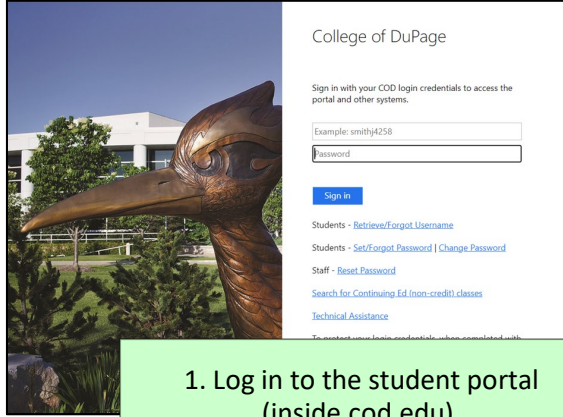


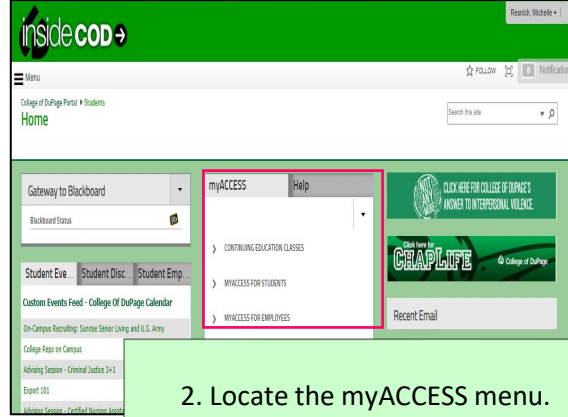
# Payment Plans: Update Payment Method

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.**

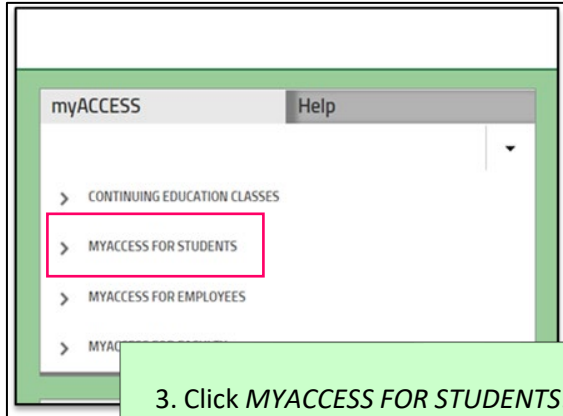
Follow these simple instructions to update your payment method:



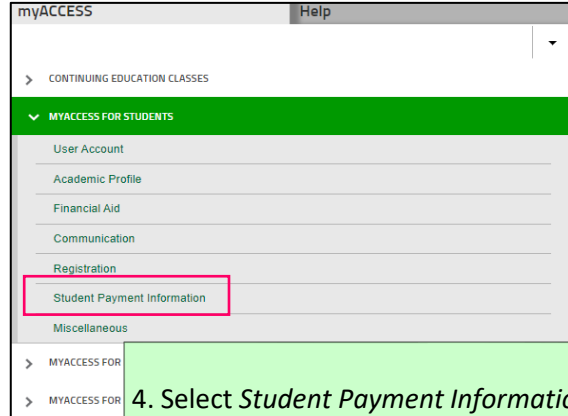
1. Log in to the student portal (inside.cod.edu).



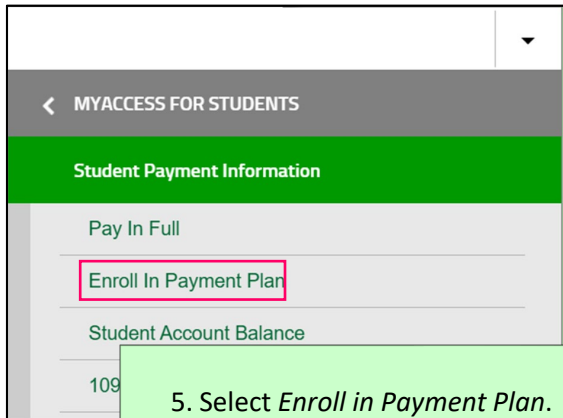
2. Locate the myACCESS menu.



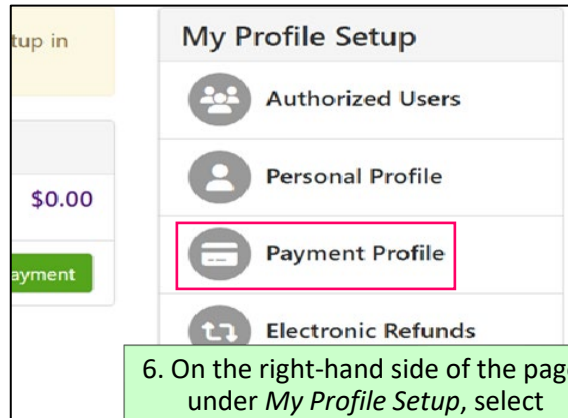
3. Click MYACCESS FOR STUDENTS.



4. Select Student Payment Information.



5. Select Enroll in Payment Plan.



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

# Payment Plans: Update Payment Method (Continued)

**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.

Payment methods	Use for Refunds	Modified	Action
Test Card	N/A	11/27/17 11:43:51	

**Add New Payment Method**

Method:

7. Under *Add New Payment Method* on the *My Profile/Payment Profile* screen, choose the payment method type from the drop-down then click *Select*.

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.

Payment methods	Use for Refunds	Modified	Action
Test Card	N/A	11/27/17 11:43:51	

**Add New Payment Method**

Method:

**Account Information**

\* Indicates required fields

\*Card account number: xxxxxxxxxxxx1111

\*Name on card: First Name Last Name

\*Card expiration date: 04 2021

\*Card Verification Value: (View example) 123

\*Save payment method as: (example My CreditCard)

8. Enter the credit/bank account information corresponding to the new payment method. Double-check to be sure the information entered is correct.

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.

Payment methods	Use for Refunds	Modified	Action
Test Card	N/A	11/27/17 11:43:51	

**Add New Payment Method**

Method:

**Account Information**

\* Indicates required fields

\*Card account number: xxxxxxxxxxxx1111

\*Name on card: First Name Last Name

\*Card expiration date: 04 2021

\*Card Verification Value: (View example) 123

\*Save payment method as: (example My CreditCard)

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

**Add New Payment Method**

Method:

**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:

\*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:

\*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.

10. 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).

**Add New Payment Method**

Method:

**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:

\*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:

\*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.

11. 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.

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:

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.

12. In the menu bar at the top of the page, click on *Payment Plans*.

# Payment Plans: Update Payment Method (Continued)

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.

**Spring 2020 Six Monthly Payments**

Plan name: Spring 2020 Six Monthly Payments | Down payment: \$164.45  
 Enrolled by: 10/8/19 | Enrollment date: 10/8/19 | Term: Spring 2020 | Payoff amount: \$1,479.60

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 | Edit All Installments

13. Review 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

14. From the drop down menu, select the payment method that was just added.

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

15. 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.

**Spring 2020 Six Monthly Payments**

Plan name: Spring 2020 Six Monthly Payments | Down payment: \$164.45  
 Enrolled by: 10/8/19 | Enrollment date: 10/8/19 | Term: Spring 2020 | Payoff amount: \$1,479.60

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	

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

Be sure to log off when you are done. If you have any questions, please contact the Cashiers Office at [cashiers@cod.edu](mailto:cashiers@cod.edu) or 630-942-2206.