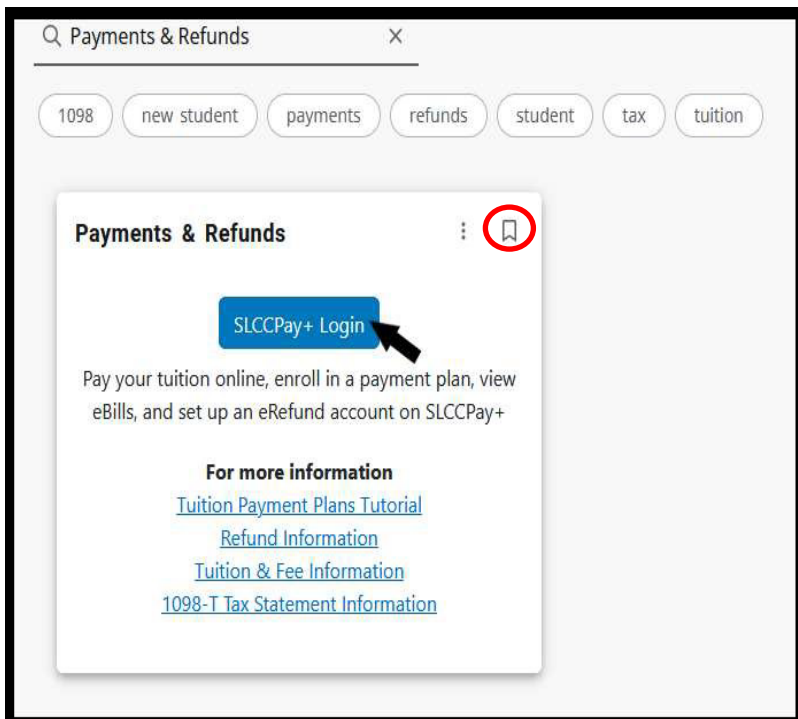
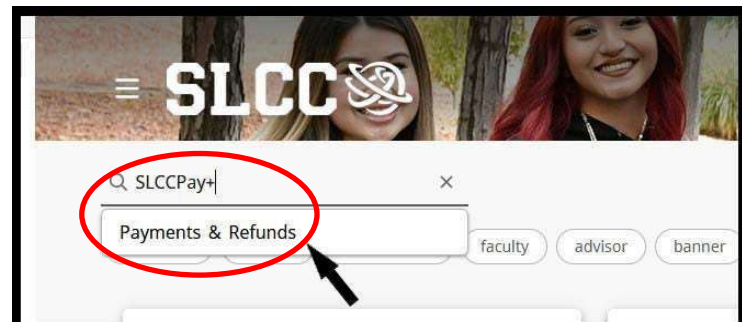
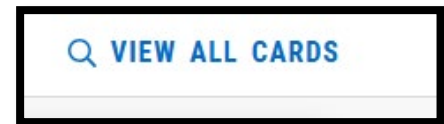


