Payment Plans: Update Payment Method

If you have already enrolled in a payment plan and need to update your payment method, please follow the steps below. **All steps must be completed in order to update a payment method for an existing payment plan.**

**Follow these simple instructions to update your payment method:**

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

8. On the right-hand side of the page, under My Profile Setup, select Payment Profile.

9. Under Add New Payment Method, choose the payment method type from the drop-down, click Select.

10. Enter the credit/bank account information corresponding to the payment method. Double-check the information entered is correct.

11. Enter a payment method name to help you identify the payment method in the future.

12. If your selected payment method is electronic check, check the box on the right-hand side under Refund Options to enroll in eRefunds (direct deposit).
13. Click **Continue**.

14. From the menu bar at the top of the page, click **Payment Plans**.

15. Locate your current payment plan, then select **Update all methods**.

16. From the drop-down menu, select the payment method added in step 13.

17. Click **Save**.

18. A message will appear stating your scheduled payments have been updated. Scroll down and confirm the **Method** has been updated for all scheduled installments.