If you have already enrolled in a payment plan and need to update your payment method, please follow the steps below. All steps must be completed in order to update a payment method for an existing payment plan.

Follow these simple instructions to update your payment method:

Sign In	
	College of DuPage
Type your user	name and password.
User Passv	name: Example: smithj
Password Assistan	ce - Students   COD_Staff
Contact Us To protect your log the system/app <u>an</u>	gin credentials, when complete with your web session, first log-off
System mainter log in during th © 2009 Micros	<ol> <li>Log in to the student portal (inside.cod.edu).</li> </ol>

lanu		☆ FOLLOW () Notification
lege of DuPage Fortal + Students OME		Search this sile v D
Gateway to Blackboard -	myACCESS Help	CLICK KEE FIN COLLEG IF DAMAES Anchet To Interprovin Volance
Blackbard Status	CONTINUING EDUCATION CLASSES     MYACCESS FOR STUDENTS	CHAPLIFE & Gauge of Durge
istom Events Feed - College Of DuPage Calendar	> MYACCESS FOR EMPLOYEES	Recent Email
Slege Reps on Campus divising Session - Criminal Justice 3+1 sport 101 2	. Locate the	mvACCESS menu.





myACCESS Help	myACCESS
	Payment Plans (Term Select)
	Help
MYACCESS FOR STUDENTS	Student ID: Student Name:
Student Payment Information	
Pay In Full	Select a Term Fail 2019   Steps To Enroll In a Payment Plan Select the link above for step-by-step instructions.
Payment Plan Frequently Asked Questions (FAQ)	Hum on unable to an usur balance in full at the first of politication, usures at to exceed the summer aux the term by excelling
Enroll In Payment Plan	in a payment plan.
View/Update Payment Plan	Select a term from the drop down above, then click on <i>Continue</i> at the bottom of the page to proceed. When the below page displays, click on <i>Payment Plans</i> to start the enrollment process.
My Account Summary by Term	College of DuPage
1098-T Electronic Consent	My Account Make Payment Plans Refunds
View My 1098-T Forms	CONTINUE
1098-T eRefune 5. Select View/Update Payment Plan.	6. Select the applicable term from the drop-down, then click <i>Continue</i> .



	To sign up for direct deposit of your refunds, complete	e your setup in the Refund Account My Profile Setup
		Authorized Users
1.00	Student Account	ID: xxx1542
	Balance	\$654.61
		View Activity Make Payment
	Payment Plans	P Notifications
	Spring 2018 PaymentPlan Test	\$249.61 Term Releases
	Balance Not Inclu	Renil Datailles
	8. On the rig	ht-hand side of the page, unde Setup, select Payment Profile.

viy FIOIII				
Personal Profile	Payment Profile	Notifications		
A saved payment option on this pag	nethod securely store e. When you add a ba	s the account information for a credit on nk account as a saved payment metho	ard or bank account. To get started, select the Ac d, you can select it for direct deposit of your refu	ld New Payment Method nds.
Saved Paymer	nt Methods			
Payment metho	ds	Use for Refunds	Modified	Action
Test Card		N/A	11/27/17 11:43:51	٥
Add New Dee	mont Mothod			
Add New Pay	nent Method			
Method	Select Method	✓ Select		
Electronic Check	Payments			
Debit and Credit	Card - We 9. l	Jnder <i>Add</i> N	lew Payment M	<i>lethod,</i> choo
	th	e navment	, method type fr	om the dron
		d payment	nicenou type n	om the drop ≠
		~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~		



Personal Profile Paym	ent Profile Notifications		
A saved payment method s option on this page. When	ecurely stores the account information for a c rou adid a bank account as a saved payment	redit card or bank account. To get started, sele method, you can select it for direct deposit of y	ect the Add New Payment Method your refunds.
Saved Payment Meth	ods		
Payment methods	Use for Refunds	Modified	Action
Test Card	N/A	11/27/17 11:43:51	۰
Add New Payment N	lethod		
Method	it or Debit Card 👻 Select		
Account Informatic	n	"Save payment method as:	My Debit Card
Indicates required fields		( example My CreditCard )	
Card account number:	300000000001111		
"Name on card:	FirstName LastName		
*Card expiration date:	04 4 2021 4		
*Card Verification Value: (View example)	123		
Electronic Check - Paymen Debit and Credit Card - W VISA Control Card - W	11. Enter a you identi	payment meth fy the payment future.	od name to hel t method in the



