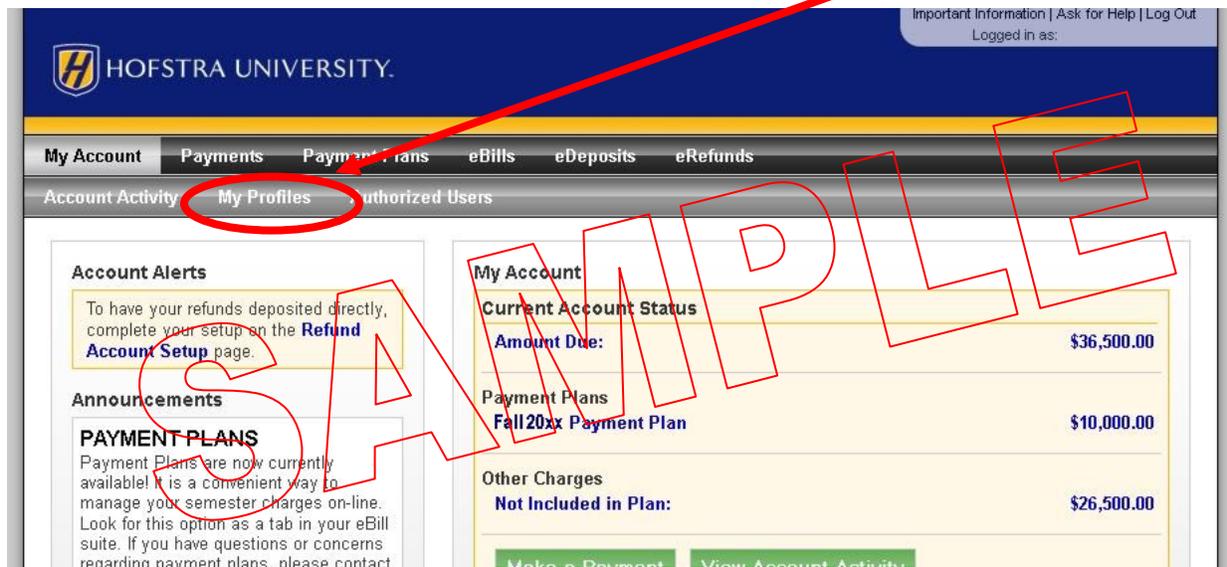


How do I change my method of payment associated with my payment plan installments?

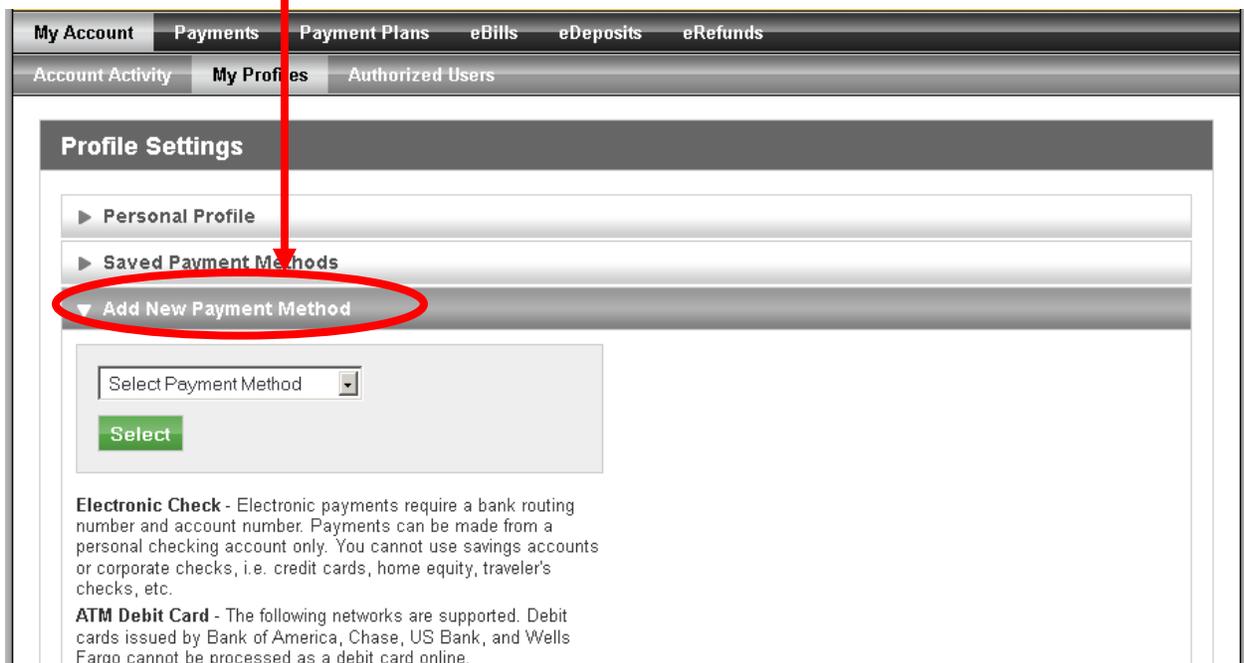
The following instructions begin after you have successfully logged into your Payment Center.

