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: July 31
Cancel Existing Bill Payments.

1. Choose **Tools > Online Center.**
2. Choose your institution 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 your financial institution.

On or Before the 2nd Action Date: August 3
Note: This section only applies if your institution will support Bill Payments initiated from within Quicken Windows after the system change.

Re-create Your Bill Payments.

If you need help re-creating payments, choose **Help > Quicken Help**. Search for **Create an online Payment** and follow the instructions to create and transmit an online payment.