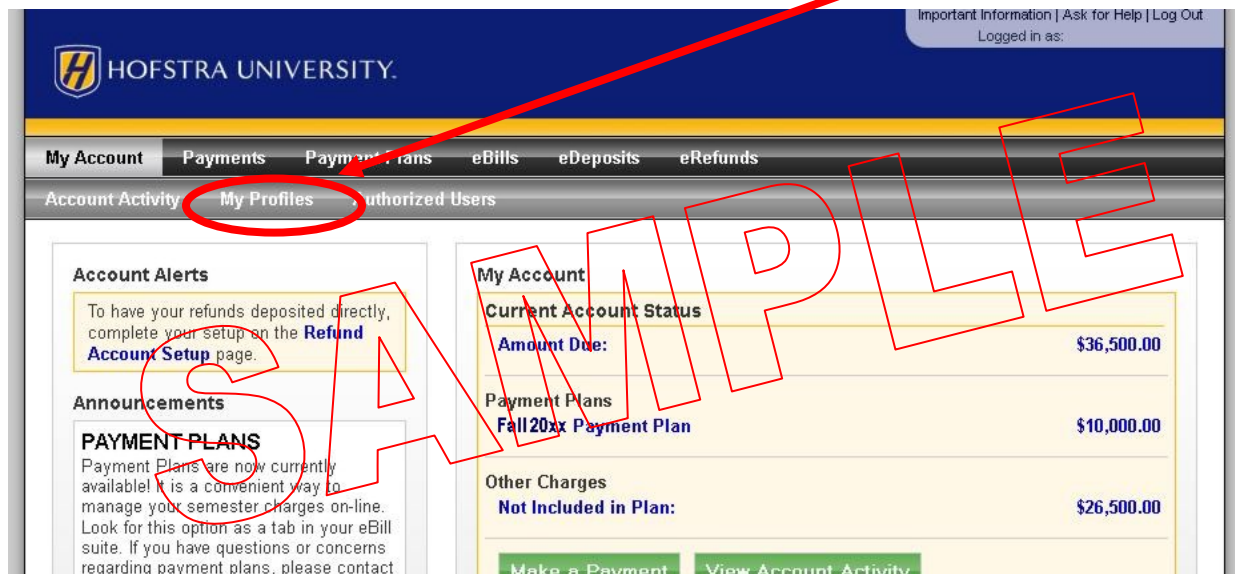


## How do I change my method of payment associated with my payment plan installments?

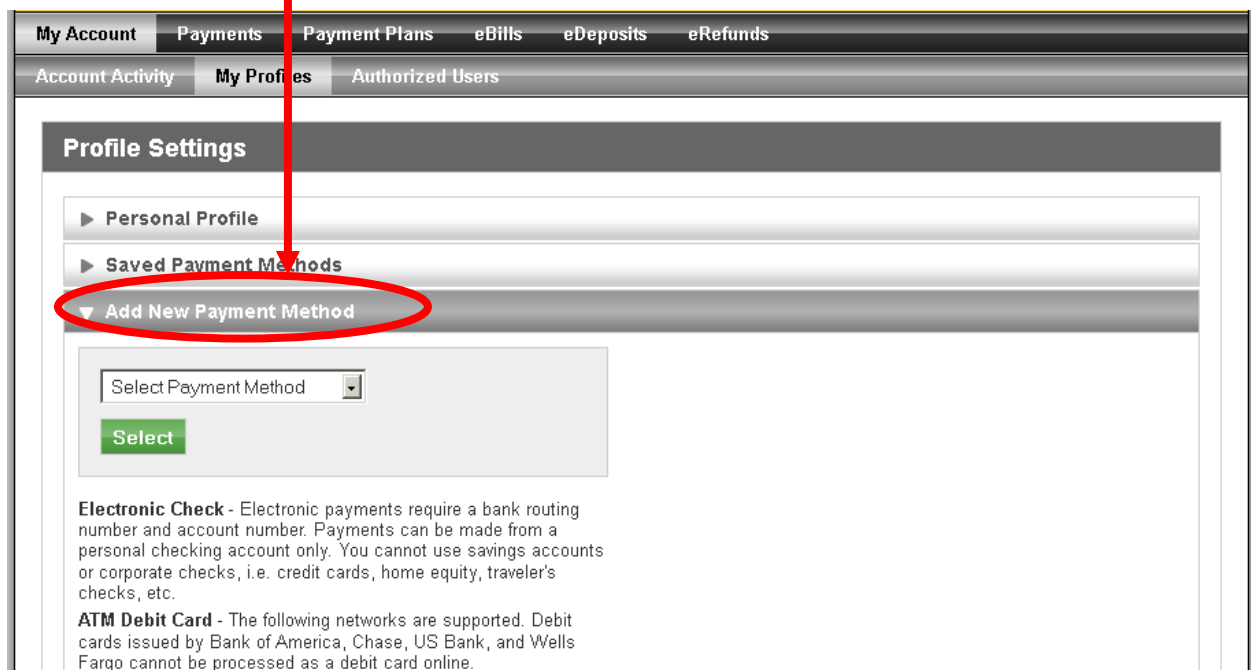
The following instructions begin after you have successfully logged into your Payment Center.

