

# CAPITOL

PAYMENT PLAN

# PBS

PREMIUM BILLING SYSTEM  
a cloud based management solution



## PBS HOLDS

A benefit to PBS is all account information will be real-time. When you place a hold, it will now immediately be reflected on the account. To place a hold, follow these steps:

- Pull up an account
- Locate the **SCHEDULED CANCELLATION DATE** in the middle of the account summary page.
- To add extra days to the cancellation date, press the **EDIT** button at the bottom of the page.
- Click **SCHEDULED CANCELLATION DATE**
- Select a new cancellation date, press **SAVE** or **OK**
- The new cancellation date will now be reflected on the account

**NOTE:** The system will only allow you to add up to 10 extra days.