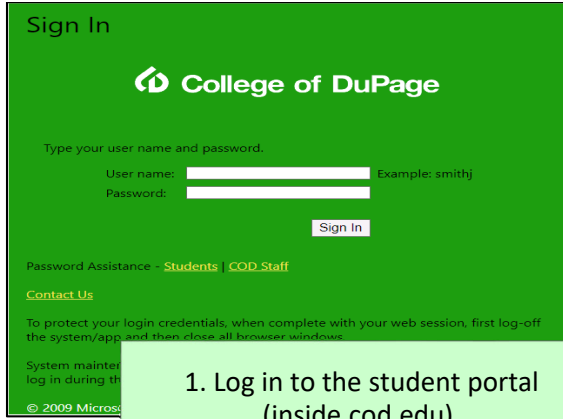


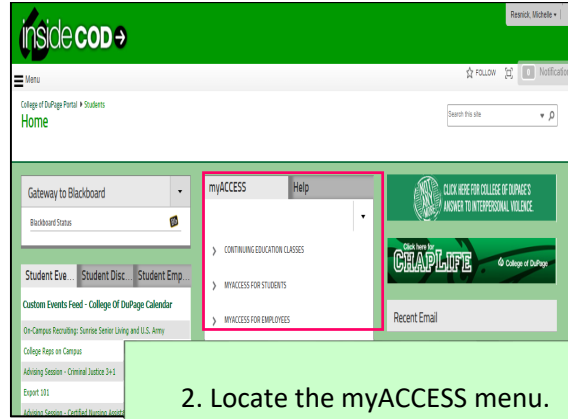
Payment Plans: Update Payment Method

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.**

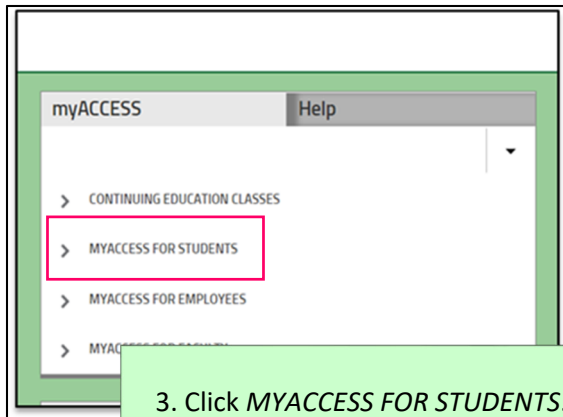
Follow these simple instructions to update your payment method:



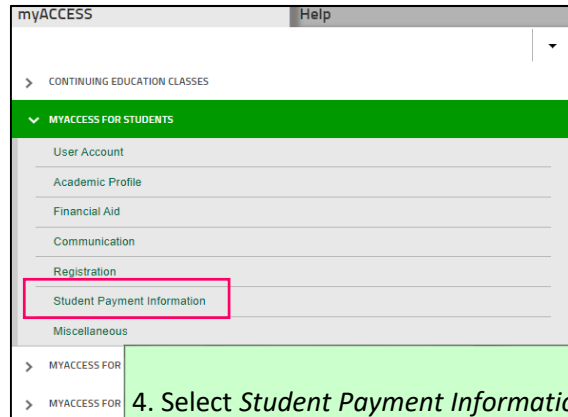
1. Log in to the student portal (inside.cod.edu).



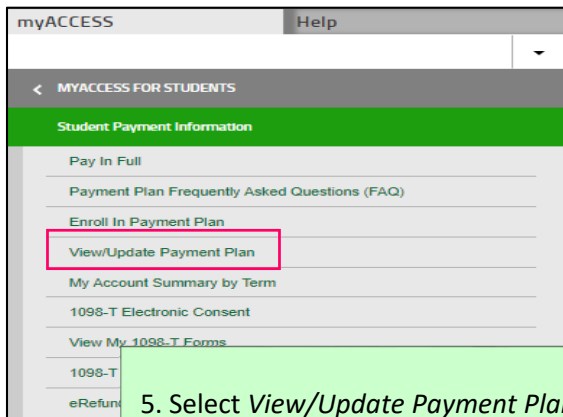
2. Locate the myACCESS menu.



