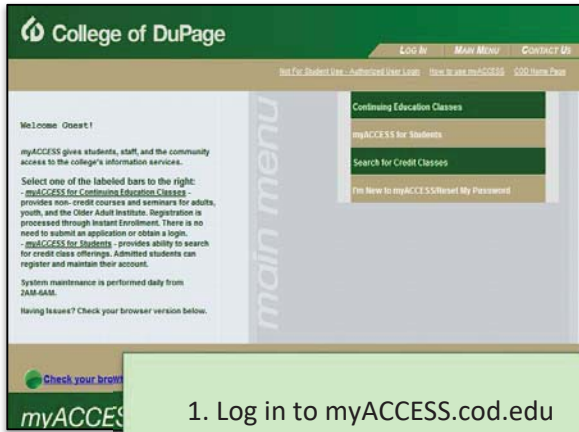


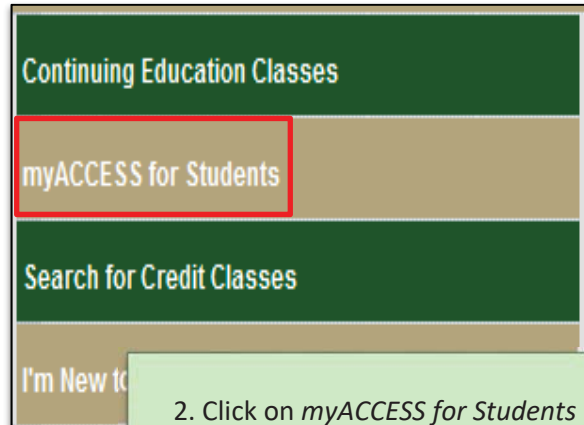
Payment Plans: Update Payment Method

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.**

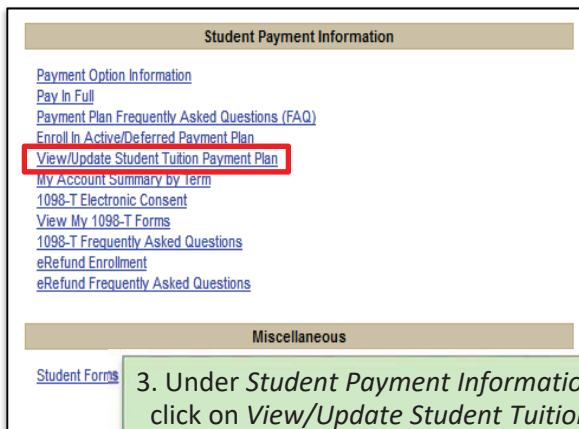
Follow these instructions to update a payment method:



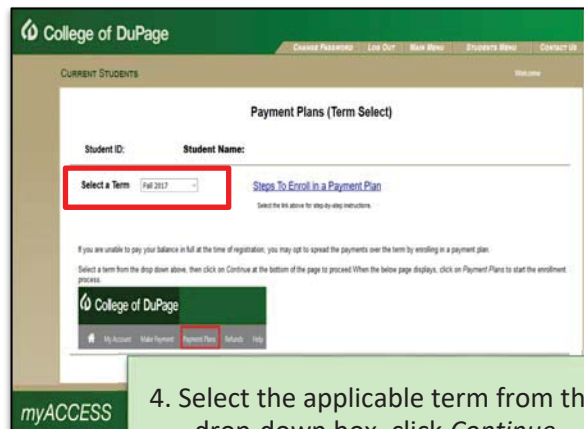
1. Log in to myACCESS.cod.edu



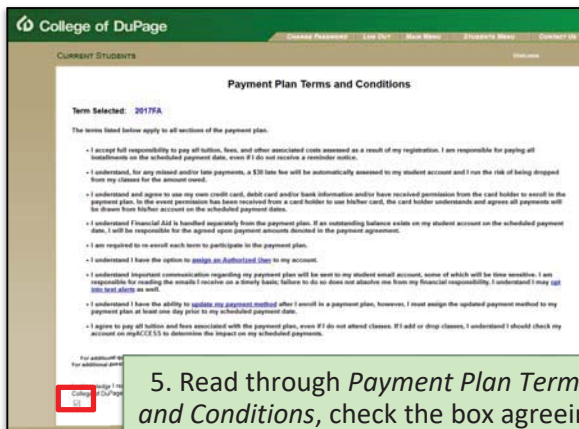
2. Click on myACCESS for Students



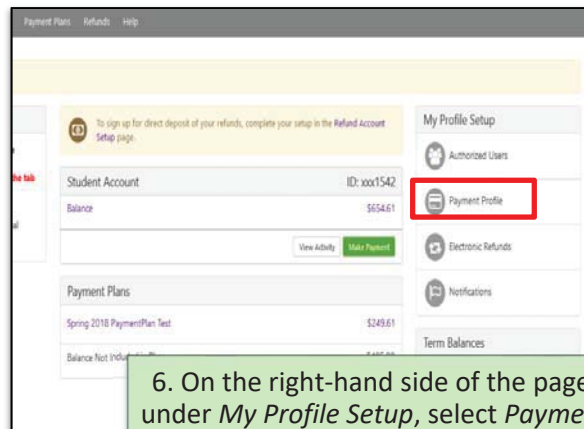
3. Under Student Payment Information, click on View/Update Student Tuition Payment Plan



