

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.

Buttons: Edit Payoff Amount, View Agreement, Pay off Plan

Payment Date	Method	Amount Due	Action
5/14/24	PayPath Visa *1111	\$583.31	
6/14/24	PayPath Visa *1111	\$583.31	
7/14/24	PayPath Visa *1111	\$583.31	
8/14/24	PayPath Visa *1111	\$583.31	
9/14/24	PayPath Visa *1111	\$583.31	

Buttons: Update All Methods, Pay Next Installment

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).

Payment Plans

Manage Plans Plan History

i You are not yet enrolled in a payment plan for the current term. There are active plans for which you may be eligible to enroll. [Enroll Now](#)

Test Estimated Plan

Plan name	Test Estimated Plan	Setup fee	\$35.00
Enrolled by	[REDACTED]	Down payment	\$583.45
Enrollment date	3/22/24	Payoff amount	\$3,000.00
Term	Fall 2024		

Buttons: Edit Payoff Amount, View Agreement, Pay off Plan

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Test Estimated Plan -- Installment 1 of 5	5/14/24	Scheduled	[REDACTED]	5/14/24	Mickey checking	\$600.00	
Test Estimated Plan -- Installment 2 of 5	6/14/24	Scheduled	[REDACTED]	6/14/24	PayPath Visa *1111	\$600.00	
Test Estimated Plan -- Installment 3 of 5	7/14/24	Scheduled	[REDACTED]	7/14/24	PayPath Visa *1111	\$600.00	
Test Estimated Plan -- Installment 4 of 5	8/14/24	Scheduled	[REDACTED]	8/14/24	PayPath Visa *1111	\$600.00	
Test Estimated Plan -- Installment 5 of 5	9/14/24	Scheduled	[REDACTED]	9/14/24	PayPath Visa *1111	\$600.00	

Buttons: Update All Methods, Pay Next Installment

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