CHANGING PAYMENT METHODS FOR PAYMENT PLAN INSTALLMENTS
STEP-BY-STEP GUIDE FOR STUDENTS

➢ Login to **MyIvy**
➢ Select the **Student** Dashboard
➢ Select **Billing and Financial Aid**
➢ Select **View or Pay Balance**

The steps to make the change depends on what payment method was used for your original enrollment. Please find your scenario below and follow the instructions. This process must be done prior to your next scheduled installment due date.

Checking/Savings to Credit/Debit Card <u>OR</u> Credit/Debit Card to another Credit/Debit Card

1. Select the **Payment Plans** page.

2. Review plan for installment amounts, due dates, and status. Click the wheel icon under the **Action** column and select **Edit**.

3. Review **Payment amount** and **Payment date**. **Payment date** will default to the installment due date. Click the dropdown arrow in the **Method** field and select **New PayPath Method** or **Update PayPath Method**. Click **Continue**.

4. You will be routed to **PayPath** to make your payment. Click **Continue**.

5. Enter **Payment Card Information** and **Billing Address**; click **Continue.**
6. Review payment details and read the **Terms and Conditions**. Click **I agree to terms and conditions** then **Save**.
7. Click **Close**.
8. You will be rerouted to the student portal where the status of your installment will show as **Scheduled**.

9. Repeat steps 1-5 for additional installment amounts, if needed.

Checking/Savings to New Checking/Savings and *Credit/Debit Card to Checking/Savings*

1. You must **create a new ACH electronic payment method**. Once logged into the student billing/payment system (powered by TouchNet), click the **Payment Profile** option under the **My Profile Setup** menu.

2. Click on **Add New Payment Method** and select **Electronic Check.** Click **Select**.

3. Enter **Account Information** and **Billing Information**. Enter a name for payment method in the **Save payment method as** field. If you are adding a new ACH, this name must be different from your saved payment method used during your original payment plan enrollment. Click **Continue**.

4. Read **Agreement** and check the **I Agree** box. Click **Continue**.

5. Click the **Payment Plans** menu option.

6. Under **Currently Enrolled Plans**, either click the **Update All Methods** option under **Payment Method** to change the payment method for all installments, or click the **Edit** option under the **Action** column to change the payment method for a specific installment.

7. (a) If you chose **Update All Methods**, use the drop down to **Select Payment Method**. Click **Save**.

(b) If you chose to **Edit** the payment method for a specific installment, use the drop down menu to select **Payment Method**. Enter a **Memo** (optional). Click **Save**.

8. You will get a message that states your scheduled payment has been updated.