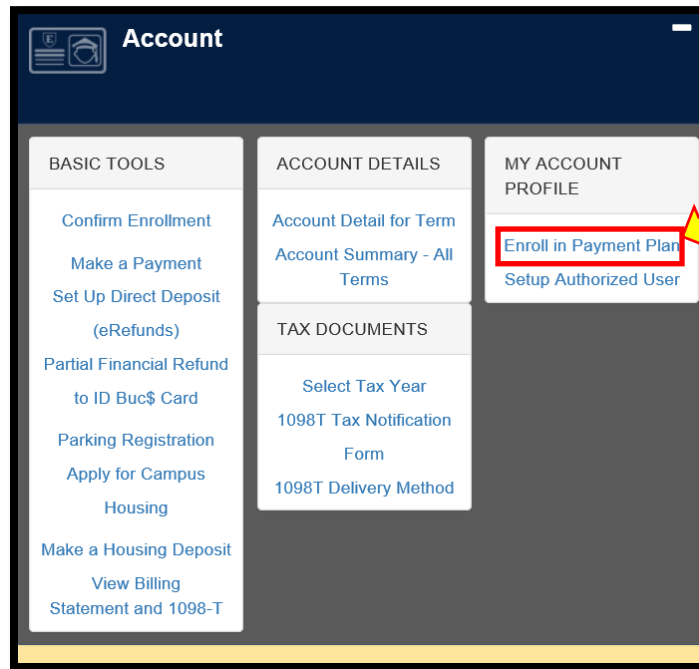


Changing the Payment Method on a Payment Plan

1. After logging into Goldlink, Select the “Enroll in Payment Plan” link under “MY ACCOUNT PROFILE” in the “Account” menu.



2. You will be transferred to the “Payment Plans” menu.
3. You should see the payment plan installments listed on this webpage.
(See Example Below)

Payment Plans

Manage Plans Plan History

You are enrolled in a payment plan for the current term.

2018 Fall Campus Installment Plan

Plan name	2018 Fall Campus Installment Plan	Down payment	\$515.25
Enrolled by	[REDACTED]	Payoff amount	\$2,061.00
Enrollment date	8/13/18		
Term	Fall 2018 Campus		

[View Agreement](#) [Pay off Plan](#)

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
2018 Fall Campus Installment -- Installment 1 of 3	9/24/18	Scheduled	[REDACTED]	9/24/18	PayPath Visa [REDACTED]	\$687.00	
2018 Fall Campus Installment -- Installment 2 of 3	10/24/18	Scheduled	[REDACTED]	10/24/18	PayPath Visa [REDACTED]	\$687.00	
2018 Fall Campus Installment -- Installment 3 of 3	11/24/18	Scheduled	[REDACTED]	11/24/18	PayPath Visa [REDACTED]	\$687.00	

[Update all methods](#) [Pay Next Installment](#)

4. Decide which payment to modify and then select the gear icon displayed for that row in the “Action” column.

The screenshot shows the 'Payment Plans' interface. At the top, there are tabs for 'Manage Plans' and 'Plan History'. Below this, a message states: 'You are enrolled in a payment plan for the current term.' The main section is titled '2018 Fall Campus Installment Plan' and contains details about the plan name, enrollment date, term, down payment, and payoff amount. There are buttons for 'View Agreement' and 'Pay off Plan'. Below this is a table with columns: 'Installment', 'Due Date', 'Status', 'Payer', 'Payment Date', 'Method', 'Amount Due', and 'Action'. The table lists three installments, each with a gear icon in the 'Action' column. A red box highlights the gear icons, and a yellow arrow points to them from the right.

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
2018 Fall Campus Installment -- Installment 1 of 3	9/24/18	Scheduled	[REDACTED]	9/24/18	PayPath Visa	\$687.00	[Gear Icon]
2018 Fall Campus Installment -- Installment 2 of 3	10/24/18	Scheduled	[REDACTED]	10/24/18	PayPath Visa	\$687.00	[Gear Icon]
2018 Fall Campus Installment -- Installment 3 of 3	11/24/18	Scheduled	[REDACTED]	11/24/18	PayPath Visa	\$687.00	[Gear Icon]

5. Then the “Edit” option will appear. Select “Edit”.

This is a close-up of the 'Action' column from the table in the previous screenshot. It shows the 'Amount Due' of \$687.00 and a gear icon. Below the gear icon, the word 'Edit' is displayed in a red box, with a yellow arrow pointing to it from the right.

6. This will allow you to change the scheduled payment.
7. Select a payment method in the “Method” drop down menu.

The screenshot shows the 'Edit Scheduled Payment' page. At the top, there is a yellow warning box: 'Please note that this scheduled payment is part of the 2018 Fall Campus Installment Plan. To avoid late fees, please pay in full by the due date indicated below.' Below this, the page title is 'Edit Scheduled Payment for Student Account [REDACTED]'. A red message states: 'Adding or updating payment methods is not available in emulate student mode.' The page displays various fields: 'Term for payment:' (Fall 2018 Campus), 'Payment amount:' (\$687.00), 'Late fee:' (\$50.00), 'Method:' (PayPath Visa), 'Memo:' (2018 Fall Campus Installment -- Installme), and 'Payment date:' (9/24/18). A red box highlights the 'Method' dropdown menu, and a yellow arrow points to it from the right. A 'Cancel' button is located at the bottom right.

8. An “Update PayPath method” button will appear, select the “Update PayPath method” button and then follow the required steps to enter a new payment method.