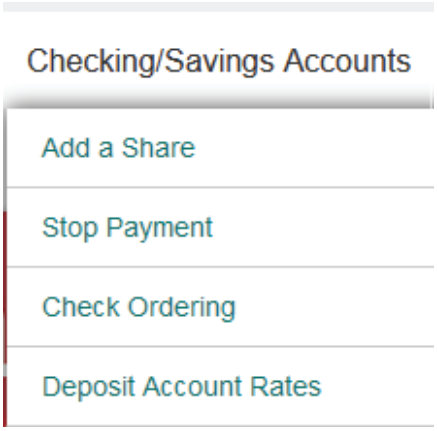
Check/Draft Stop Payments in Online Banking

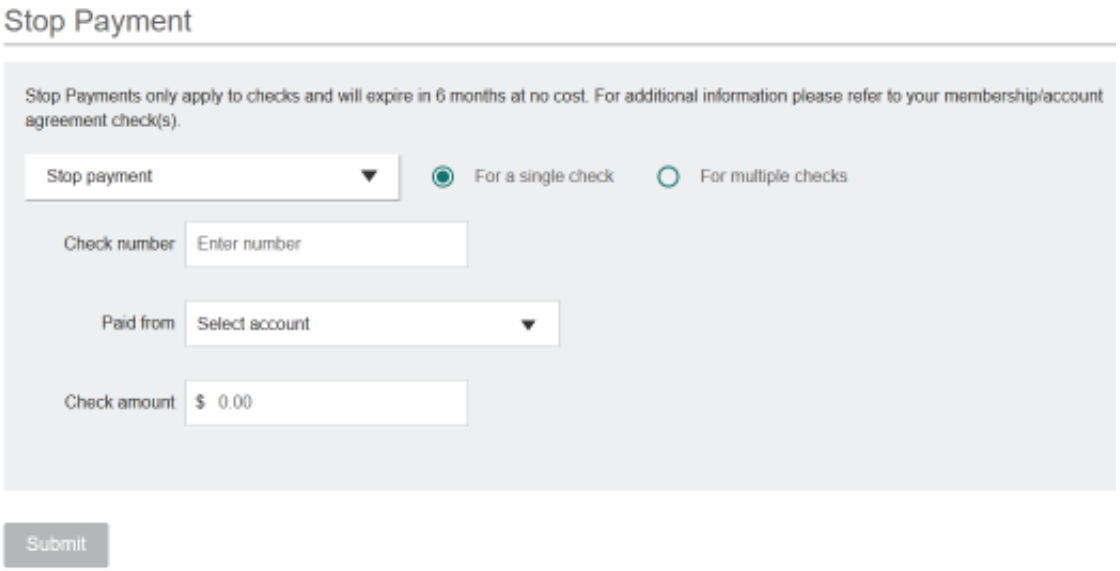
Desktop – Single Check Stop Payment

1. Log in to home banking.

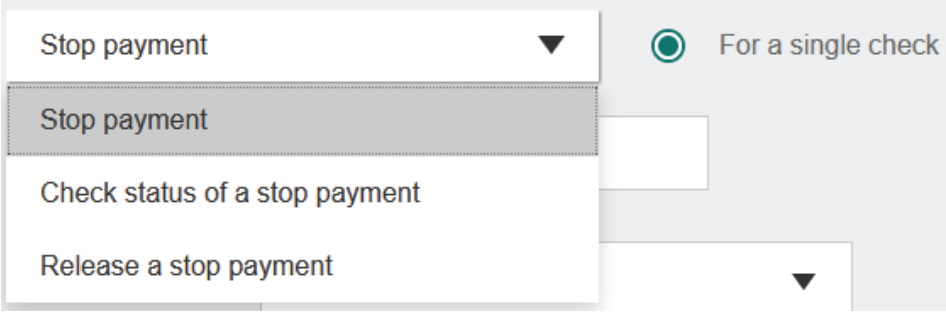
2. Select the “Stop Payment” option under the “Checking/Savings Account” tab.



