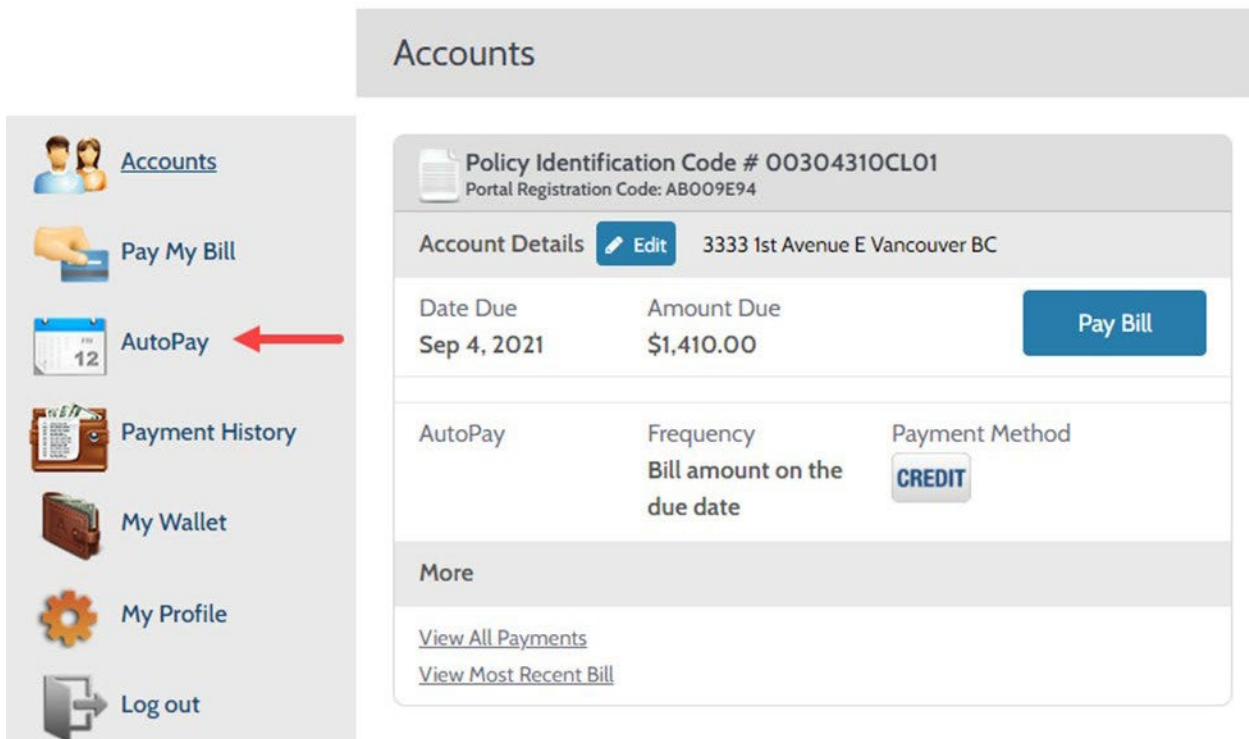


How to change End Date for scheduled AutoPay

The end date field is an optional feature that can be used to mark a hard stop date for automatic payments. The instructions outline how to edit/remove the date.

Log into Wynward payment account & Click AutoPay



The screenshot shows the 'Accounts' page in the Wynward portal. On the left is a navigation menu with icons and labels for 'Accounts', 'Pay My Bill', 'AutoPay', 'Payment History', 'My Wallet', 'My Profile', and 'Log out'. A red arrow points to the 'AutoPay' option. The main content area is titled 'Accounts' and displays policy information: 'Policy Identification Code # 00304310CLO1' and 'Portal Registration Code: AB009E94'. Below this, there is a section for 'Account Details' with an 'Edit' button and the address '3333 1st Avenue E Vancouver BC'. A table shows the 'Date Due' as 'Sep 4, 2021' and the 'Amount Due' as '\$1,410.00', with a 'Pay Bill' button. Another section shows 'AutoPay' settings with a 'Frequency' of 'Bill amount on the due date' and a 'Payment Method' of 'CREDIT'. At the bottom, there are links for 'View All Payments' and 'View Most Recent Bill'.

Accounts		
Policy Identification Code # 00304310CLO1 Portal Registration Code: AB009E94		
Account Details Edit		3333 1st Avenue E Vancouver BC
Date Due	Amount Due	Pay Bill
Sep 4, 2021	\$1,410.00	
AutoPay	Frequency	Payment Method
	Bill amount on the due date	CREDIT
More		
View All Payments		
View Most Recent Bill		

Click Edit for the applicable Policy identification code

Payment

The screenshot shows the 'AutoPay' section of a user's account. On the left is a navigation menu with options: Accounts, Pay My Bill, AutoPay, Payment History, My Wallet, My Profile, and Log out. The main content area displays the following information:

- Policy Identification Code # 00340607CL03
Portal Registration Code: 9D222596
- Schedule # 1373999 with an 'Edit' button (indicated by a red arrow).
- Frequency: Bill amount on the due date
- Created By: You | Start Date: Mar 30, 2022
- Payment Details (with an 'Edit' button):
 - Payment Method: VISA ****4448
 - Payment Amount: Bill Amount
- Notification Details: Notification not enabled

At the bottom, it says 'Powered by Paymentus' with a link to the Privacy Policy and Website Conditions of Use.

End Date field – Click calendar to select a date or clear to remove the date.

The 'Schedule Details' modal form for Schedule # 1306314 includes the following fields and options:

- Frequency: Bill amount on the due date
- End Date (Optional): 03/30/2023 (with a calendar icon and a red arrow pointing to it)
- Payment Amount: Bill Amount
- Processing Fee: (empty field)
- Total Amount: (empty field)
- Schedule Notification Preferences: Do not remind me in advance of a scheduled payment
- Authorization: By selecting the box, you authorize the above scheduled payments from the account shown. This authorization is valid until you cancel it through the customer portal or by calling your biller's customer service number. Cancellation requests must be received at least 3 business days before the next scheduled payment due date. (A red arrow points to the checkbox and another points to the 'Confirm' button.)
- Buttons: Cancel, Confirm, Remove Schedule

Click the authorization box & Click "Confirm" to save the changes.

Logout of account