## Basberg Alpine Bank – Remove Recurring Transactions and Disabling your Basberg Alpine Bank Recurring account

To disable your account, remove the "Scheduled Payment" option shown in figure 1. If you have completed this step, email **basberghoa805@gmail.com** to request our administration person to deactivate your account.

If you did not or do not remember, log back into your account to confirm.

## **Closing your Basberg Recurring Account**

Login to the Basberg Recurring account to remove the active scheduled payment record. The scheduled payment line must be deleted before disabling your account.

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Figure 1

## Basberg Alpine Bank – Remove Recurring Transactions and Disabling your Basberg Alpine Bank Recurring account

If your scheduled payment still showing as shown above > select the Edit Pencil.

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Figure 2

The Scheduled payment configuration screen will appear. Uncheck the "Infinite Payment" box > Select 'Delete Payment' > Submit (figure 2)

To confirm: navigate back to the home screen > the schedule payment will be gone. (figure 3)

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Lastly, email <u>BasbergHOA805@gmail.com</u> to request our administration to deactivate your account.

Darrell Walker HOA President