**IMPORTANT:** You CANNOT delete a current payment method that is scheduled for auto debiting payments for your existing payment plan until first adding a new payment method and setting it up for auto debit. If you already added a new payment method or have a valid existing one in your payment profile, skip to Step 6. Otherwise, please follow the steps below.

**Step 1.** At the log in page for the Student Payment Center → click on “My Profiles”



**Step 2.** In this screen, you will be defaulted to your personal profile; however you should → click on “Add New Payment Method”



### Step 3. Adding a new payment method

- To choose Electronic Checking

- Click on the drop down box, “**Select Payment Method**”, and click on “**Electronic Check (checking)**”.
- Click the “**Select**” button.
  - The system displays the “Account Information” form on the right.
  - Please fill out the form carefully when entering the Routing number and Account number of the checking account to be used. Complete the “Billing Information” by providing the name of the checking account holder and address. Only personal checking accounts can be used.
  - “Save payment method as:”, please enter a name – The name for your payment method cannot be a name that already exists in your Saved Payment Methods.
  - Click “**Continue**” button and proceed to Step 4.

**Profile Settings**

- ▶ Personal Profile
- ▶ Saved Payment Methods
- ▼ Add New Payment Method

Electronic Check (checking) **Select**

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking account only. You cannot use savings accounts or corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

**ATM Debit Card** - The following networks are supported. Debit cards issued by Bank of America, Chase, US Bank, and Wells Fargo cannot be processed as a debit card online.

**Account Information**  
\*Indicates required fields  
Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.

Routing number: (View example) xxxxxxxx

Account number: xxxxxxxx

**Billing Information**

Name on account: John Smith

☐ Check here for an international address

\*Billing address: 126 Hofstra University

Billing address line two:

City: Hempstead

\*State/Province: New York (NY)

\*Postal code: 11549

\*Save payment method as: (e.g. Primary Checking) My Checking

**Continue** **Cancel**

**Enter your Checking Account Routing number and Account number. Please double check the information is entered correctly.**

**Enter Checking Account Holder's Name and Address.**

**IMPORTANT!**  
Please enter a name to save your payment method. The name for your payment method cannot be a name that already exists in your Saved Payment Methods.

Click “Continue” once you have completed the form. Please proceed to Step 4.

#### Step 4. Review the agreement

- Click on **"Print Agreement"** to print.
- Check the **"I Agree"** box → click **Continue**.

The screenshot shows a web browser window displaying an "Agreement" form. A large red "SAMPLE" watermark is diagonally across the center. The form contains the following text:

I hereby authorize **Hofstra University** to initiate recurring credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for "NSF" or "Insufficient Funds", I understand that a **\$25.00** return fee will be electronically debited from my account.

