

## How to cancel the Payment Plan AutoPay

Sign in to the account:

If the student set up the AutoPay, the student would sign in here:

[https://banner.nmsu.edu/ssomanager/c/SSB?name=cashnet\\_sso.p\\_cashnet\\_login](https://banner.nmsu.edu/ssomanager/c/SSB?name=cashnet_sso.p_cashnet_login)

or here:

<https://pay.nmsu.edu>

If the proxy set up the AutoPay, the proxy would need to sign in here:

[https://banner.nmsu.edu/pban/bwgkprxy.P\\_ProxyLogin](https://banner.nmsu.edu/pban/bwgkprxy.P_ProxyLogin)

Once signed in:

1. Go to Overview (upper left hand corner)
2. Click on the word 'AUTO PAY' with a green background.
3. A new screen opens. At the bottom of the screen, click on the box that says "You have successfully set up Auto Pay. View or edit details here!".
4. A new screen opens. At the bottom right hand side of the screen is a 'Cancel Auto pay' button.