

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 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**.

Summer 2018 50% Down, 1 Installment

Plan name	Summer 2018 50% Down, 1 Installment	Setup fee	\$30.00
Enrolled by		Down payment	\$684.79
Enrollment date	6/11/18	Payoff amount	\$684.79
Term	Summer 2018		

[View Agreement](#) [Pay off Plan](#)

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Summer 2018 50% Down, 1 I... -- Installment 1 of 1	7/20/18	Scheduled		7/20/18	PayPath Visa *1111	\$684.79	<div><div>Edit</div><div>Update all methods Pay Next Installment</div></div>



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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**.

Edit Scheduled Payment

Please note that this scheduled payment is part of the Summer 2018 50% Down, 1 Installment. To avoid late fees, please pay in full by the due date indicated below.

Edit Scheduled Payment for Student Account


If you need to create a new payment method, please visit the [Payment Methods page](#).

Term for payment:	Summer 2018
Payment amount:	\$684.79
Method:	<input type="button" value="Update PayPath Method *"/>
Memo:	<input type="text" value="Summer 2018 50% Down, 1 Installment"/>
Payment date:	7/20/18

*Credit card payments are handled through PayPath®, a tuition payment service.

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










PayPath® | Payment Services



Welcome to the PayPath Payment Service!

You agree the credit or debit card information you provide will be used for your scheduled payment to Ivy Tech Community College. A non-refundable PayPath Payment Service fee of 2.85% or a minimum of \$3.00 will be added to each payment made and this fee is not refundable under any circumstance.

PayPath Payment Service accepts:





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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**.

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Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Summer 2018 50% Down, 1 l... -- Installment 1 of 1	7/20/18	Scheduled		7/20/18	PayPath Visa *1111	\$684.79	

[Update all methods](#) [Pay Next Installment](#)

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**.

Add New Payment Method

Method	<div>Select Method ▼</div> <div>Select Method</div> <div>Electronic Check (checking/savings)</div>	Select
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Electronic Check - Payments can be made from a personal checking or savings account.



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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.

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Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Summer 2018 50% Down, 1 Installment -- Installment 1 of 1	7/20/18	Scheduled		7/20/18	PayPath Visa *1111	\$684.79	Edit

[Update all methods](#) [Pay Next Installment](#)

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

Select Payment Method:

My checking ▼

TEST

My checking

[Save](#) [Cancel](#)



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(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**.

Edit Scheduled Payment for Student Account

If you need to create a new payment method, please visit the [Payment Methods page](#).

Term for payment:	Summer 2018
Payment amount:	\$684.79
Method:	<div>TEST ACH</div> <div>TEST ACH</div> <div>New PayPath Method * -- Installme</div>
Memo:	
Payment date:	7/20/18

[Cancel](#) [Save](#)

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