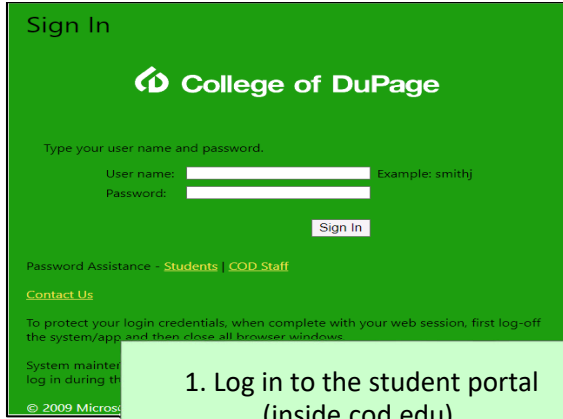


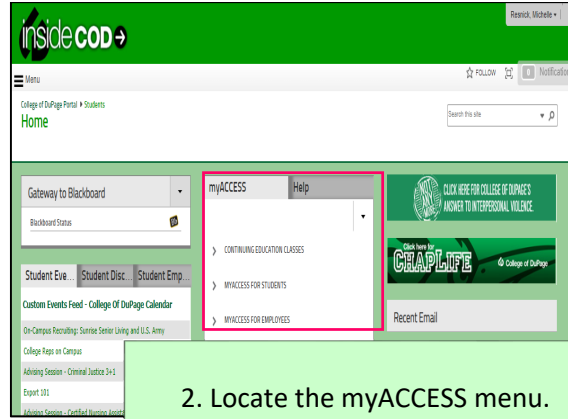
Payment Plans: Update Payment Method

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.**

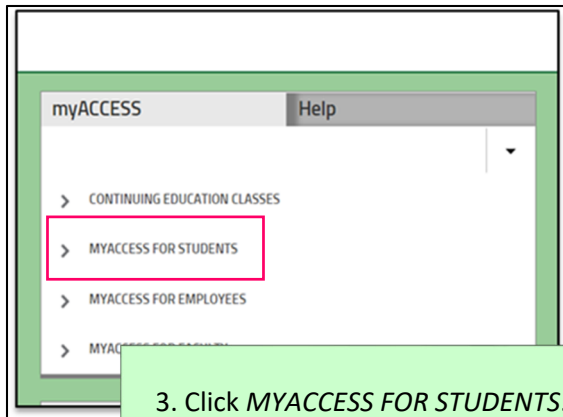
Follow these simple instructions to update your payment method:



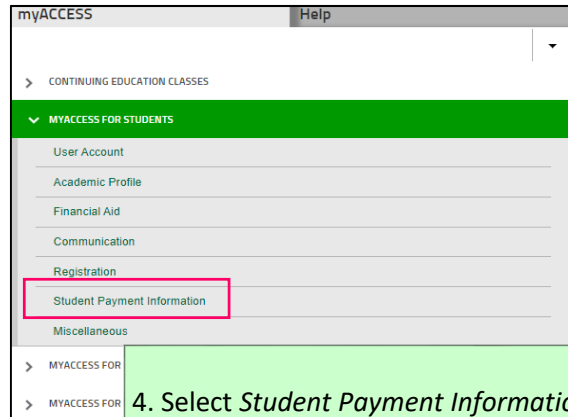
1. Log in to the student portal (inside.cod.edu).



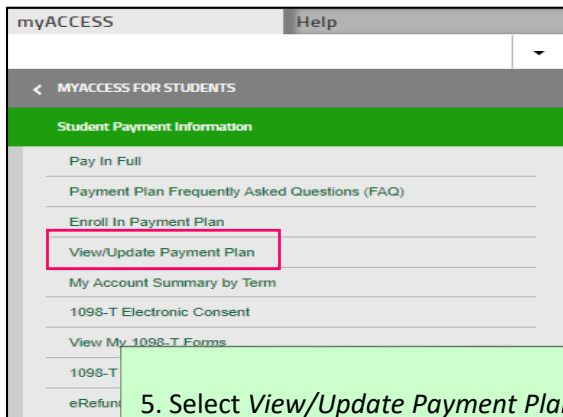
2. Locate the myACCESS menu.



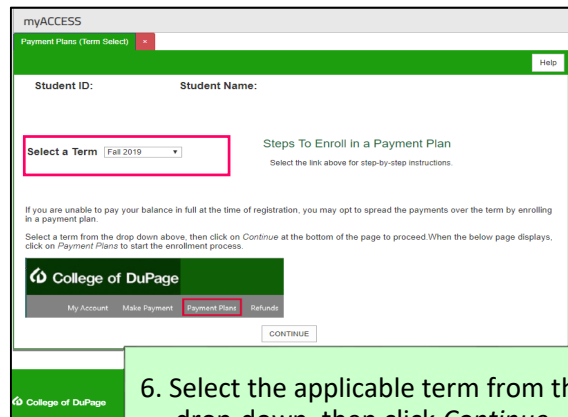
3. Click MYACCESS FOR STUDENTS.



