

# How to cancel a VPS

## Step-by-step guide

1. Log in to your [client area](#)
2. Select the type of the server you would like to cancel (click on **"Virtual Private Servers"** to cancel VPS)
3. Select the server from the list by clicking on it's name
4. Select the **"Cancel VPS"** on the left side menu in the server management page
5. Enter the reason for cancellation and/or any feedback you might have regarding the server
6. Select the cancellation type: **"Immediate"** or at the **"End of the billing period"**  
Please note that if there already is an invoice issued for the service, the end of the billing period will coincide with the one in the invoice, even if it is not paid.  
If you would rather have the server cancelled at the end of the already paid period, please [open a support ticket](#) requesting this.
7. Press the red **"Request Cancellation"** button.



Please note that if you have selected the "immediate" cancellation by accident, you should notify us immediately to stop the cancellation process, since after it is completed any and all data will be irreversibly deleted.