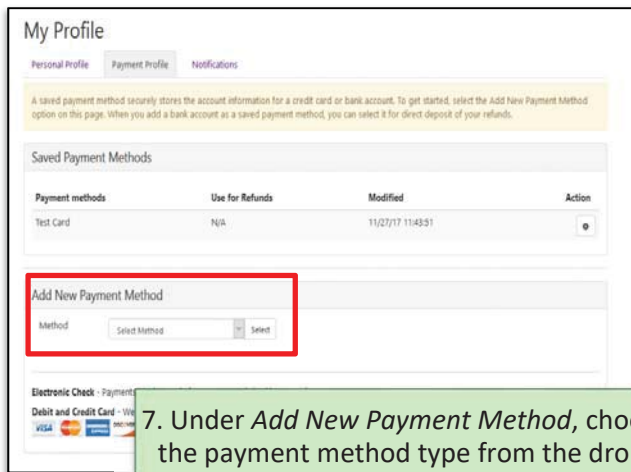
4. Select the applicable term from the drop-down box, click Continue



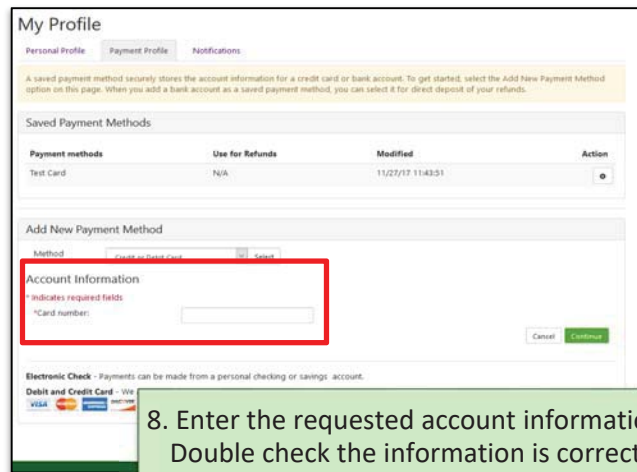
5. Read through Payment Plan Terms and Conditions, check the box agreeing to the terms, then click Continue



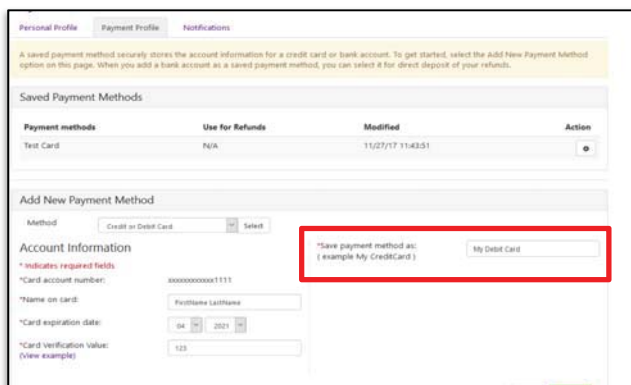
6. On the right-hand side of the page, under My Profile Setup, select Payment Profile



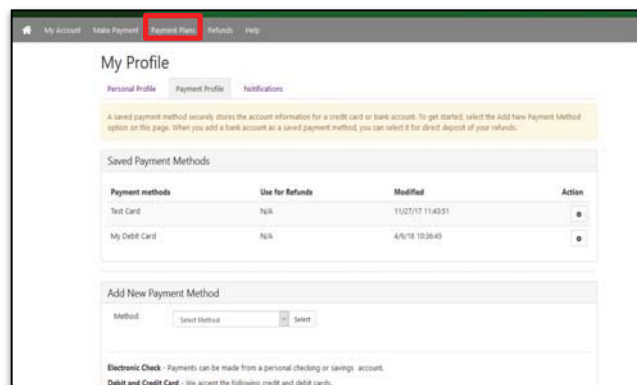
7. Under *Add New Payment Method*, choose the payment method type from the drop-down, click *Select*



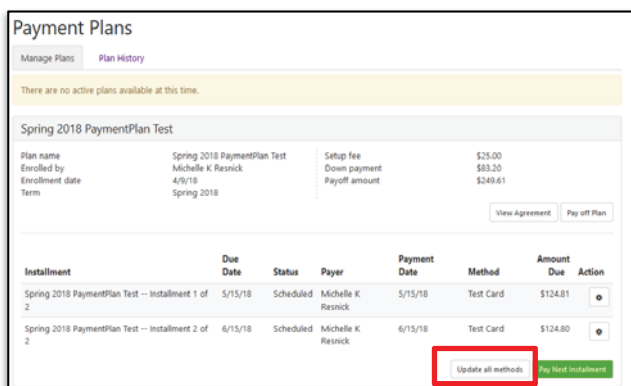
8. Enter the requested account information. Double check the information is correct, click *Continue*



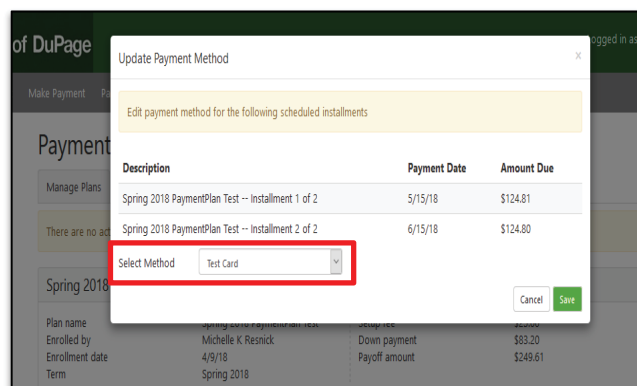
9. Complete any additional account information requested, enter a saved payment method name, click *Continue*



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



11. Click *Update all methods*



12. From the drop-down menu, select the payment method added in step 9, click *Save*