4. Select Student Payment Information.



5. Select View/Update Payment Plan.



6. Select the applicable term from the drop-down, then click Continue.

Payment Plans: Update Payment Method (Continued)

7. Read through the *Payment Plan Terms and Conditions*, check the box agreeing to the terms, then click *Continue*.

8. On the right-hand side of the page, under *My Profile Setup*, select *Payment Profile*.

9. Under *Add New Payment Method*, choose the payment method type from the drop-down, click *Select*.

10. Enter the credit/bank account information corresponding to the payment method. Double-check the information entered is correct.

11. Enter a payment method name to help you identify the payment method in the future.

12. If your selected payment method is electronic check, check the box on the right-hand side under *Refund Options* to enroll in eRefunds (direct deposit).

Payment Plans: Update Payment Method (Continued)

Add New Payment Method

Method: Electronic Check (checking/savings) ▼ Select

Account Information

*Indicates required fields

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type: Checking ▼

*Routing number: (Example) xxxxxxxx

*Bank account number: xxxxxxxx

*Confirm account number: xxxxxxxx

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State: Select State ▼

*Postal Code:

*Save payment method as: (example My Checking)

Refund Options

Only one account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

Cancel Continue

13. Click *Continue*.

My Account Make Payment Payment Plans Refunds Help

My Profile

Personal Profile Payment Profile Notifications

A saved payment method securely stores the account information for a credit card or bank account. To get started, select the Add New Payment Method option on this page. When you add a bank account as a saved payment method, you can select it for direct deposit of your refunds.

Saved Payment Methods

Payment methods	Use for Refunds	Modified	Action
Test Card	N/A	11/27/17 11:43:51	
My Debit Card	N/A	4/6/18 10:36:45	

Add New Payment Method

Method: Select Method ▼ Select

Electronic Check - Payments can be made from a personal checking or savings account.
Debit and Credit Card - We accept the following credit and debit cards:

14. From the menu bar at the top of the page, click *Payment Plans*.

Manage Plans Plan History

You are enrolled in a payment plan for the current term. There are active plans for which you may be eligible to enroll. Enroll Now

Spring 2020 Six Monthly Payments

Plan name: Spring 2020 Six Monthly Payments | Down payment: \$164.40 | Enrolled by: 10/8/19 | Enrollment date: Spring 2020 | Payoff amount: \$1,479.60

View Agreement Pay off Plan

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Spring 2020 Six Monthly Paym -- Installment 1 of 6	12/13/19	Scheduled		12/13/19	Test Card	\$246.60	
Spring 2020 Six Monthly Paym -- Installment 2 of 6	1/10/20	Scheduled		1/10/20	Test Card	\$246.60	
Spring 2020 Six Monthly Paym -- Installment 3 of 6	2/14/20	Scheduled		2/14/20	Test Card	\$246.60	
Spring 2020 Six Monthly Paym -- Installment 4 of 6	3/13/20	Scheduled		3/13/20	Test Card	\$246.60	
Spring 2020 Six Monthly Paym -- Installment 5 of 6	4/10/20	Scheduled		4/10/20	Test Card	\$246.60	
Spring 2020 Six Monthly Paym -- Installment 6 of 6	5/8/20	Scheduled		5/8/20	Test Card	\$246.60	

Update all methods Pay Next Installment

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 Paym -- Installment 6 of 6	5/8/20	\$246.60

Select Method: Test Card 2 ▼

Cancel Save

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

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 Paym -- Installment 6 of 6	5/8/20	\$246.60

Select Method: Test Card 2 ▼

Cancel Save

17. Click *Save*.

Manage Plans Plan History

Thank you. The scheduled payments have been updated.

You are enrolled in a payment plan for the current term. There are active plans for which you may be eligible to enroll. Enroll Now

Spring 2020 Six Monthly Payments

Plan name: Spring 2020 Six Monthly Payments | Down payment: \$164.40 | Enrolled by: 10/8/19 | Enrollment date: Spring 2020 | Payoff amount: \$1,479.60

View Agreement Pay off Plan

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Spring 2020 Six Monthly Paym -- Installment 1 of 6	12/13/19	Scheduled		12/13/19	Test Card 2	\$246.60	
Spring 2020 Six Monthly Paym -- Installment 2 of 6	1/10/20	Scheduled		1/10/20	Test Card 2	\$246.60	
Spring 2020 Six Monthly Paym -- Installment 3 of 6	2/14/20	Scheduled		2/14/20	Test Card 2	\$246.60	
Spring 2020 Six Monthly Paym -- Installment 4 of 6	3/13/20	Scheduled		3/13/20	Test Card 2	\$246.60	

18. A message will appear stating your scheduled payments have been updated. Scroll down and confirm the *Method* has been updated for all scheduled installments.