

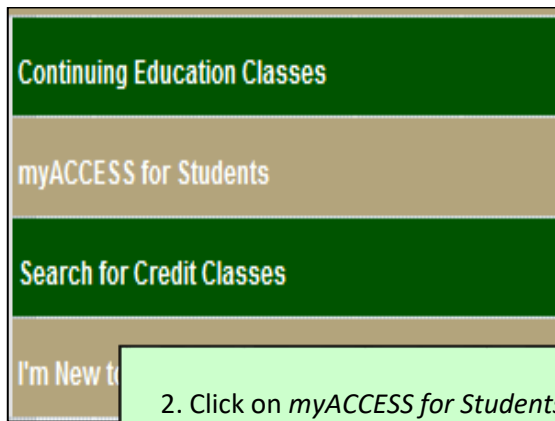
Payment Plans: Pre-Pay Scheduled Installment

When you enroll in a College of DuPage payment plan, if a balance exists on the scheduled payment date, the payment is automatically charged to the saved payment method. If you would like to pay the scheduled installment earlier, you may do so via the Cashier's Office or your myACCESS account. To pay the scheduled installment early via myACCESS, please follow the steps below. **All steps must be completed in order to successfully apply your payment to your student account.**

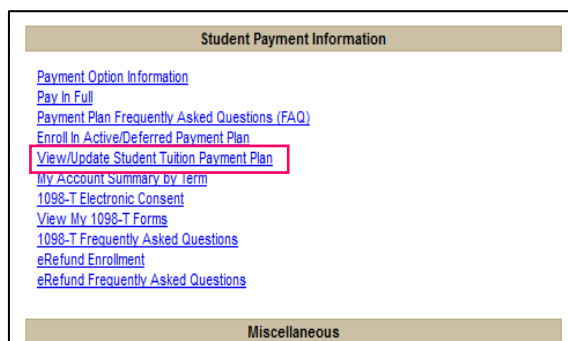
To pre-pay your scheduled installment:



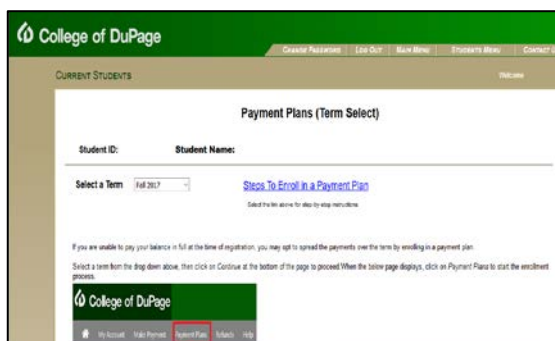
1. Log in to myACCESS.cod.edu



2. Click on myACCESS for Students



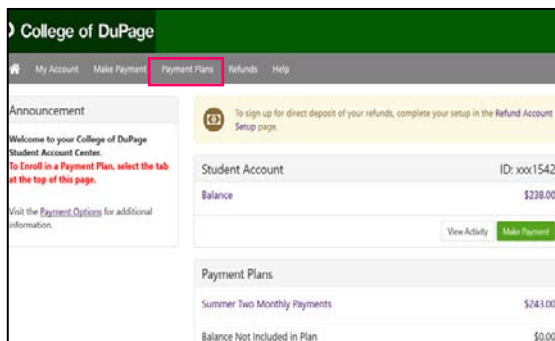
3. Under Student Payment Information, click on View/Update Student Tuition Payment Plan