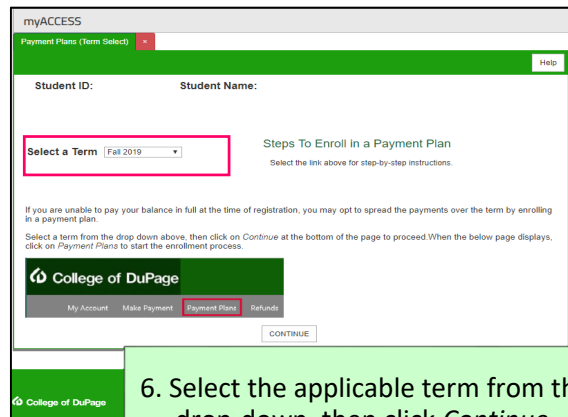
3. Click MYACCESS FOR STUDENTS.



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)

Payment Plan Terms and Conditions

Term Selected: 2019FA - Fall 2019

The terms listed below apply to all sections of the payment plan.

I accept full responsibility to pay all tuition, fees, and other associated costs assessed as a result of my registration. I am responsible for paying all installments on the scheduled payment date, even if I do not understand payments are due on the scheduled payment dates outlined in the payment plan agreement. Failure to make payments in accordance with the payment plan agreement will result in a late fee of \$3.

I understand and agree to use my own credit card, debit card and/or bank information and/or have received permission from the cardholder to enroll in the payment plan. In the event permission has been received, I understand Financial Aid is handled separately from the payment plan. If an outstanding balance exists on my student account on the scheduled payment date, I will be responsible for the agreed upon payment.

I am required to re-enroll each term to participate in the payment plan.

I understand I have the option to assign an Authorized User to my account.

I understand important communication regarding my payment plan will be sent to my student email account, some of which will be time sensitive. I am responsible for reading the emails I receive on a timely basis.

I understand I can update my payment method after I enroll in a payment plan, however, I must assign the updated payment method to my payment plan at least one day before the scheduled payment date.

I understand if I prepay my scheduled payment plan installments on myACCESS, I must complete all of the required steps for my payment to apply to my student account successfully.

I agree to pay all tuition and fees associated with the payment plan, even if I do not attend classes. If I add or drop classes, I understand I should check my account on myACCESS to determine the impact on my payment plan.

For additional questions regarding your financial aid, please contact the Office of Student Financial Assistance at (820) 942-2291.

If I acknowledge I have read, understood, and agree to the payment plan terms and conditions stated hereinabove. I understand this acknowledgment will be permanently stored on College of DuPage's servers.

I agree to the terms and conditions.

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

Payment Plans Refunds Help

To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.

My Profile Setup

- Authorized Users
- Payment Profile**
- Electronic Refunds
- Notifications
- Term Balances

Student Account ID: xxx1542
Balance: \$654.61

Payment Plans

Spring 2018 PaymentPlan Test \$249.61
Balance Not Included \$654.61

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

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	<input type="button" value="edit"/>

Add New Payment Method

Method

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

Saved Payment Methods

Payment methods	Use for Refunds	Modified	Action
Test Card	N/A	11/27/17 11:43:51	<input type="button" value="edit"/>

Add New Payment Method

Method

Account Information

* Indicates required fields

*Card account number: xxxxxxxxxxxx1111

*Name on card: Firstname Lastname

*Card expiration date: 04 2021

*Card Verification Value: (View example) 123

*Save payment method as: (example My CreditCard)

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

Saved Payment Methods

Payment methods	Use for Refunds	Modified	Action
Test Card	N/A	11/27/17 11:43:51	<input type="button" value="edit"/>

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)

11. 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.

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.