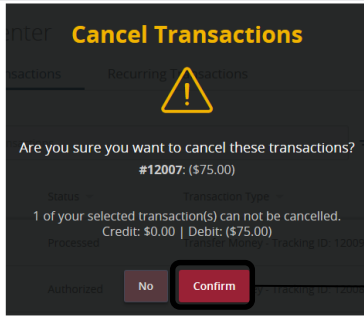


Activity Center

Canceling Transactions

The Activity Center shows all pending transactions that have not posted to your account. You can cancel pending transactions up until their process date.

Created	Status	Transaction Type	Account	Amount	Actions
1/22/2019	Processed	Transfer Money - Tracking ID: 12009	Share Draft XXXXXX9517		<input checked="" type="checkbox"/> Actions
1/22/2019	Authorized	Transfer Money - Tracking ID: 12008	Share Draft XXXXXX9517		<input checked="" type="checkbox"/> Cancel Selected
1/22/2019	Authorized	Transfer Money - Tracking ID: 12007	Share Draft XXXXXX9517	\$75.00	Actions
1/7/2019	Processed	Transfer Money - Tracking ID: 11933	Share Draft XXXXXX9517	\$25.12	Actions



Choose **Activity Center**.

1. Browse through your pending transactions and check the box for each transaction you want to cancel. Check the box between Amount and Actions to select all transactions.
2. Click the “Actions” drop-down.
3. Click **Cancel Selected**.
4. Click **Confirm** when you are finished. The status then changes to “Cancelled” on the Activity Center page.

NOTE: If you cancel a recurring transaction in the Single Transactions tab, you will only cancel that single occurrence. To cancel an entire series, you must visit the Recurring Transactions tab in the Activity Center.