

# IBANK

## Quicken Windows Bill Pay

Only complete these tasks if you currently initiate Bill Payments from within Quicken Windows.

**Important: These tasks must be completed to avoid possible duplicate payments.** If you do not cancel payments scheduled to be paid on or after the 1st Action Date, these payments may still be processed.

On or Before the 1st Action Date

### **Cancel Existing Bill Payments.**

1. Choose **Tools > Online Center**.
2. Choose Bank3 from the Financial Institution drop-down list.
3. On the Payments tab, choose an account from which a payment is scheduled in the future.
4. In the payments status list, you will cancel payments for each payee with a status that is scheduled for delivery on a date after the 1st Action Date. To do this, select the first payee and click **Cancel Payment**.
5. Repeat steps 3 & 4 for all payments that are scheduled for delivery after the 1st Action Date.
6. On the toolbar, click **Repeating**.
7. Choose a payment instruction and click **Delete**. Click **Delete** again in the confirmation window.
8. Repeat step 7 for each repeating payment you have with Bank3.