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

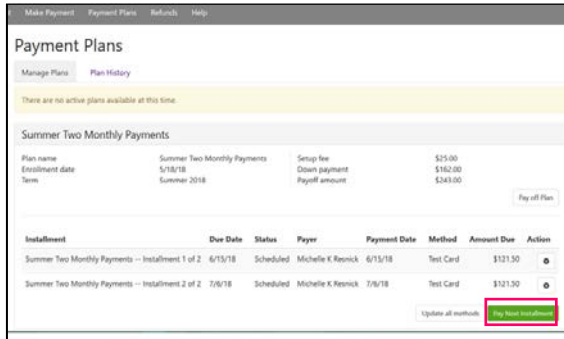


5. Read through Payment Plan Terms and Conditions, check the box agreeing to the terms, then click Continue

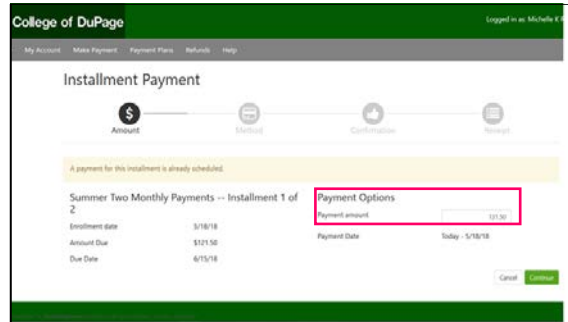


6. From the menu bar on the top of the page, select Payment Plans

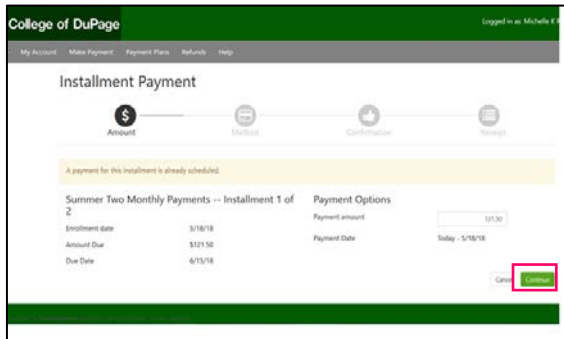
IMPORTANT: If you are making a pre-payment for your payment plan **do not** click *Make Payment*. If you do, the payment may not correctly apply to your account and your scheduled payment may still be attempted.



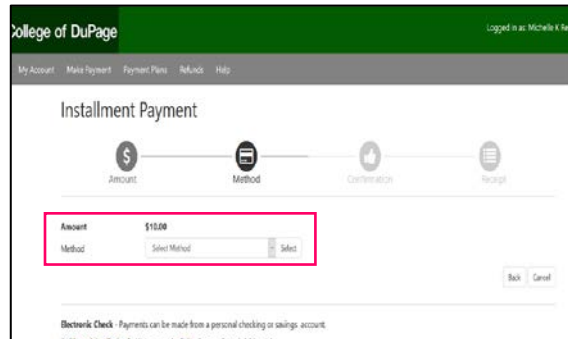
7. Click the green button labeled *Pay Next Installment*



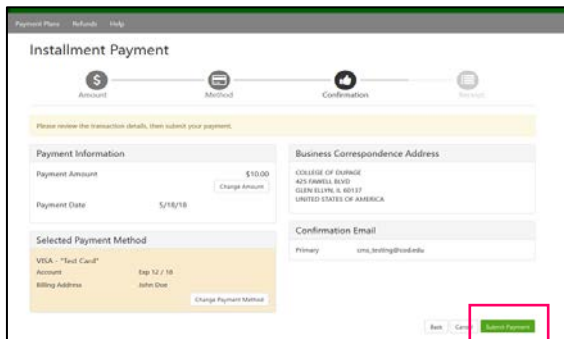
8. Review/adjust payment amount
If the payment amount is less than the amount due, a payment will still be attempted on the scheduled payment date



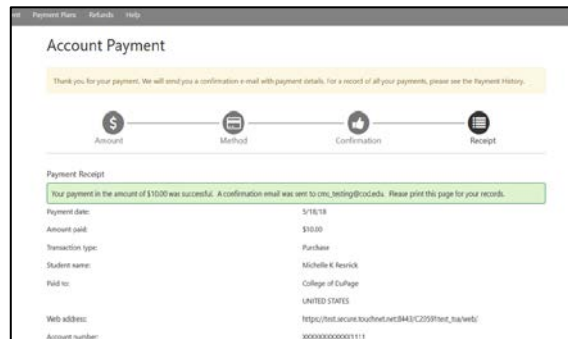
9. Click the green button labeled *Continue*



10. Choose the payment method from the dropdown box, then click *Select*



11. Review the payment information, click *Submit Payment*



12. Print the payment receipt for your records