# Maintaining Recurring Payments

When you log in to the payments site, you can view recurring payments you have set up in the system. These can be adjusted as needed.

1. To enable or disable a recurring transaction, log in and select the payment from the *Recurring Transactions* section on the home page.

2. Alter the details of the payment as needed, including amount, frequency of payment, and so on. Ensure that the check box next to the **Enabled** field is selected or deselected, depending on whether you wish to activate the payment at this time.



FIGURE 52 - ENABLE/DISABLE RECURRING PAYMENT

3. Select **Submit** to save all changes for this payment.

# Viewing Payment History

When you log in to the payments site, you can view past payments/transactions that you have made. For a custom report of payment history, select the **Full Transaction History** option.