3. **The following screen will appear, and you will follow the prompts.** *Stop payments are valid for six months, and additional information can be found in the membership agreement.*

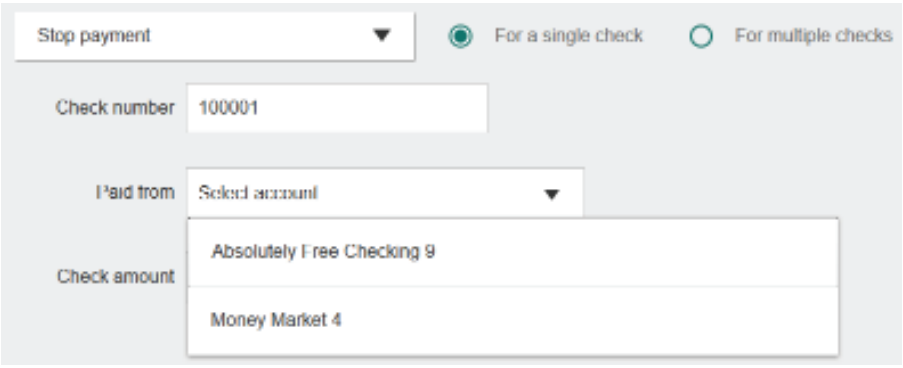


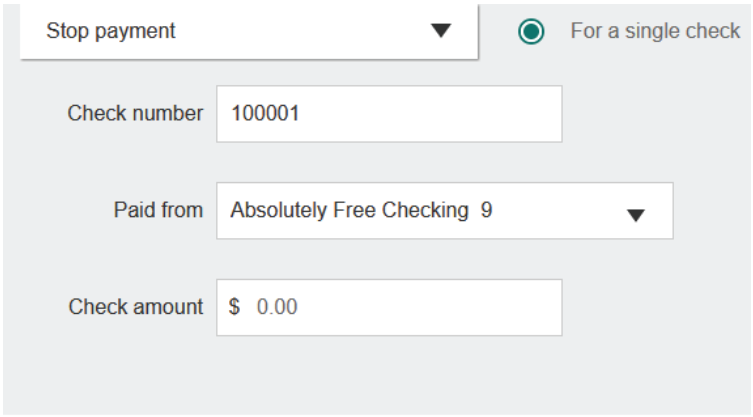
4. You can choose between the following options in the drop-down box below.



5. When placing a single check stop, you will enter the check number and select the "paid from" account from a list of your applicable accounts, and then you will enter the check amount.

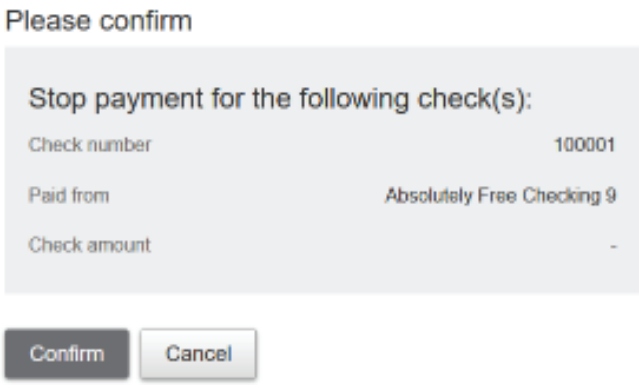
Note: If the check was lost and does not have an amount, you can leave it as $0.00.