Method	Electronic Check (checking/savings)	v Select	
Account Information		Billing Information	
* Indicates required fields		*Name on account:	
You can use any personal checkin Do not enter other accounts, suc cards, home equity, or traveler's Do not enter debit card numbers number and bank account numb *Account type: *Routing number: (Example) *Bank account number:	ng or savings account. na scorporate account numbers, credit hocks. Instead, enter the complete routing as found on a personal check. Checking • zoozoox zoozoox	*Billing address: Billing address line two: *City: *State: *Postal Code:	Select State
*Confirm account number:		*Sare payment method as (example My Checking) Refund Options Only one account can be designa & Check here if you would like re	ted to receive refunds. Runds to be deposited into this account. Cance Continue
Electronic Check - Payments of Debit and Credit Card - We ac	1	3. Click Cont	inue.

are enrolled in a payment plan for the	urrent term.							
re are active plans for which you may be	e eligible to e	nroll.						
								Enroll No
Spring 2020 Six Monthly Pay	ments							
fan name S nrolled by nrollment date f	ipring 2020 s	iix Monthly F	ayments	Down payment Payoff amount		\$164.40 \$1,479.60		
erm S	pring 2020					View A	greement Pa	off Plan
Installment		Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
		1000000	Scheduled		12/13/19	Tout Cand	\$246.60	0
Spring 2020 Six Monthly Paym Installe	nent 1 of 6	12/15/19			100 100 10	lest card		
Spring 2020 Six Monthly Paym Installs Spring 2020 Six Monthly Paym Installs	nent 1 of 6 nent 2 of 6	1/10/20	Scheduled		1/10/20	Test Card	\$246.60	•
Spring 2020 Six Monthly Paym Installs Spring 2020 Six Monthly Paym Installs Spring 2020 Six Monthly Paym Installs	ment 1 of 6 ment 2 of 6 ment 3 of 6	1/10/20 2/14/20	Scheduled Scheduled		2/14/20	Test Card Test Card	\$246.60 \$246.60	•
Spring 2020 Six Monthly Paym Installi Spring 2020 Six Monthly Paym Installi Spring 2020 Six Monthly Paym Installi Spring 2020 Six Monthly Paym Installi	ment 1 of 6 ment 2 of 6 ment 3 of 6 ment 4 of 6	1/10/20 2/14/20 3/13/20	Scheduled Scheduled Scheduled		1/10/20 2/14/20 3/13/20	Test Card Test Card Test Card	\$246.60 \$246.60 \$246.60	0
Spring 2020 Six Monthly Paym Installs Spring 2020 Six Monthly Paym Installs	ment 1 of 6 ment 2 of 6 ment 3 of 6 ment 4 of 6 ment 5 of 6	1/10/20 2/14/20 3/13/20 4/10/20	Scheduled Scheduled Scheduled Scheduled		1/10/20 2/14/20 3/13/20 4/10/20	Test Card Test Card Test Card Test Card	\$246.60 \$246.60 \$246.60 \$246.60	0 0 0
Spring 2020 Six Monthly Paym Install Spring 2020 Six Monthly Paym Install	ment 1 of 6 ment 2 of 6 ment 3 of 6 ment 4 of 6 ment 5 of 6 ment 6 of 6	1/10/20 2/14/20 3/13/20 4/10/20 5/8/20	Scheduled Scheduled Scheduled Scheduled Scheduled		1/10/20 2/14/20 3/13/20 4/10/20 5/8/20	Test Card Test Card Test Card Test Card Test Card Test Card	\$246.60 \$246.60 \$246.60 \$246.60 \$246.60	0 0 0 0

## 15. Locate your current payment plan, then select *Update all methods*.





Update Payment Method		×
Edit payment method for the following scheduled installments		
Description	Payment Date	Amount Due
Spring 2020 Six Monthly Paym Installment 1 of 6	12/13/19	\$246.60
Spring 2020 Six Monthly Paym Installment 2 of 6	1/10/20	\$246.60
Spring 2020 Six Monthly Paym Installment 3 of 6	2/14/20	\$246.60
Spring 2020 Six Monthly Paym Installment 4 of 6	3/13/20	\$246.60
Spring 2020 Six Monthly Paym Installment 5 of 6	4/10/20	\$246.60
Spring 2020 Six Monthly Baym Installment 6 of 6 Select Method Test Card 2 V	5/8/20	\$246.60
		Cancel Save

16. From the drop-down menu, select the payment method added in step 13.

