## **Payment Plans: Pre-Pay Scheduled Installment**

When you enroll in a payment plan, if a balance exists on the scheduled payment date, the payment is automatically charged to the saved payment method. If you would like to pay the scheduled installment earlier, you may do so via the Cashier's Office or your student portal. To pay the scheduled installment early via your student portal, please follow the steps below. All steps must be completed in order to successfully apply your payment to your student account.

Follow these simple instructions to pre-pay your scheduled installment:

Sign In	
College of DuPage	E Menu \$\$*2000 \$\$ ■ Notionin Object/Regrited + Solens Home Event in site → p
Type your user name and password. User name: Example: smithj Password: Sign In	Gateway to Blackboard
Password Assistance - Students   COD_Staff Contact Us To protect your login credentials, when complete with your web session, first log-off the system/ann and than close all browser windows	Student Eve:         Student Eve:<
System mainter leg in during the student portal (inside.cod.edu).	Chaper tages a Consult Mater 241 Strengt Testers - Consultance 241 Strengt Testers - Confid Interne Inter 2. Locate the myACCESS menu.



my	ACCESS		Help
			<b>•</b>
>	CONTINUING ED	JCATION CLASSES	
~	MYACCESS FOR	TUDENTS	
	User Account		
	Academic Pro	file	
	Financial Aid		
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	Student Paym	ent Information	
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>	MYACCESS FOR		
>	MYACCESS FOR	4. Select Stud	ent Payment Informatio
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myACCESS Help	myACCESS
	Payment Plans (Term Select) ×
· · · ·	Help
	Student ID: Student Name:
Student Payment Information	
Pay In Full	Select a Term Fat 2019   Select the link above for step-by-step instructions.
Payment Plan Frequently Asked Questions (FAQ)	
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 enrolment 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> .



College of DuPage			
A My Account Make Payment	Payment Plans	Refunds	Help
Announcement		o sign up for	direct deposit
Welcome to yo 8. From the page, s	menu bar o select <i>Payn</i>	on the t nent Pla	op of the Ins.

anage Plans	Plan History								
u are enrolled in	n a payment plan f	or the current term.							
ere are active p	lans for which you	may be eligible to e	enroll.						Enroll Now
Spring 202	0 Six Monthly	Payments						_	
Plan name Enrolled by		Spring 2020 S	six Monthly P	Payments	Down payment Payoff amount		\$164.40 \$1,479.60		
Enrollment date		10/8/19 Spring 2020							
		oping Loco					View	Agreement Pay	off Plan
Installment			Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Spring 2020 Si	x Monthly Paym	Installment 1 of 6	12/13/19	Scheduled		12/13/19	Test Card 2	\$246.60	•
Spring 2020 Si	x Monthly Paym	Installment 2 of 6	1/10/20	Scheduled		1/10/20	Test Card 2	\$246.60	•
Spring 2020 Si	x Monthly Paym	Installment 3 of 6	2/14/20	Scheduled		2/14/20	Test Card 2	\$246.60	•
Spring 2020 Si	x Monthly Paym	Installment 4 of 6	3/13/20	Scheduled		3/13/20	Test Card 2	\$246.60	•
Spring 2020 Si	x Monthly Paym	Installment 5 of 6	4/10/20	Scheduled		4/10/20	Test Card 2	\$246.60	•
Spring 2020 Si	x Monthly Paym	Installment 6 of 6	5/8/20	Scheduled		5/8/20	Test Card 2	\$246.60	•
						U	pdate all metho	ds Pay Next Ins	tallment
Summer 20	19 Five Mont	hly Payments							

. Click the green button labeled Pay Next Installment.







Amount	Wethod	Commutor	Neceipt
Amount	\$246.60		
Method	Electronic Check (checking/savings)	*	
Account Informat	tion	Billing Information	
* Indicates required fields		*Name on account:	
You can use any persona Do not enter other accor cards, home equity, or tr Do not enter debit card o number and bank accou	I checking or savings account. unts. such as corporate account numbers. credit avelet's checks. numbers. Instead, enter the complete routing nt number as found on a personal check.	*Billing address line two: *City:	
Account type:	Select account type	* State:	Select State *
*Routing number: (Exampl	e)	"Postal Code:	
*Bank account number:			
*Confirm account number:		Save this payment method for fut	ture use
		Save payment method as: (example My Checking)	
		Refund Options	





Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.					
Method	Confirmation	Receipt			
was successful. A confirmation email w	ras sent to cms_testing@cod.edu. Please prir	t this page for your records.			
	10/10/19				
	\$246.60				
Purchase					
	College of DuPage				
	UNITED STATES				
	https://test.secure.touchnet.net:8443/C20	591test_tsa/web			
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
	VISA				
16. Print the payment receipt for your records.					
	td you a confirmation e-mail with paym Method was successful: A confirmation email w	d you a confirmation e-mail with payment details. For a record of all your payments Method Confirmation  was successful. A confirmation email was sent to om, testing@cod.edu. Please pro 10/10/19 1246.60 Purchase College of DuPage UNITED STATES https://test.escure bouchmet.met.6443/C20 X0000000001111 VSA  16. Printt the payment re cloced and the payment r			

## **IMPORTANT:**

- To avoid a double payment, you must pre-pay your installment <u>before</u> the payment date. (Example: If your installment is due 11/08/19, you must pre-pay your installment by 11/07/19, otherwise, it is recommended you check your email on 11/08/19 to see if the payment was successful or failed before making another payment on your account.)
- If you are making a pre-payment for your payment plan <u>do not</u> click *Make Payment*. If you do, the payment may not apply to your account correctly and your scheduled payment may still be attempted. Instead, you should select *Payment Plans* from the menu bar at the top and follow the directions listed above.

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A My Account Make Payment Pa	ayment Plans unds Help	
Announcement	To sign up for direct deposit of your refunds, compl	ete your setup in the <b>Refund</b>
Welcome to your College of DuPage Student Account Center. To Enroll in a Payment Plan, select the tab at the top of this page.	View Account: Student Account: \$1,780.50 View	
Visit the Payment Options for additional information.	Student Account	ID: xxx1542
	Balance	\$1,780.50
	View Activity Enroll in P	ayment Plan Make ment