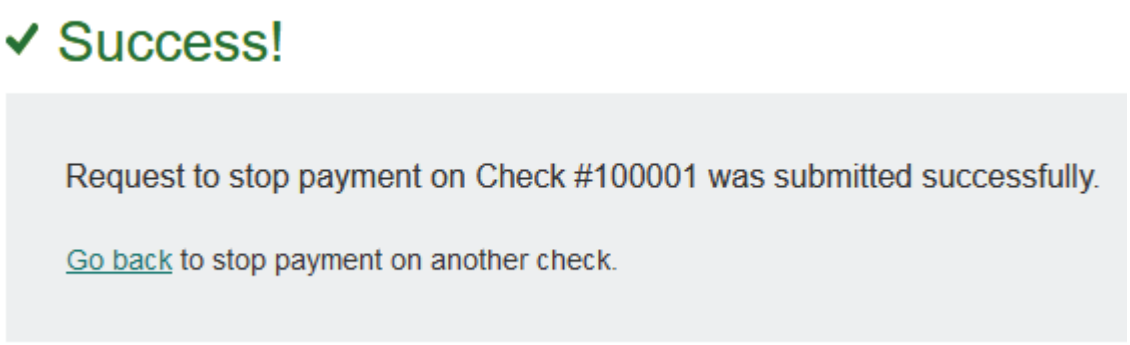


Submit

6. A confirmation box will be displayed. If all details are correct, you will select “Submit.”



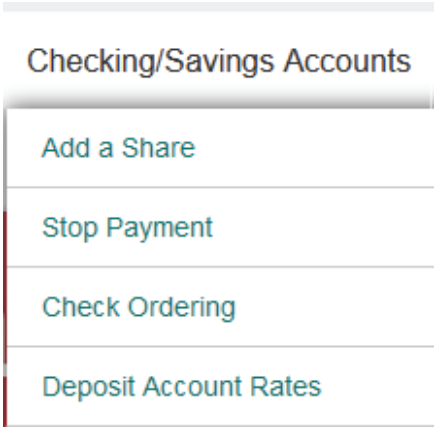
7. You will receive a confirmation message if the stop is placed successfully.



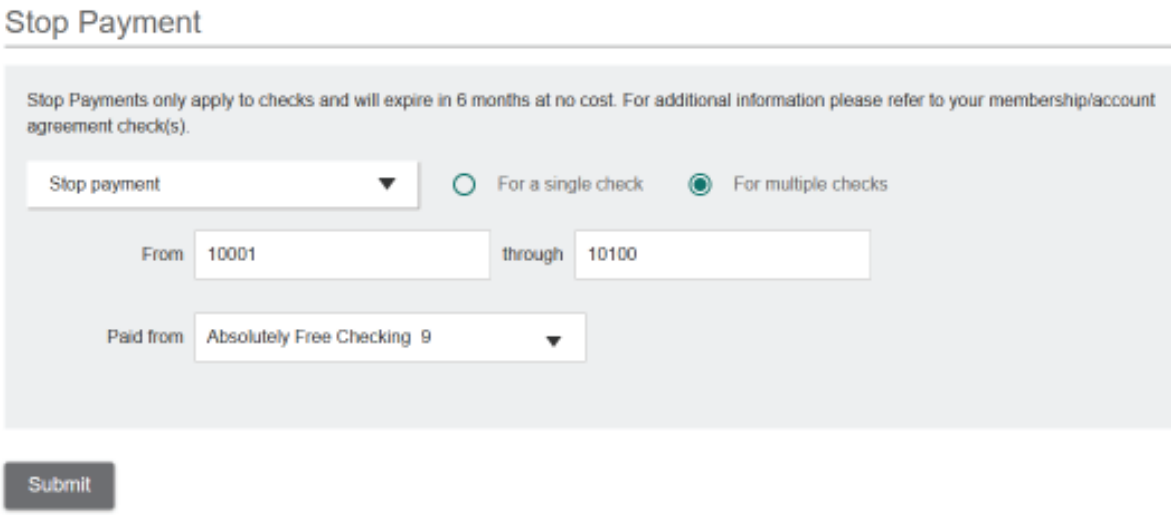
Desktop - Multiple Check Stop Payments

1. Log in to home banking.

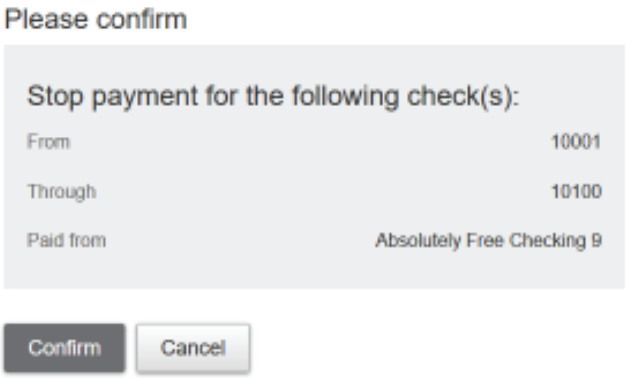
2. Select the “Stop Payment” option under the “Checking/Savings Account” tab.