SLCCPay+

HOW TO CHANGE PAYMENT METHOD FOR TUITION PAYMENT PLAN AUTOMATIC DEDUCTION

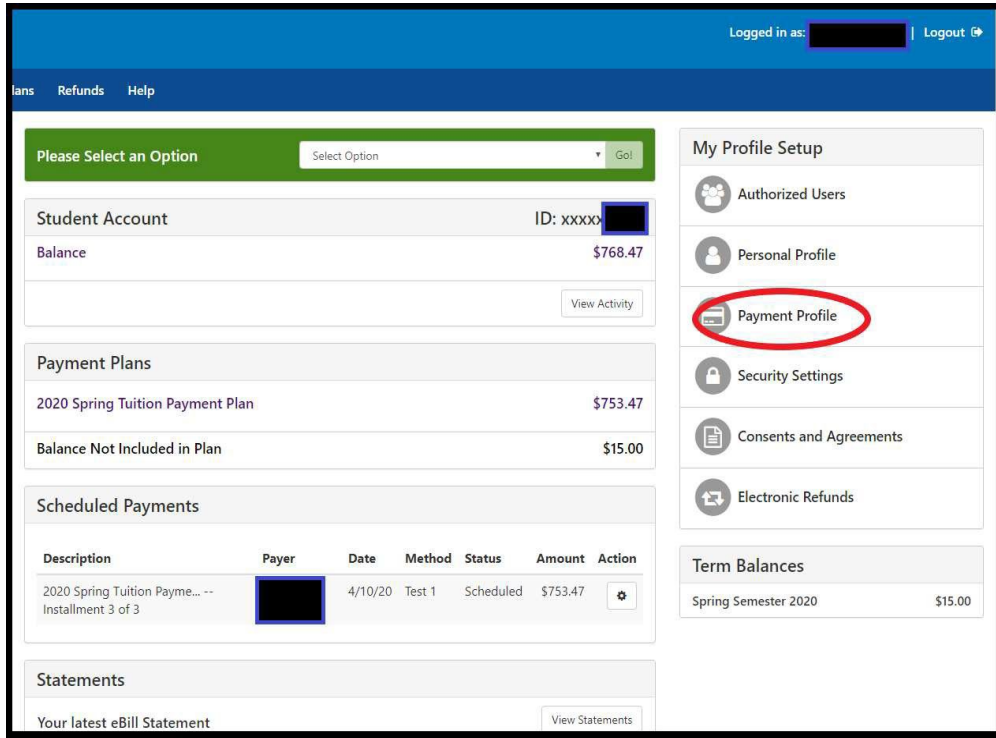
The process of changing your method of payment for your next Tuition Payment Plan (TPP) installment has 2 main processes. Once you are logged into your SLCCPay+ account, **STEP ONE** will have you add a NEW payment method if the one you want to use is not already saved on file. **STEP TWO** will have you associate that payment method with one of the next installments. To have all future installments charged to the new payment method, you will have to repeat **STEP TWO** for each future installment.

1. Sign in at: <https://my.slcc.edu/>
2. Select **VIEW ALL CARDS** located on the right-hand side and search SLCCPay+ and click the **Payments & Refunds** option that will pop up.
 - a. To pin it to your Home screen, select the bookmark in the upper-right.
3. Click the **SLCCPay+ Login** button. This will take you to your SLCCPay+ portal.
 - a. If your preferred method of payment is already saved on your SLCCPay+ account, skip ahead to **STEP TWO**. Otherwise continue to **STEP ONE**.



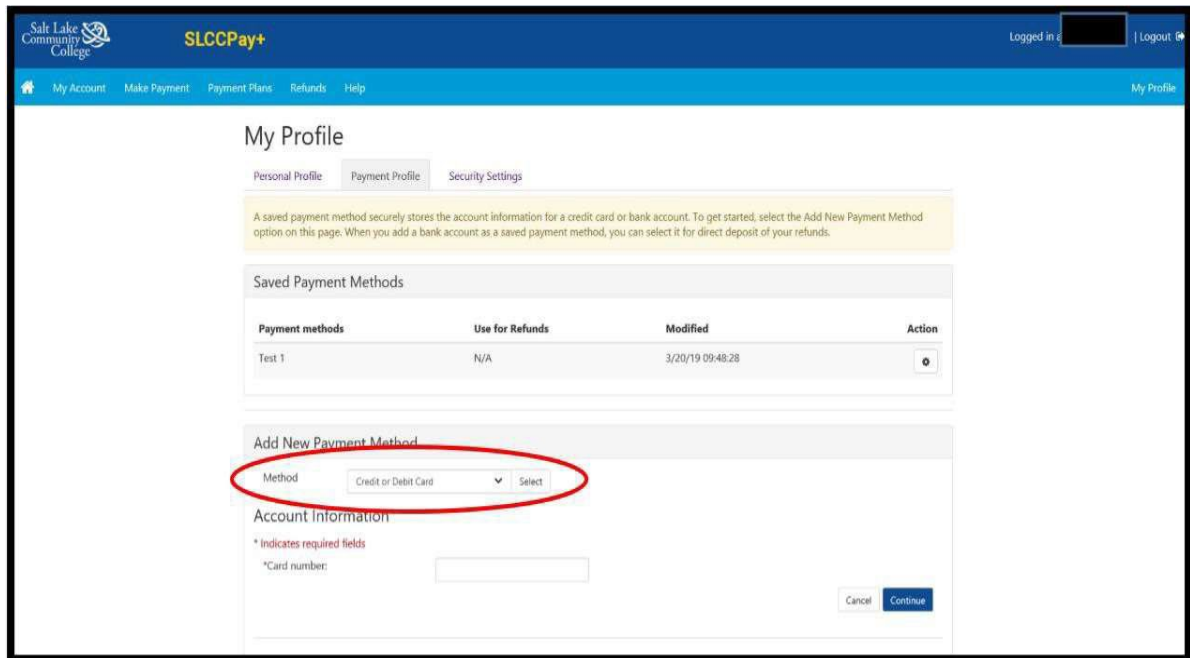
STEP ONE: Add and Save a New Payment Method in SLCCPay+

