

TO CANCEL YOUR VANCO TRANSACTIONS:

- ❖ Go to [MyVanco Login | Vanco Payment Solutions](#) and log in. If you are not able to login to Vanco, contact Michael at michaelr@assumption.org or call the parish office at 360-733-1380.
- ❖ Once you are logged into your record, click on the orange **EDIT** on the left side under **Transactions**.
- ❖ Click on **Cancel Transaction** at the bottom of the screen. Then click **OK** to cancel.
- ❖ Select **BACK** to return to the main screen.
- ❖ Repeat this process for each transaction.
- ❖ Under **Payment Methods**, click on the orange **EDIT Checking (or Credit Card)**.
- ❖ Select **DELETE** to delete your payment method. Then click **OK** to cancel.
- ❖ Repeat this process for each payment method.
- ❖ Under **Member Information**, enter today's date as the **Cancel Date**.
- ❖ Click on **Save Changes**. You are done!