

How to Change Payment Method for Payment Plan Automatic Deduction

The process for changing your method of payment for your next payment plan installment has two main processes. Once you are logged into your **PayMyTuition account:**

STEP ONE will have you add a new payment method if the one you want to use is not already saved on file.

<u>STEP TWO</u> will have you associate that payment method as your default payment method for current and future installment payments. Reminder: future installments indicate current semester installment payments <u>and</u> future semester installment payments.





Step 1: Adding a New Payment Method

Access the **PAYMENT CENTER**.

Scroll to the bottom of the page to locate the **Enrolled Payment Plan** section.

Click on the **Edit** icon for your next payment plan installment.



- If you have a saved **Payment Option** available on your profile, you can view this option within the **Active Payment Options** section.
- To add a new payment option, access the Add New Payment Method section and click ADD NEW.

- O Use the arrow in the **Method** to view available payment options.
- Select your preferred method to proceed.

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If you select ACH as your Payment Method, you will need to provide your bank details in the pop-up window.

Step 2: Setting up Default Payment Method – ACH

- Prior to clicking the ADD button, select the option to set this as your default payment method for future installment payments. A default payment method is required.
- Please note that the default payment method will be used for any future installments in any future terms, not just the current semester.



If you select credit card as your Payment Method, you will need to provide your credit card details in the pop-up window.

Step 2: Setting up Default Payment Method – Credit Card

- Prior to clicking the ADD button, select the option to set this as your default payment method for future installment payments.
- Please note that the default payment method will be used for any future installments in any future terms, not just the current semester.
- Prior to exiting the portal select your ACH account or credit card within the Active Payment Options to ensure this payment method is enabled for future installments.