



How to Remove Auto Renewal

1 Login to your permit's rmcpay website from a browser.

On login, you will land on the "View / Add Permit" page. If your permit has Auto Renew setting, you can see its status here.

2 Click "Setup Automatic Renewal" button to start.

3 Select "Stop Auto Renewal"

4 Select to Confirm Stop Auto Renewal.

5 Success! Auto Renew is disabled.

Current Permits

Auto-Renewal

Active until 02/28/2018 11:59 PM

Permit # 18965728
Zone Library Lane
Auto Renew Enabled
License Plate (NC) ABC456

Setup Automatic Renewal

Change or Reprint

Setup Auto Renewal

Permit #18965728 is set to automatically renew every month. The next renewal period starts on 03/01/2018, at which point your Mastercard ending in 6638 will be charged.

To disable automatic renewal for permit #18965728 click "Stop Auto Renewal"

Stop Auto Renewal

Cancel

Setup Auto Renewal

Permit #18965728 is set to automatically renew every month. The next renewal period starts on 03/01/2018, at which point your Mastercard ending in 6638 will be charged.

To disable automatic renewal for permit #18965728 click "Stop Auto Renewal"

Click to confirm you would like to stop automatic renewal

Cancel

Setup Auto Renewal

Success!

Auto renewal for permit #18965728 is disabled

Done With Auto Renewal

Change Auto Renewal Setup

Disabling Auto Renew is required before the beginning of your permits extension window to prevent the permit from extending billing for the next term. Check with your permit provider for the exact times of the extension window and any related policies.

Deleting the card you have tied to auto renew will disable auto renew and prevent extension. However, the steps above should be used for proper disabling of auto renew. For some permit users, cards on file may be tied to other Passport powered Mobile Pay Apps. Deleting in one place will affect the other.