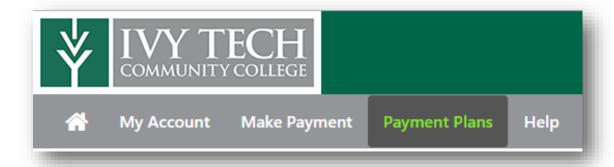
- ➤ Login to MyIvy
- > Select the **Student** Dashboard
- **➤** Select **Billing and Financial Aid**
- Select View or Pay Balance

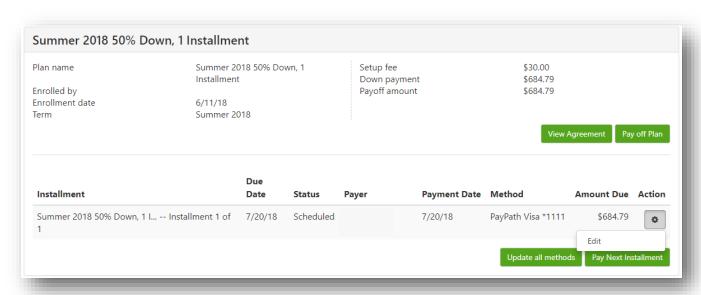
The steps to make the change depends on what payment method was used for your original enrollment. Please find your scenario below and follow the instructions. This process must be done prior to your next scheduled installment due date.

Checking/Savings to Credit/Debit Card OR Credit/Debit Card to another Credit/Debit Card

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



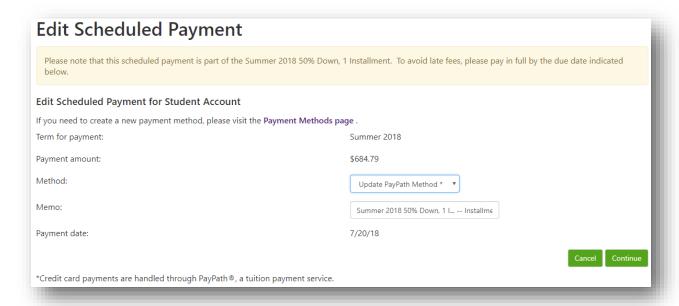
2. Review plan for installment amounts, due dates, and status. Click the wheel icon under the **Action** column and select **Edit**.



Revised 01/03/2019 Page 1 of 5



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**.



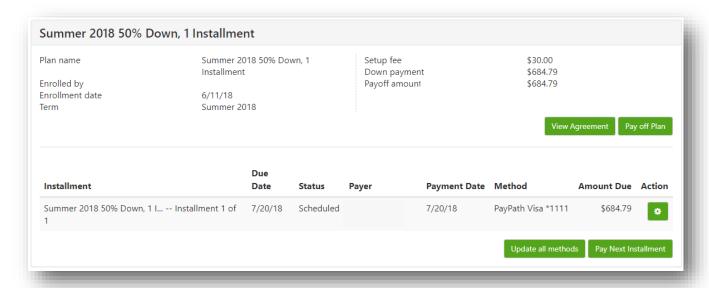
4. You will be routed to **PayPath** to make your payment. Click **Continue**.



Revised 01/03/2019 Page 2 of 5



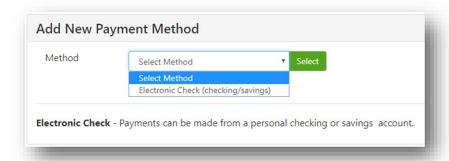
- 5. Enter Payment Card Information and Billing Address; click Continue.
- 6. Review payment details and read the **Terms and Conditions**. Click **I agree to terms and conditions** then **Save**.
- 7. Click Close.
- 8. You will be rerouted to the student portal where the status of your installment will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

- 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.

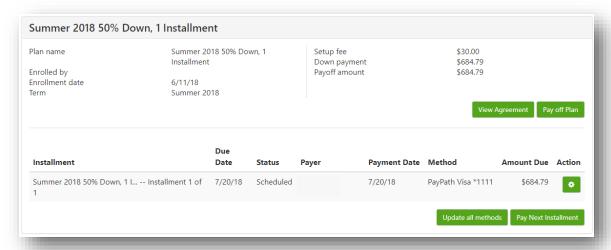


Revised 01/03/2019 Page 3 of 5

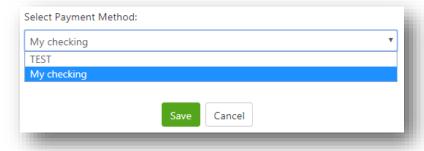
- 3. Enter **Account Information** and **Billing Information**. Enter a name for payment method in the **Save payment method as** field. If you are adding a new ACH, this name must be different from your saved payment method used during your original payment plan enrollment. Click **Continue**.
- 4. 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.

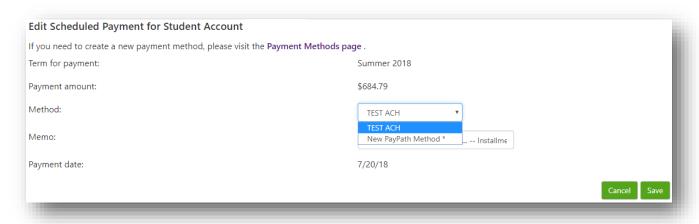


7. (a) If you chose **Update All Methods**, use the drop down to **Select Payment Method**. Click **Save**.



Revised 01/03/2019 Page 4 of 5

(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.

Revised 01/03/2019 Page 5 of 5