Desktop Stop Payment - History

View your stop payment history and customize your results with helpful filters.

Stop Payment - History Step-by-Step

Use the following steps to review stop payment history and apply filters.

Step	Action
1	Click the **More Links** (…) menu at the top right of the screen.
2	Click the **Stop Payment** menu.
3	Click the **History** menu at the left of the screen.
4	Click the **Search** field and enter keywords to narrow your results.
5	Click the **Sort & Filter** hyperlink to the right of the Search field to organize your results using the following options: • Date Range • Time Span • Sort by
6	Optional: Click the **Date Range** drop-down arrow to view a specific timeframe.
7	Optional: Click the **Time Span** drop-down arrow to select from the following options: • Today • Past 90 days • Past 180 days • Past year • This year
8	Optional: Click the **Sort by** drop-down arrow to search by: • Date (Ascending) • Date (Descending) • Check Number (Low to High) • Check Number (High to Low)
9	Stop Payment History **results** appear (check and confirmation number) in the display panel below the Search field.
10	Click a **stop payment record** drop-down arrow to view stop Types - Single Check and Check Range.