Adding a New Payment Method to a Payment Plan Installment
On the homepage of your Student eBill, click on the Payment Plans tab.
In the Payment Plan tab, click on the Action button for each installment.
### Payment Plans

**ZAS 01/18/18**

<table>
<thead>
<tr>
<th>Plan name</th>
<th>Enrollment date</th>
<th>Term</th>
<th>Setup fee</th>
<th>Payoff amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1/18/18</td>
<td>Spring 2018</td>
<td>$30.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Installment</th>
<th>Due Date</th>
<th>Status</th>
<th>Payer</th>
<th>Payment Date</th>
<th>Method</th>
<th>Amount Due</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installment 1 of 1</td>
<td>1/26/18</td>
<td>Unpaid</td>
<td></td>
<td></td>
<td></td>
<td>$1,000.00</td>
<td></td>
</tr>
</tbody>
</table>

- Click on Schedule to continue
• Do not change any of the data fields.
• Click on the Continue button.
• In the drop down box, select your payment method.
• Click on the Select button.
• Review your payment detail and method.
• Click on the Schedule button.
• Review your payment detail and method.
• Click on the Schedule button.
• For transactions processed by credit card via PayPath, you will be redirected to the following page.
• Click on the Continue button to enter your payment information.
• For transactions processed by eCheck, enter your bank account information
• Name your payment method
• Click on the Continue button
• Review the ACH Agreement
• Check the box next to the agreement, and click on the Continue button
• Review your payment details
• Click on the Schedule Payment button
• Repeat process for remaining installments.

• If you elected to use eCheck, you may schedule your installment with the payment method you saved for the first installment.

• You may elect to schedule one installment as eCheck and schedule another with credit card via PayPath.