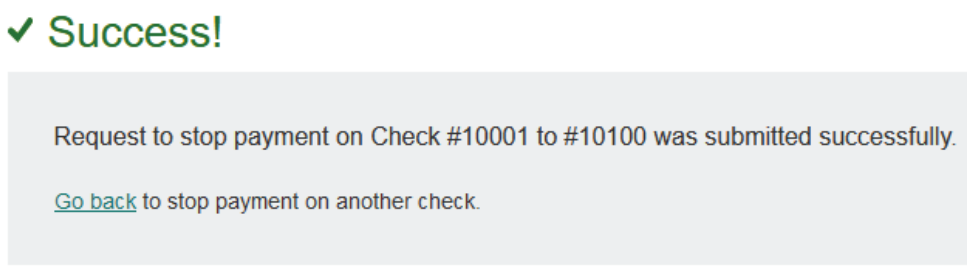
3. **The following screen will appear, and you will follow the prompts.** *Stop payments are valid for six months, and additional information can be found in the membership agreement.*



4. A range of check numbers and the “paid from” account must be entered. Then, click “Submit.” The confirmation box below will appear.



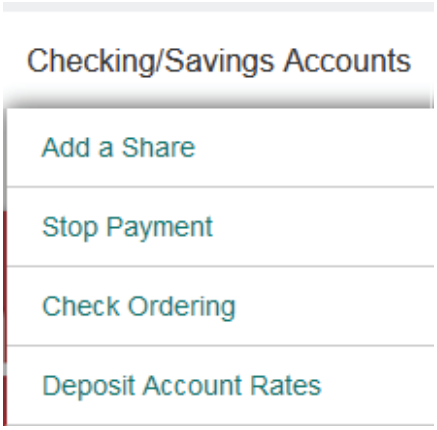
5. You will receive a confirmation message if the stop is placed successfully.

