

# 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 [Deborah@basberghoa.com](mailto:Deborah@basberghoa.com) 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.

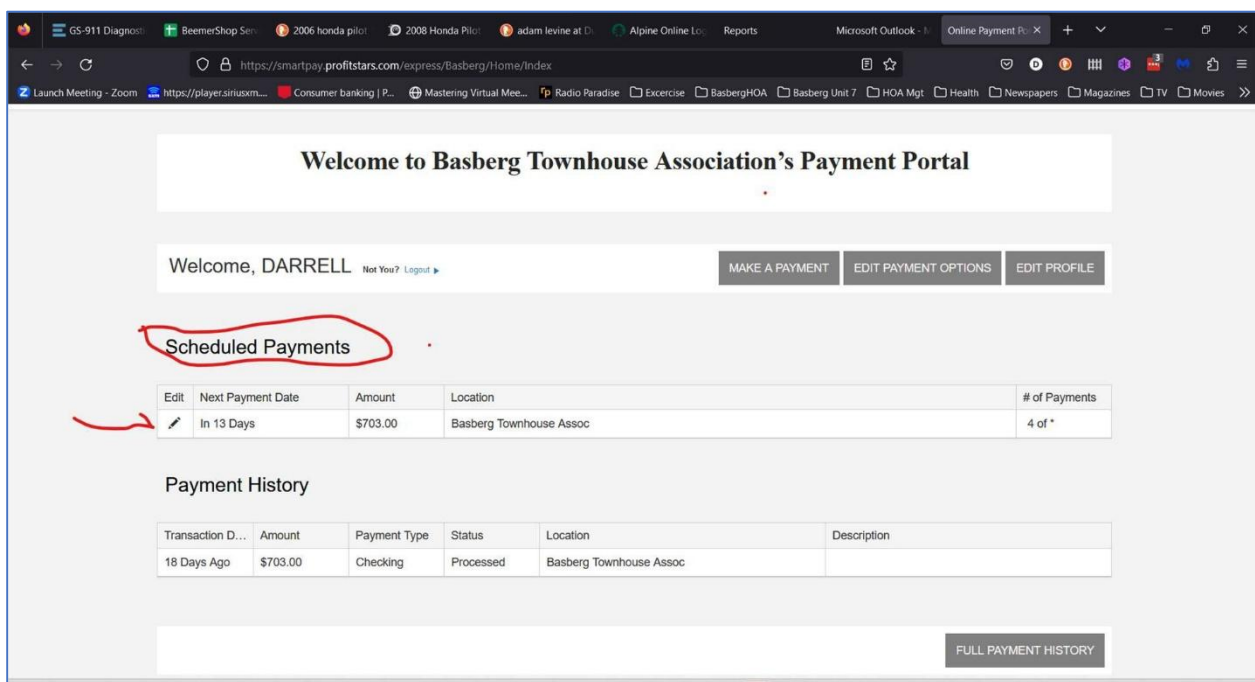


Figure 1

# 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.

Edit	Next Payment Date	Amount	Location	# of Payments
	In 13 Days	\$703.00	Basberg Townhouse Assoc	4 of *

Amount \*  Pay Monthly Dues  Select Account \*

Frequency \*  Payment Day \*  Start Date

# of Payments \*  # Payments Made  Next Recurrence

Infinite Payment  Delete Payment

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 scheduled payment will be gone. (figure 3)

Welcome to Basberg Townhouse Association's Payment Portal

Welcome, DARRELL [Not You?](#) [Logout](#)

[Scheduled Payments](#)

Payment History

Transaction D...	Amount	Payment Type	Status	Location	Description
18 Days Ago	\$703.00	Checking	Processed	Basberg Townhouse Assoc	

Lastly, email [Deborah@basberghoa.com](mailto:Deborah@basberghoa.com) to request our administration to deactivate your account.

Deborah Smith  
HOA Treasurer