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)

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:

Account number:

Billing Information

*Name on account:

Check here for an international address

*Billing address:

Billing address line two:

City:

*State/Province:

*Postal code:

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

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.

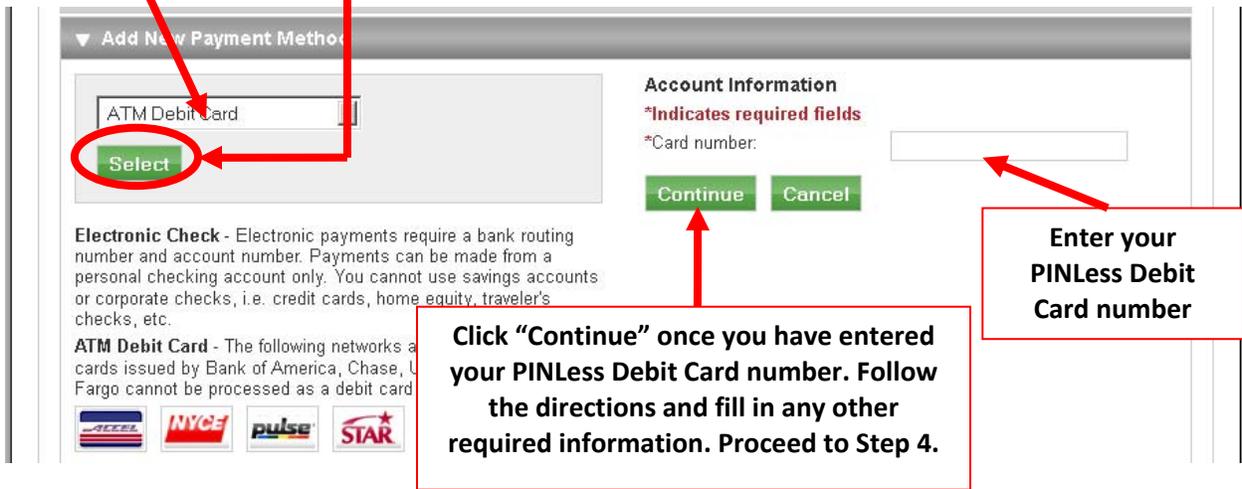
IMPORTANT!
Please enter a name to save your payment method. The name for your payment method cannot be a name that already exists in your Saved Payment Methods.

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

- **To choose ATM Debit Card**

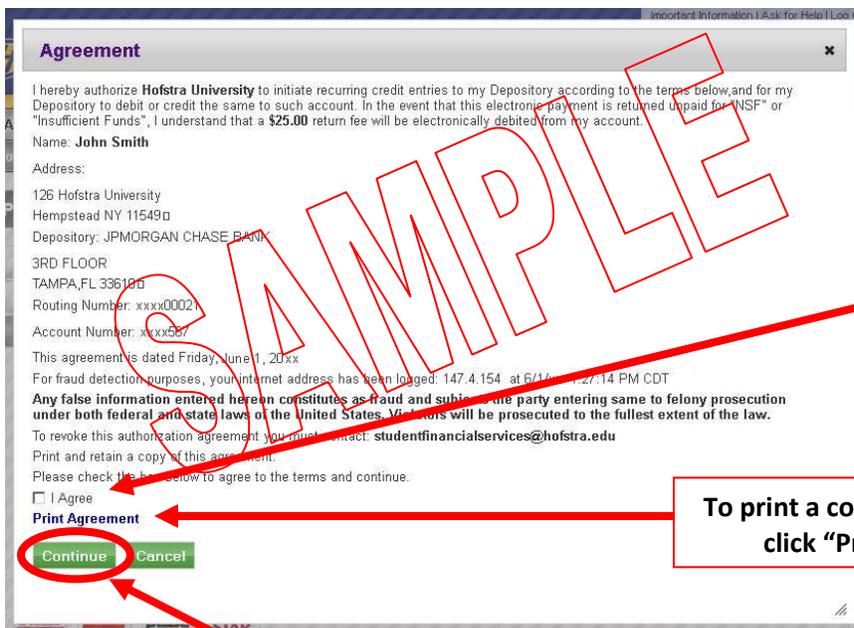
Important! Please check with your financial institution to ensure your bank participates in the PINLess debit card program and to verify there are no restrictions and credit limits placed on transactions that can prevent your payment from processing correctly resulting in late payment fees.

