

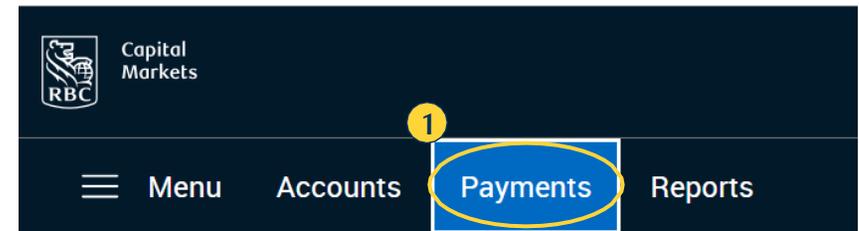


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# How to Cancel a Payment by Creator

1. On the left side of the banner, click on **Payments**.



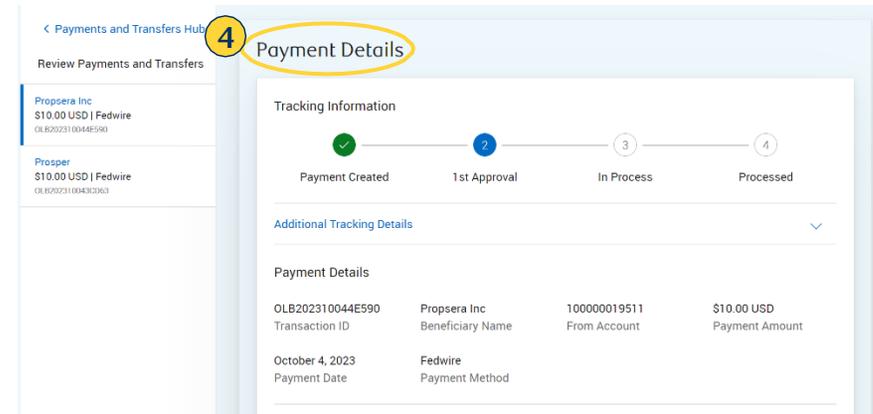
2. Scroll down to the payment you wish to review. You will be able to view a payment's current status, transaction ID, payment date, type of transaction and amount.

Status	Transaction ID	Payment Date	From Account	Beneficiary/To Account	Transaction Type	Amount		
Pending Approval	OLB202310044E590	Oct 4, 2023	100000 019511	Propsera Inc	Wire	\$10 00 USD	Reject	Approve
Pending Approval	OLB202310043CD63	Oct 4, 2023	100000 019511	Prosper	Wire	\$10 00 USD	Reject	Approve

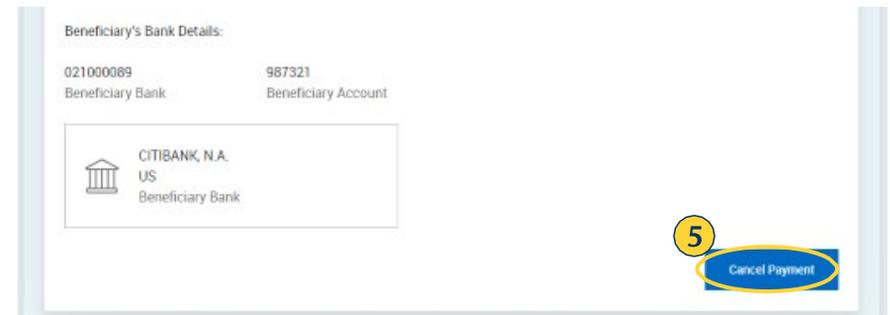
3. To view more details about a particular payment, click on the **Transaction ID** to view the payment's status.

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4. On the "Payment Details" page, you may scroll down to the payment you wish to review. You will be able to view tracking, payment details, beneficiary, and remittance information.



5. On the bottom right side of the screen, click on **Cancel Payment**.



6. A pop-up warning message will appear in the center of the page. Click **Yes** to confirm cancellation of the payment.

