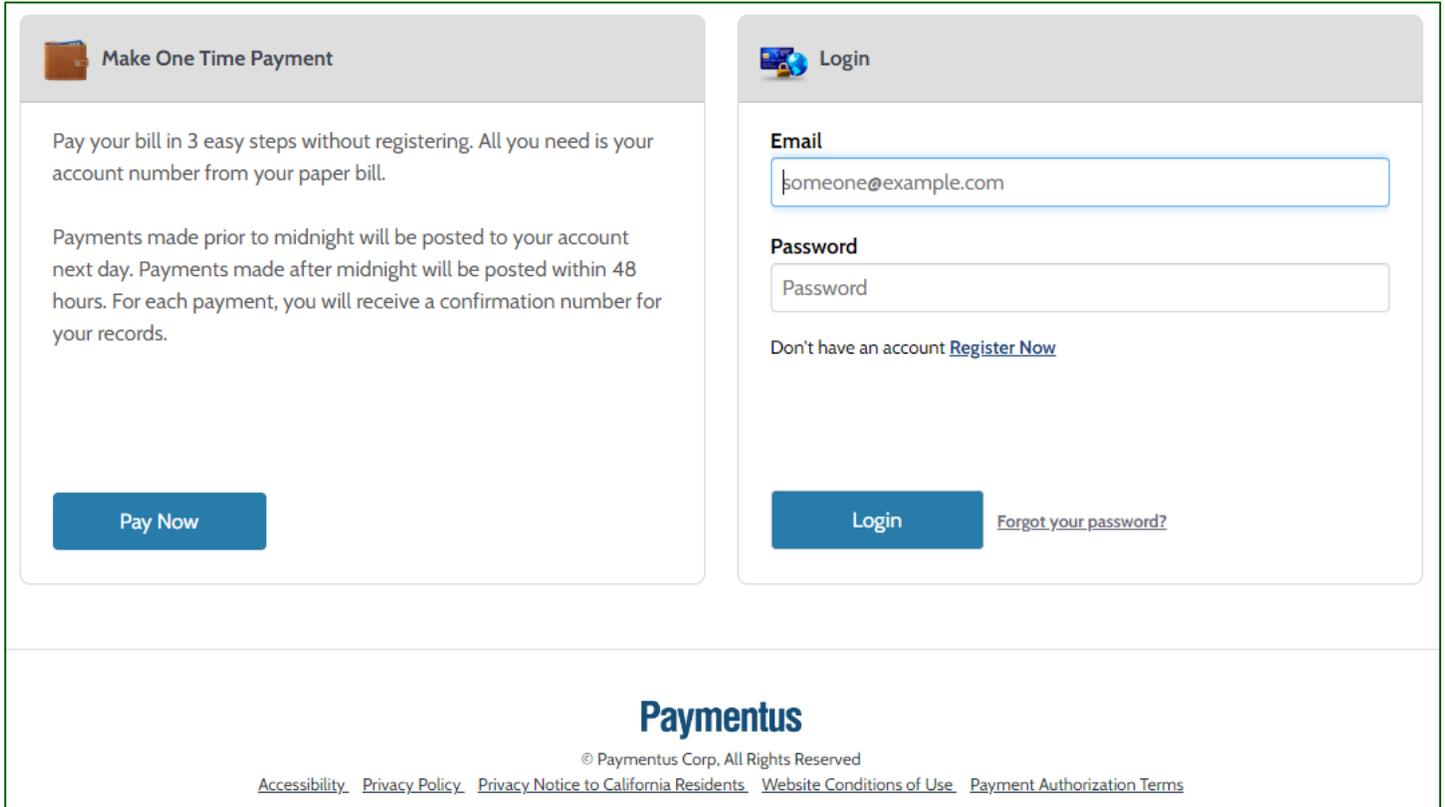


## How to Change End Date for a Scheduled Autopay

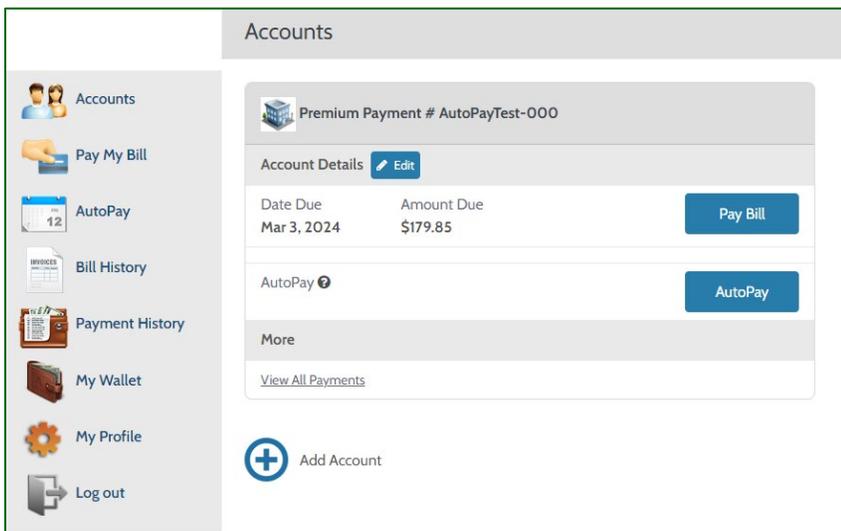
The end date field is an optional feature which can be used to mark a hard stop date for automatic payments.

- Visit [fourpointsinsurance.ca/payment](https://fourpointsinsurance.ca/payment)
- Log into your account



The screenshot shows the Paymentus website interface. On the left, there is a 'Make One Time Payment' section with a 'Pay Now' button. On the right, there is a 'Login' section with fields for 'Email' (containing 'someone@example.com') and 'Password', a 'Login' button, and a 'Forgot your password?' link. Below these sections is the 'Paymentus' logo and footer information including '© Paymentus Corp. All Rights Reserved' and various policy links.

- Choose “AutoPay” from the menu



The screenshot shows the 'Accounts' page in the Paymentus user interface. A sidebar on the left contains navigation options: Accounts, Pay My Bill, AutoPay, Bill History, Payment History, My Wallet, My Profile, and Log out. The main content area displays details for a 'Premium Payment # AutoPayTest-000'. It includes an 'Account Details' section with an 'Edit' button, a table showing 'Date Due' (Mar 3, 2024) and 'Amount Due' (\$179.85), and a 'Pay Bill' button. Below this is an 'AutoPay' section with an 'AutoPay' button. At the bottom, there is a 'More' section with a 'View All Payments' link and an 'Add Account' button.

- Select the “edit” button under the applicable Policy Identification Code

AutoPay

-  Accounts
-  Pay My Bill
-  AutoPay
-  Bill History
-  Payment History
-  My Wallet
-  My Profile
-  Log out

 Premium Payment # AutoPayTest-000

Schedule # 17308724 [Edit](#)

Frequency  
Bill amount on the due date

Created By: You      Start Date: Apr 12, 2024

Payment Details [Edit](#)

|   |                |
|---|----------------|
| Payment Method  | Payment Amount |
|  *****1111 | Bill Amount    |

 Add Schedule

- Under the End Date field, select the calendar and choose your end date.
- Check the box to authorize payment and click confirm to change the date

Schedule Details
✕

**Frequency**

Bill amount on the due date

---

**End Date (Optional)**

04/19/2024 

**Payment Amount**

Bill Amount

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.

Cancel
Confirm
Remove Schedule