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

To disable your account, remove the "Scheduled Payment" open shown in figure 1. If you have completed this step, email <u>Deborah@basberghoa.com</u> to request deactivation of 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

Scheduled Payments Edit Next Payment Date # of Paym Amount Location Pay Monthly Dues Select Account* Amount * \$703.00 • Basberg Townhouse Assoc US Bank Checkin Frequency * Payment Day * Start Date Once a Month 3 🔻 • 3/3/2023 # Of # Payments Made Next Recurrence 4 7/3/2023 Payments * Infinite Payment Delete Payment SUBMIT Payment History Figure 2

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

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 scheduled payment will be gone. (figure 3)

Welcome to Basberg Townhouse Association's Payment Portal										
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Lastly, email <u>Deborah@basberghoa.com</u> to request our administration to deactivate your account.

Deborah Smith HOA Treasurer