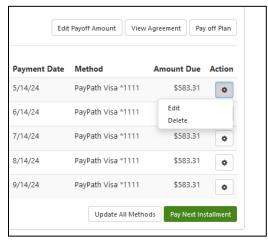
## **Changing the Payment Method for an Installment or All Installments**

Changing the payment option for a scheduled installment payment is done under Payment Plans, however you must have the new (or other) payment method saved in your Payment Profile to make a change.

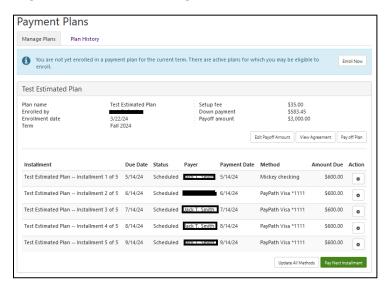
## My Profile > Payment Profile

Once that additional payment method is in your Payment Profile, proceed.

- 1. Click on Payment Plans in the top menu bar.
- 2. Locate the installment you want to change the method of payment for.
- 3. Under Action, click the settings icon.
  - a. Options are Edit or Delete (payment method).
  - b. Select Edit and the new method.
  - c. Click Save.



You will see that installment now shows the new Method for that single installment in the chart of installments. That installment only will be paid by the new method while the others remain with the original method (unless changed).



If you want to change all installments to the new method – click **Update All Methods** and proceed.