

Recurring Paypal payments FAQs

Date: August 2013

How to find recurring Paypal subscriptions I am paying?

- 1. Log into your Paypal account.
- 2. Browse to My Account >> Profile.
- 3. Click on "My money" at left followed by the "Update" link to the right of "My preapproved payments." As shown in figure 1.

PayPal				
My Accoun 1 Money Crea	te an Invoice Merchant Service	Products & Services Community		
Overview Add Funds Withdraw His	story Resolution Centre Profile			
My Profile				
My personal info > Email, address, phone, more.	Bank accounts		Add my bank	
My money Banks, credit cards, m 3	Debit and credit cards		Update	
My settings >				
My colling tools	PayPal balance		Currencies	
Getting paid, shipping, more.				4
	My preapproved payments	Manage the automatic payments, subscriptions, and installment	Update	perfections

Figure 1

You'll see a listing of all your active and canceled subscriptions with Start and Expires date, amount, and description of the payment etc. as shown in figure 2.



Figure 2









How to cancel my payment prematurely

Your recurring payments will automatically stop once it expires. If for any reason you need to cancel it prematurely, you can:

- 1. Find the one you'd like to cancel as shown in figure 2.
- 2. In the "Subscription details" page, click on **Cancel** link as shown in figure 3.

Subscription details

Active Merchant Times Change Women's Employment Service Verified | <u>cpworkbook@timeschange.org</u> Profile start date Jun 18, 2013 | Profile ID No. I-HM3N4MJEMCNM Cancel | View history

Figure 3

3. Confirm your cancelation (figure 4).



Figure 4

If it is a recurring payment item to Times Change, you can also call us at 416-927-1900. We'd happy to assist you.





