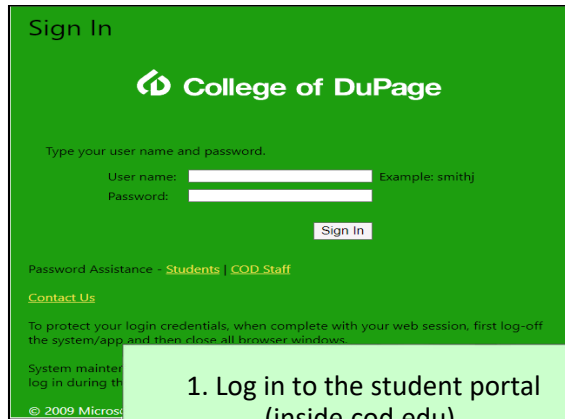


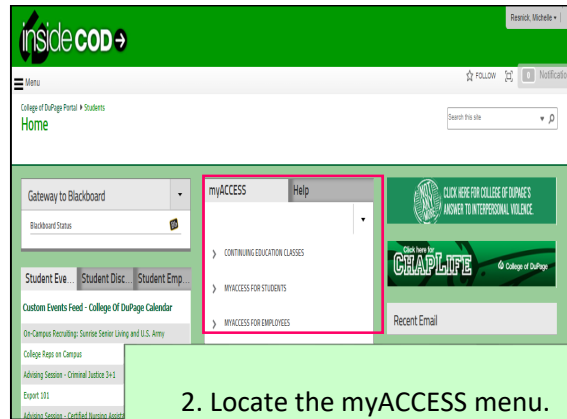
Payment Plans: Pre-Pay Scheduled Installment

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.**

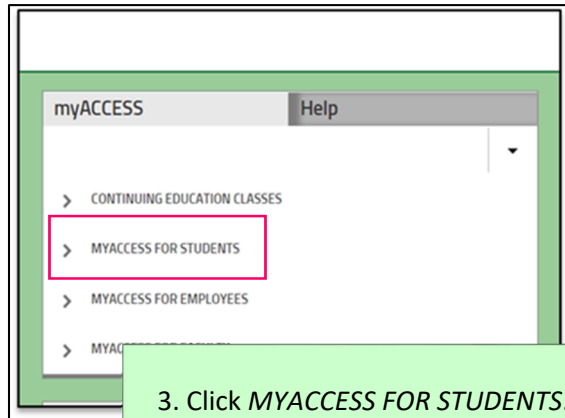
Follow these simple instructions to pre-pay your scheduled installment:



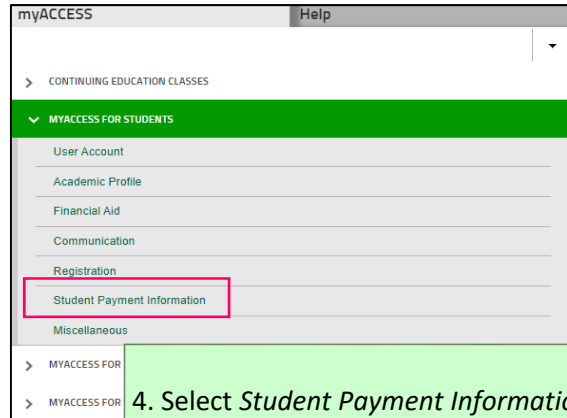
1. Log in to the student portal (inside.cod.edu).



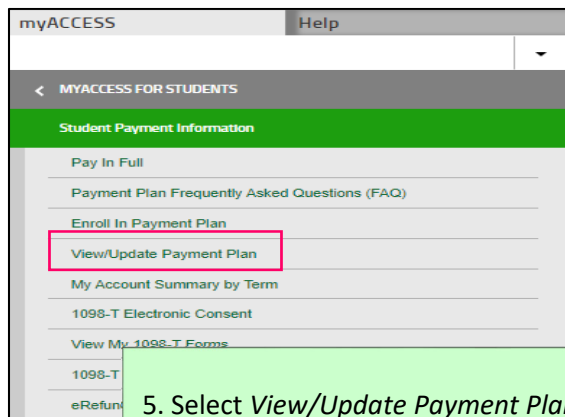
2. Locate the myACCESS menu.



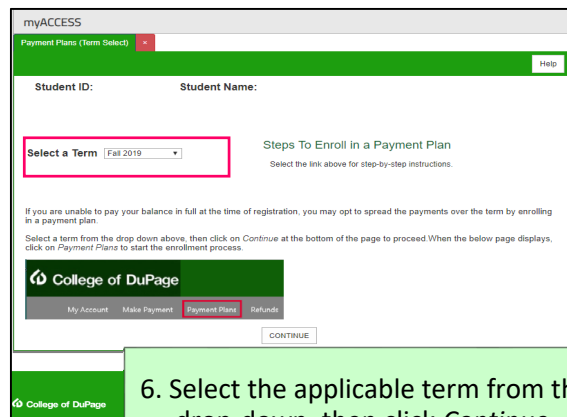
3. Click MYACCESS FOR STUDENTS.



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: Pre-Pay Scheduled Installment (Continued)

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

8. From the menu bar on the top of the page, select *Payment Plans*.

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	
Spring 2020 Six Monthly Paym -- Installment 5 of 6	4/10/20	Scheduled		4/10/20	Test Card 2	\$246.60	
Spring 2020 Six Monthly Paym -- Installment 6 of 6	5/8/20	Scheduled		5/8/20	Test Card 2	\$246.60	

9. Click the green button labeled *Pay Next Installment*.

10. Review/adjust the payment amount. *If the payment amount is less than the amount due, a payment will still be attempted on the scheduled payment date.*

11. Click the green button labeled *Continue*.

12. Choose the payment method from the drop-down, click *Select*.

Payment Plans: Pre-Pay Scheduled Installment (Continued)

13. If entering a new payment method, complete the account information and billing information sections, then click *Continue*. If using a saved payment method, proceed to step 14.

14. Confirm the payment method and payment information are correct.

15. Once you have confirmed the payment method and payment information are correct, click *Submit Payment*.

16. Print the payment receipt for your records.

IMPORTANT:

- To avoid a double payment, you must pre-pay your installment **before** 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 **do not** 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.