- Click on the drop down box, “**Select Payment Method**”, and click on “**ATM Debit Card**”.
- Click the “**Select**” button.
 - The system displays the “**Account Information**” form on the right.
 - Enter the Card Number then click the “**Continue**” button.
 - Follow the directions and fill in any other required information. Proceed to Step 4.



Step 4. Review the agreement

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

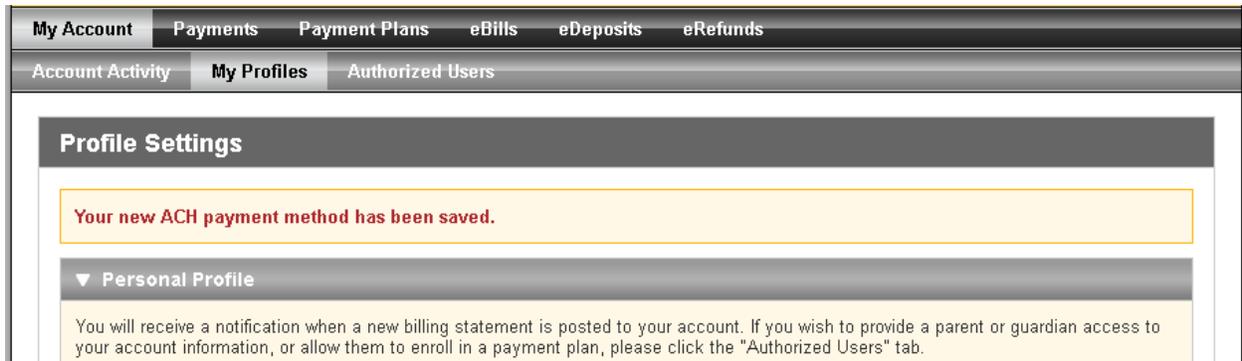


Click check box “**I Agree**” to save your new payment method

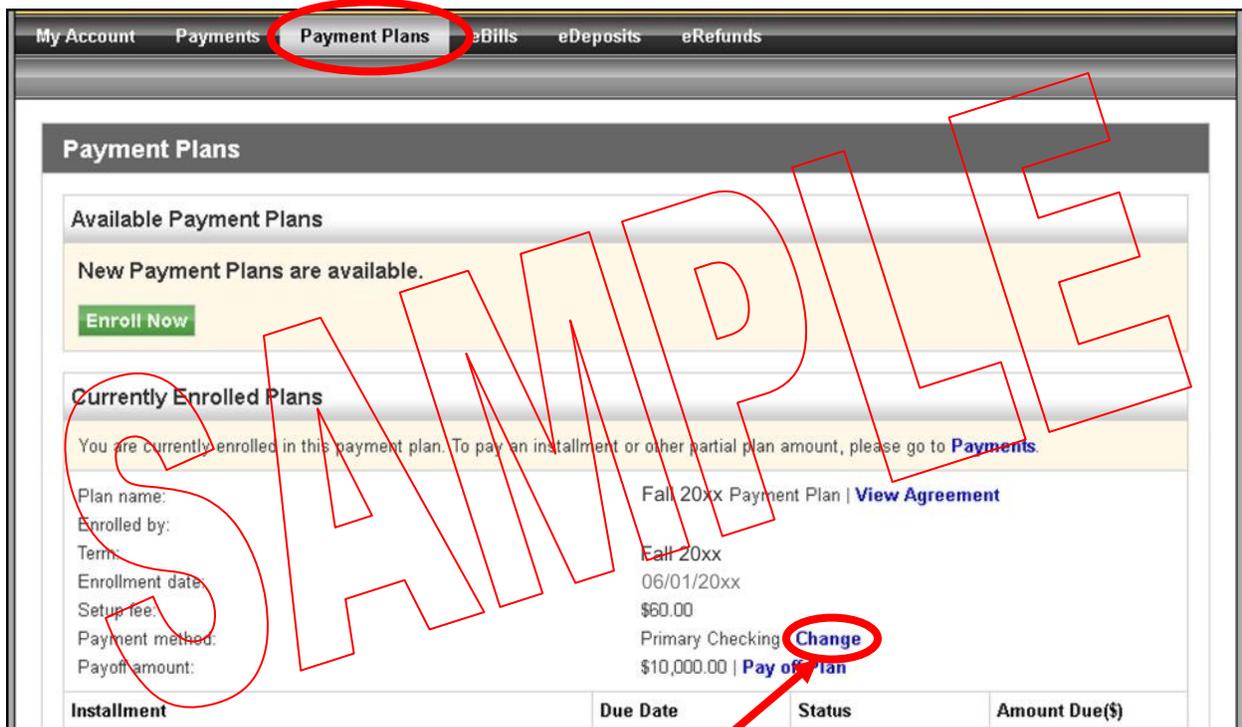
To print a copy of the agreement, click “**Print Agreement**”

