Transactions > Activity Center**. The Activity Center page appears.
2. Select **Recurring Transactions**. The list of recurring transactions appears.
3. In the row of the payment you want to cancel, select the Actions (⋮) menu and then select **Cancel series**. A message appears asking for confirmation.
4. Select **Cancel series**. The Recurring Series Canceled page appears confirming cancellation.
5. Select **Close** to return to Activity Center.