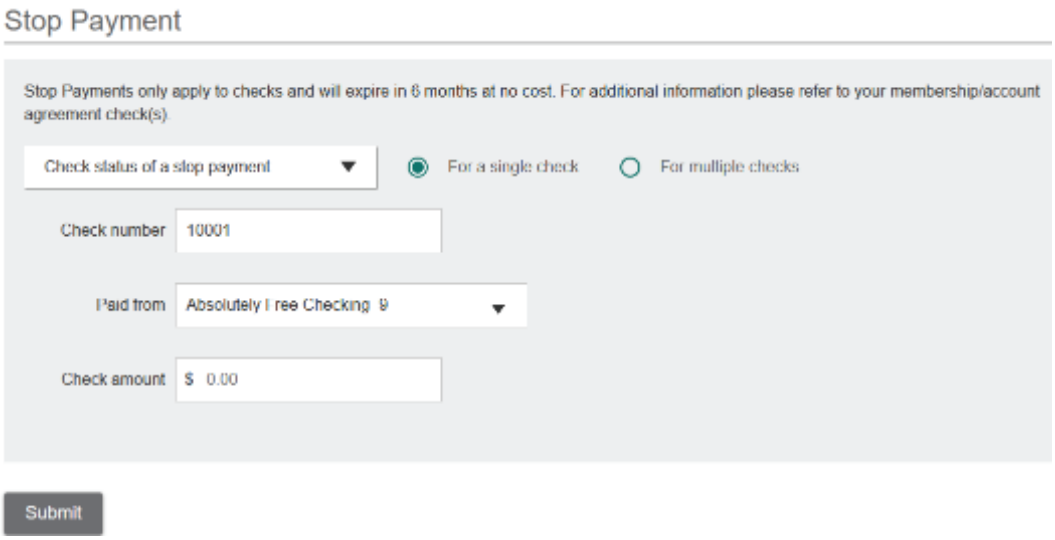


Checking the Status of a Stop Payment

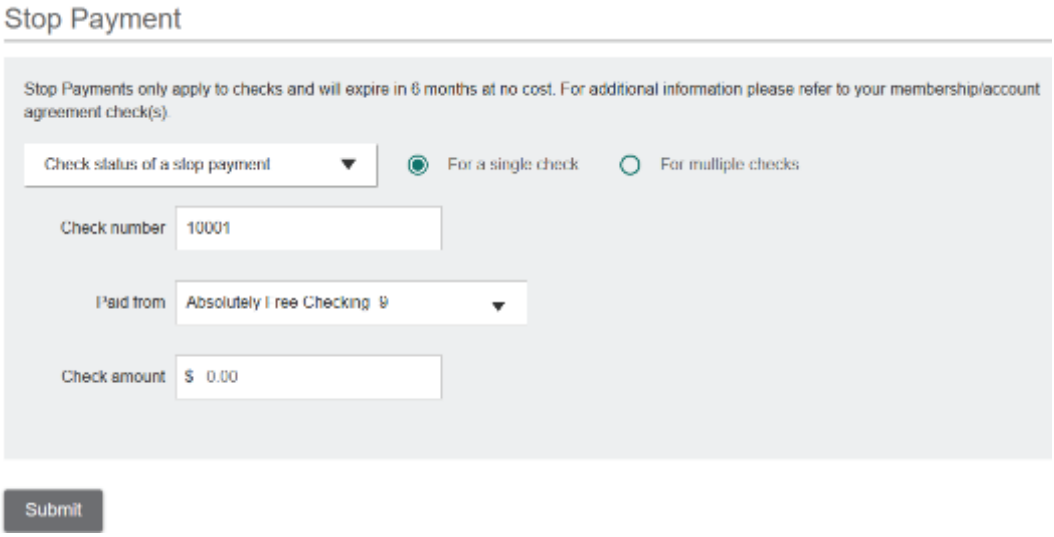
1. Log in to home banking.