Name: **John Smith**

Address:  
126 Hofstra University  
Hempstead NY 11549  
Depository: JPMORGAN CHASE BANK  
3RD FLOOR  
TAMPA, FL 33610  
Routing Number: xxxxx00021  
Account Number: xxxxx567

This agreement is dated Friday, June 1, 20xx  
For fraud detection purposes, your internet address has been logged: 147.4.154 at 6/1/xx 1:27:14 PM CDT

**Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.**

To revoke this authorization agreement you must contact: [studentfinancialservices@hofstra.edu](mailto:studentfinancialservices@hofstra.edu)

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue:

☐ I Agree

[Print Agreement](#)

[Continue](#) [Cancel](#)

Annotations with red arrows and boxes:

- A box pointing to the "I Agree" checkbox: "Click check box 'I Agree' to save your new payment method"
- A box pointing to the "Print Agreement" link: "To print a copy of the agreement, click 'Print Agreement'"
- A box pointing to the "Continue" button: "Click 'Continue' after you check 'I Agree'"

- Next, you will receive a confirmation that your new payment method had been saved.

The screenshot shows a web browser window displaying the "Profile Settings" page. The page has a navigation bar with tabs: "My Account", "Payments", "Payment Plans", "eBills", "eDeposits", "eRefunds", "Account Activity", "My Profiles", and "Authorized Users". The "My Profiles" tab is selected.

**Profile Settings**

Your new ACH payment method has been saved.

▼ **Personal Profile**

You will receive a notification when a new billing statement is posted to your account. If you wish to provide a parent or guardian access to your account information, or allow them to enroll in a payment plan, please click the "Authorized Users" tab.

**Step 5.** Important: Now you must attach the new payment method to your payment plan. Click on “Payment Plans”

My Account Payments **Payment Plans** eBills eDeposits eRefunds

### Payment Plans

Available Payment Plans

New Payment Plans are available.

[Enroll Now](#)

### Currently Enrolled Plans

You are currently enrolled in this payment plan. To pay an installment or other partial plan amount, please go to [Payments](#).

Plan name:	Fall 20xx Payment Plan   <a href="#">View Agreement</a>
Enrolled by:	
Term:	Fall 20xx
Enrollment date:	06/01/20xx
Setup fee:	\$60.00
Payment method:	Primary Checking <a href="#">Change</a>
Payoff amount:	\$10,000.00   <a href="#">Pay off Plan</a>

Installment	Due Date	Status	Amount Due(\$)
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**Step 6.** Under the Payment Plan section → click on “Change” in the “Payment Method” line.

**Step 7.** Select the new payment method from the drop down menu.

### Change Payment Method

If you need to create a new payment method, please visit the [Payment Profile](#) page.

Select New Payment Method:

[Change](#) [Cancel](#)

Primary Checking  
Primary Checking  
My Checking

**Step 8.** Select the new payment method you just added. Click the “Change” button.

### Change Payment Method

If you need to create a new payment method, please visit the [Payment Profile](#) page.

Select New Payment Method:

My Checking

[Change](#) [Cancel](#)

Click “Change” after you have selected the new payment method.

- After you have clicked the “Change” button from the previous step, you will now see a screen displaying the payment method you wish to use for your payment plan.

Click “Confirm” to finalize your change. You must click this button for the change to take effect.

Payment Method:	My Checking
Payoff Amount:	\$10,000.00

Installment	Due Date
1 of 5	06/15/20xx
2 of 5	07/15/20xx
3 of 5	08/15/20xx
4 of 5	09/15/20xx
5 of 5	10/15/20xx

**Step 9.** Delete the old payment method,

- Click “My Account”, then click “My Profiles”

My Account | Payments | **Payment Plans** | eBills | eDeposits | eRefunds

Account Activity | **My Profiles** | Authorized Users

### Profile Settings

► Personal Profile

▼ Saved Payment Methods

To store payment profiles, enter the account information of your preferred bank account(s). To get started, select the Add New Payment Method option below. Select the payment type from the drop-down list and click "Select". You can have refunds sent to whichever bank account profile you choose. You can add a new bank account profile or edit an existing one to accept refunds. To use an account for refunds, check the Refund Option box on its "Bank Account Information" screen.

My Payment Methods	Use for Refunds	Action
Primary Checking	No	<a href="#">Edit</a>   <a href="#">Delete</a>
My Checking	No	<a href="#">Edit</a>   <a href="#">Delete</a>

► Add New Payment Method

Select the payment method to remove by clicking on the “Delete” option that appears next to it. Then click “OK” when the system asks you to confirm.

- Click “Delete” next to the payment method you wish to remove and the system will ask you to confirm. Click “OK” to confirm and the payment method will be deleted.