Appendix B explains how to cancel your subscription to QuickBooks Online Essentials Edition.

1. On the top left of your screen, click on “My Account.”

2. View “Billing Info” and click on “Edit Billing Info.”

3. Click on “Cancel trial.”

4. A pop-up Alert screen will appear, click “Continue.”
5. When survey questions appear, answer them and then click **Continue**.

6. The Cancel Subscription screen appears, click on **Cancel my trial** to cancel your subscription before being charged for it and to delete your data.

![Alert]

**Are you sure you want to cancel your QuickBooks Online subscription?**

- [ ] No, take me back to QuickBooks Online
- [ ] Yes, cancel my trial