Click “**Continue**” after you check “**I Agree**”

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

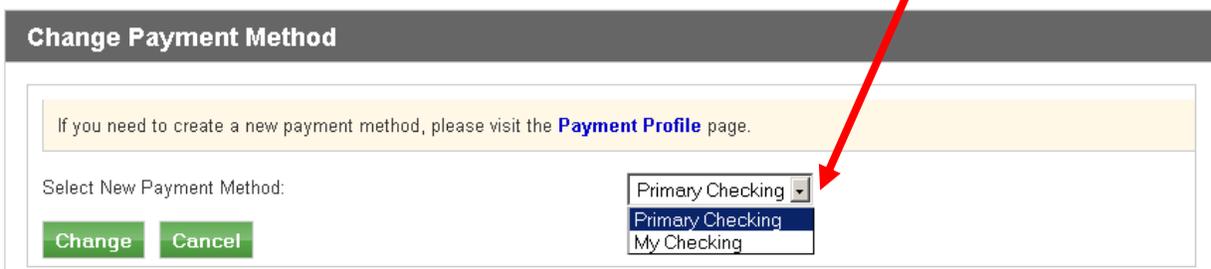


Step 5. Important: Now you must attach the new payment method to your payment plan. Click on "Payment Plans"

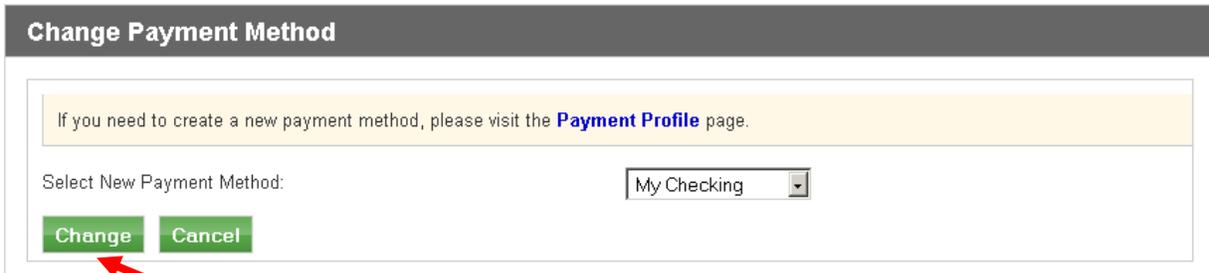


Step 6. Under the Payment Plan section → click on "Change" in the "Payment Method" line.

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



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:

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.

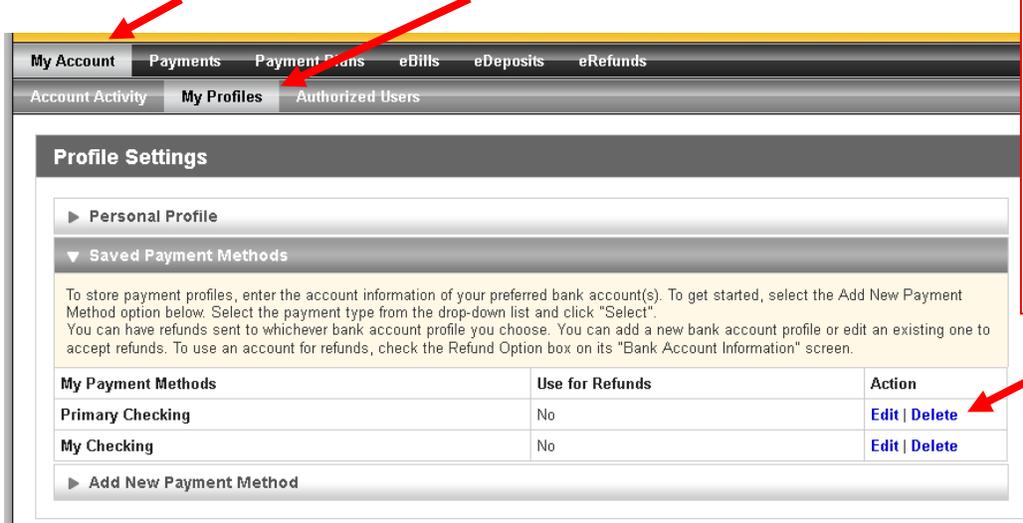


Payment Method: My Checking
Payoff Amount: \$10,000.00

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	Edit Delete
My Checking	No	Edit Delete

▶ 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.