

# How to cancel the Payment Plan Auto Pay

Log in to the payment portal:

If the student set up Auto Pay, the student would sign in here: [pay.nmsu.edu](https://pay.nmsu.edu)

If the proxy set up Auto Pay, the proxy would need to sign in here:

<https://commerce.cashnet.com/cashneti/static/epayment/nmsupay/login>

Once logged in:

1. Select **Overview** from the upper left-hand side.
2. Under Payment plans, select on the word **Auto Pay** (with a green background)
3. A screen will open on the right-hand side of the screen.
4. Scroll down and click on the box that states “**You have successfully set up Auto Pay. View or edit details here!**”.
5. A new screen will open. Scroll down and select **Cancel Auto pay**.