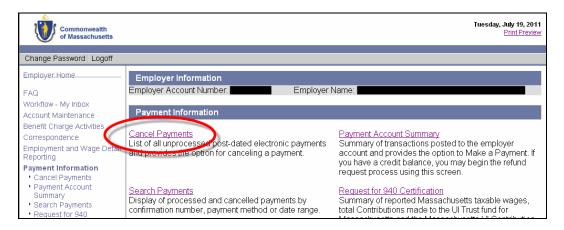
CANCEL PAYMENT

Introduction

This section describes how to cancel a payment in progress. Only payments that have not been processed completely can be canceled, i.e., the status of a payment must be **Submitted** for it to be canceled. If a payment has already been processed it cannot be cancelled.

NOTE: Payments cannot be canceled after 4:00 PM.

- 1. Follow the steps in the section, *Navigating to Payment Information*.
- 2. Click Cancel Payments.



3. The **Cancel a Post-Dated Payment** page appears, listing all unprocessed payments eligible for cancellation. Click on the **Confirmation Number**.



4. Enter notes about the cancellation and click **Submit**.



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5. An information page appears confirming that the cancellation is complete.

