# How to Cancel Auto Pay

## Through GHID's Current Online Payment System

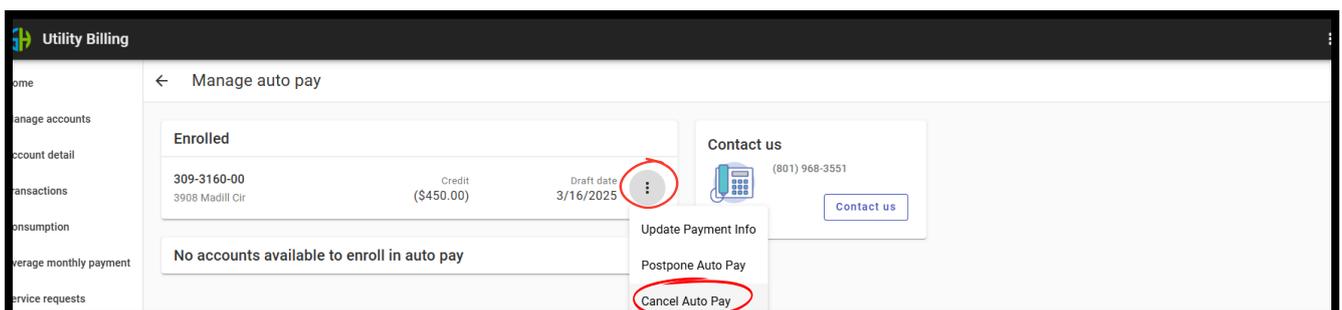**Step 1: Visit the following link:** https://ghidut.municipalonlinepayments.com/ghidut
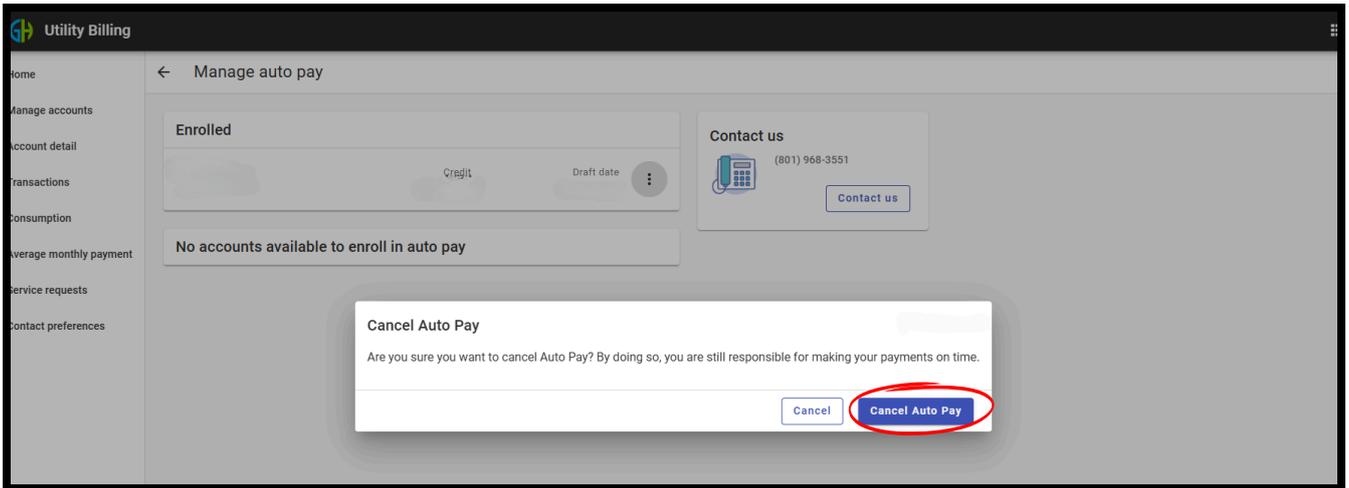
**Step 2: Click on "Utility Billing".**
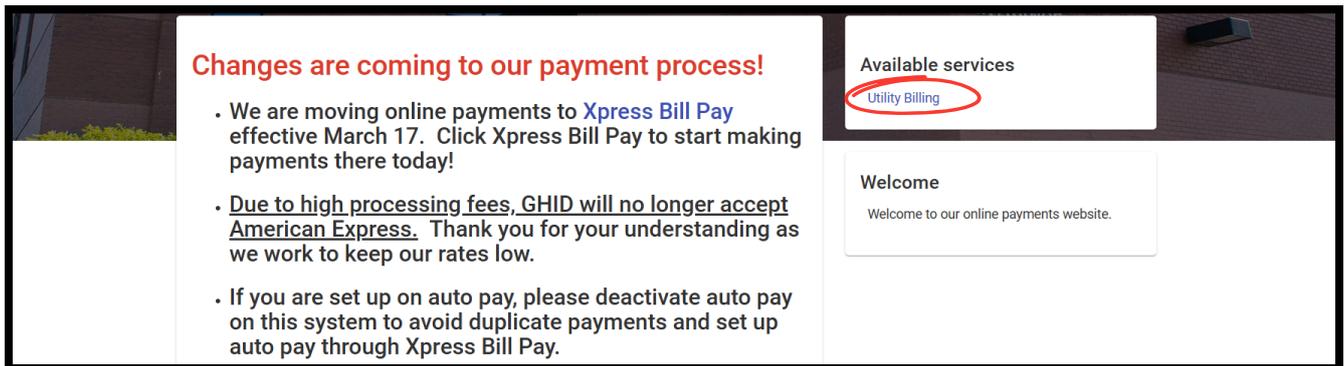


**Step 3: Click on "Manage auto pay."**
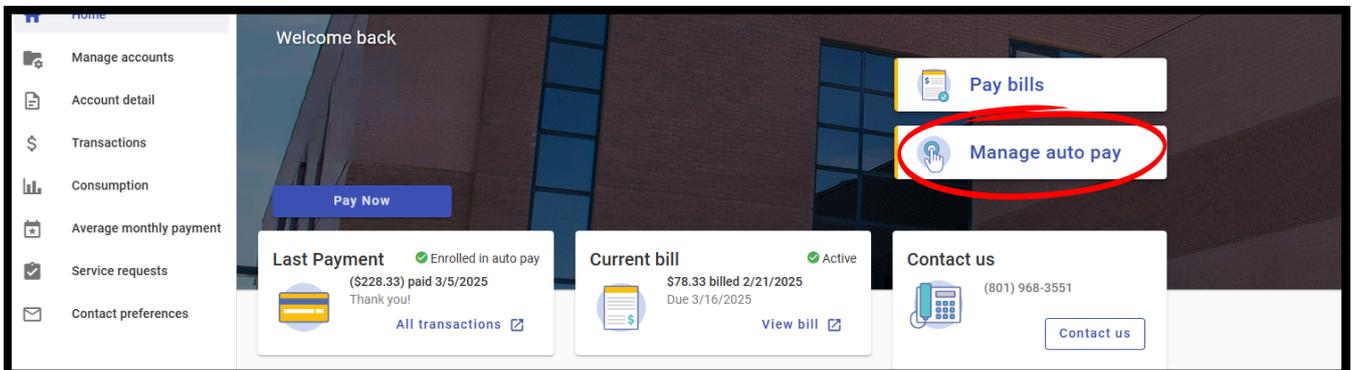


**Step 4) Click on the three dots and select "Cancel Auto Pay".**

**Step 5) Click on pop-up "Cancel Auto Pay".**



**Step 6: You will receive a message that "Auto Pay has been canceled".**