2. Select the “Stop Payment” option under the “Checking/Savings Account” tab.

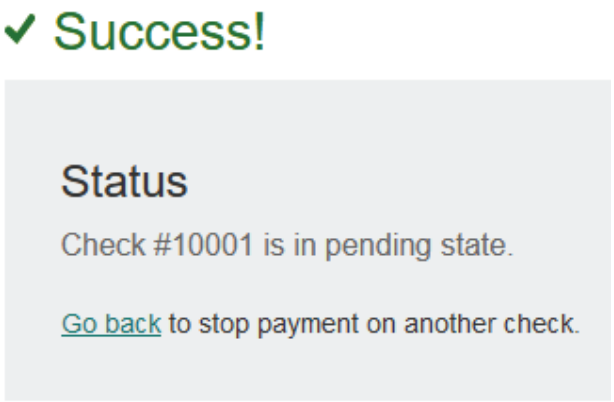




3. You will be prompted to enter the stop payment details. Next, a confirmation box will appear.



4. Once confirmed, the system will provide the check status.

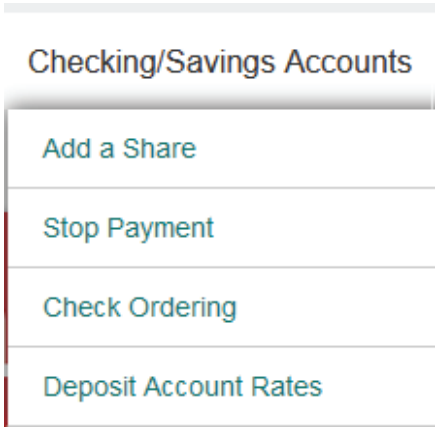


Releasing a Stop Payment

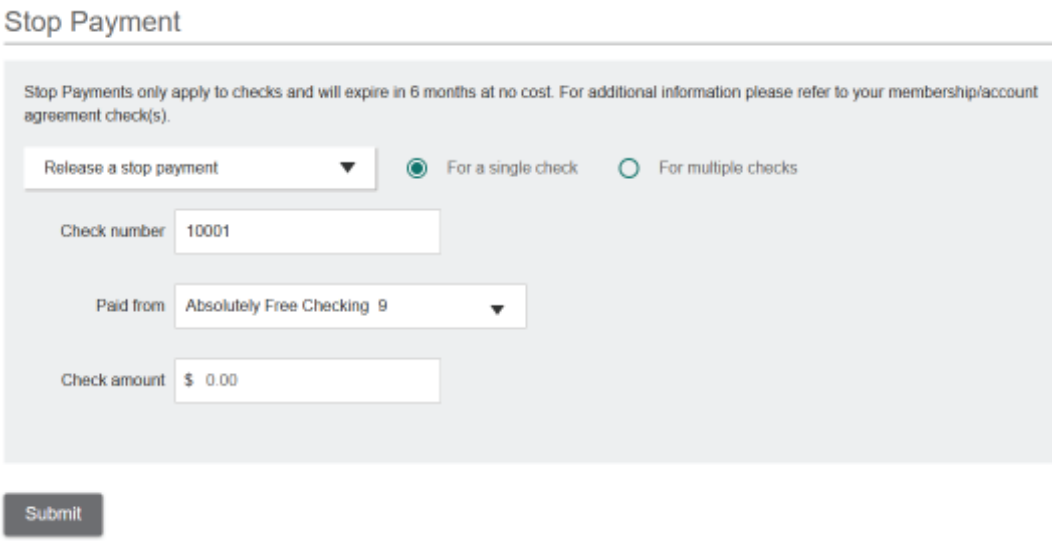
You can release Stop Payments if you decide it is no longer needed.

1. Log in to home banking.

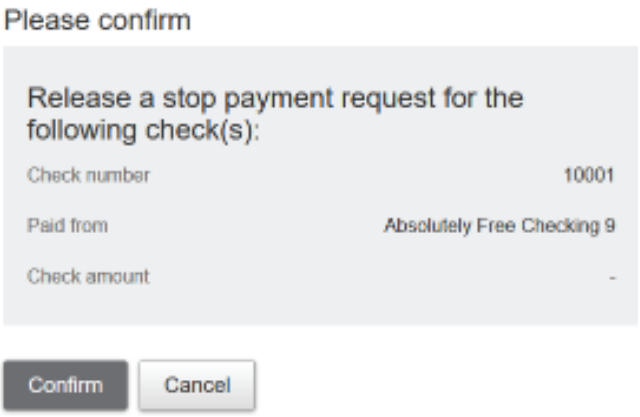
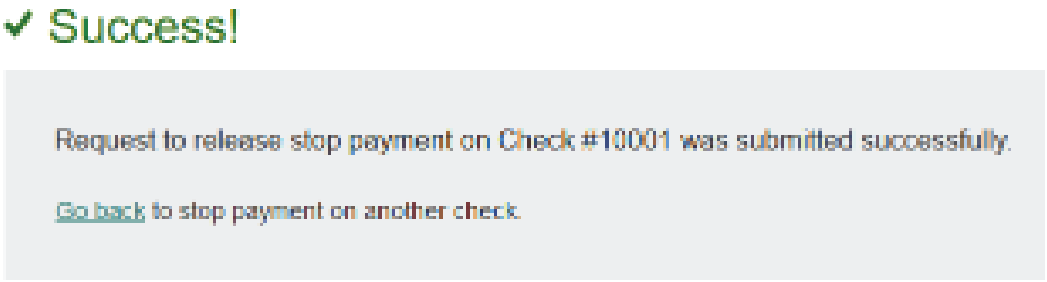
2. Select the "Stop Payment" option under the "Checking/Savings Account" tab.



3. You will enter the single or multiple Stop Payment details and select "Submit."



4. Next, a confirmation box will appear.



5. Confirmation will be provided if the stop payment release is successful.