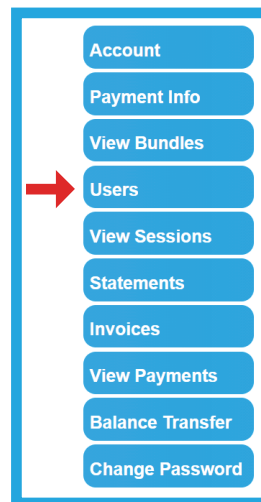


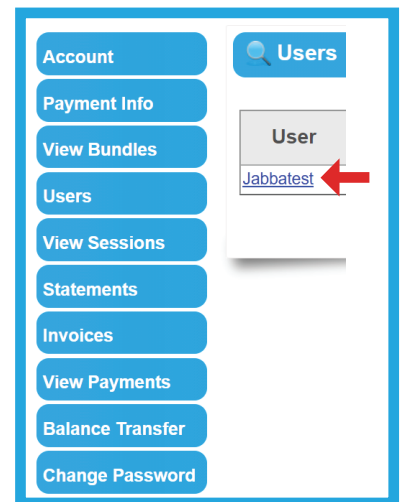
***DISCLAIMER*:** This walkthrough is strictly for **Recurring Billing** account, daily and weekly accounts don't apply.

1. Login to your account using your Jabba credentials.
2. Click the **"Users"** Button on the left side of the page.
3. Click your **"Username"** under the User section.
4. Select the **"Hibernation"** Tab at the top.
5. Choose the period you would like your account Hibernated for and click **"Update"**.
6. To reactive your account: Please wait to be **ON-SITE**.
Login on the Jabba Portal Splash page.
THIS MUST BE DONE ONSITE ONLY VIA YOUR WEBROWSER.

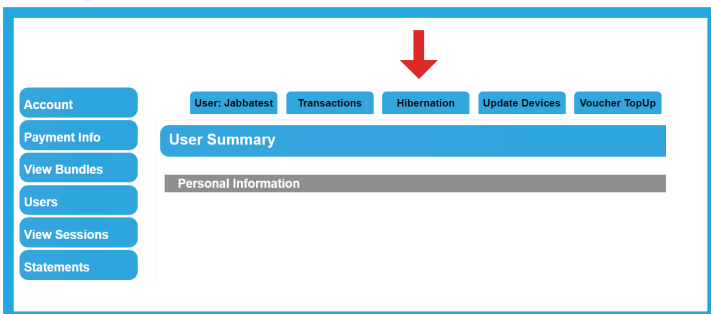
Step 2



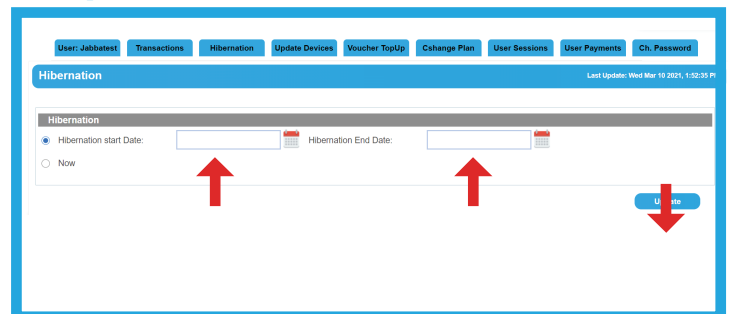
Step 3



Step 4



Step 5



If you have any questions or trouble hibernating your account, please contact our customer support team at **602-235-0591** or send an email to **support@jabbacom.com**