1. Click **Payment Profile**.



The screenshot shows the SLCCPay+ dashboard. The user is logged in as [redacted]. The dashboard includes sections for Student Account (Balance: \$768.47), Payment Plans (2020 Spring Tuition Payment Plan: \$753.47, Balance Not Included in Plan: \$15.00), Scheduled Payments (2020 Spring Tuition Payment Plan: \$753.47), and Statements. On the right, the 'My Profile Setup' sidebar contains several options: Authorized Users, Personal Profile, **Payment Profile** (circled in red), Security Settings, Consents and Agreements, and Electronic Refunds. Below this is the 'Term Balances' section showing Spring Semester 2020 with a balance of \$15.00.

2. Under **Add New Payment Method**, click the drop-down menu next to **Method** and choose from the options. Then click **Select**. This will open an Account Information section below.



The screenshot shows the 'My Profile' page. The user is logged in as [redacted]. The page has tabs for Personal Profile, **Payment Profile**, and Security Settings. A yellow banner provides instructions on adding a payment method. Below this is the 'Saved Payment Methods' table:

Payment methods	Use for Refunds	Modified	Action
Test 1	N/A	3/20/19 09:48:28	[Settings]

Below the table is the 'Add New Payment Method' section. The 'Method' dropdown menu is highlighted in a red circle and currently shows 'Credit or Debit Card'. A 'Select' button is next to it. Below this is the 'Account Information' section with a red asterisk indicating required fields. The 'Card number' field is empty. 'Cancel' and 'Continue' buttons are at the bottom right.

- Continue to add information as prompted. **Please ensure the information being entered is correct.**

My Profile

Personal Profile | **Payment Profile** | Security Settings

A saved payment method securely stores the account information for a credit card or bank account. To get started, select the Add New Payment Method option on this page. When you add a bank account as a saved payment method, you can select it for direct deposit of your refunds.

Saved Payment Methods

Payment methods	Use for Refunds	Modified	Action
Test 1	N/A	3/20/19 09:48:28	

Add New Payment Method

Method: Credit or Debit Card

Account Information

*Indicates required fields

*Card account number: xxxxxxxxxxxx

*Name on card:

*Card expiration date: 03 2020

*Card Verification Value: (View example)

*Save payment method as: (example My CreditCard)

Cardholder Billing Information

- Once all the information is entered, click **Continue** to save the method.

Add New Payment Method

Method: Credit or Debit Card

Account Information

*Indicates required fields

*Card account number: xxxxxxxxxxxx

*Name on card:

*Card expiration date: 02 2020

*Card Verification Value: 123 (View example)

*Save payment method as: Test 2 (example My CreditCard)

Cardholder Billing Information

International Address?

*Billing address: 123 main street

Billing address line two:

*City: West Jordan

*State/Province: Utah (UT)

*Postal Code: 84084

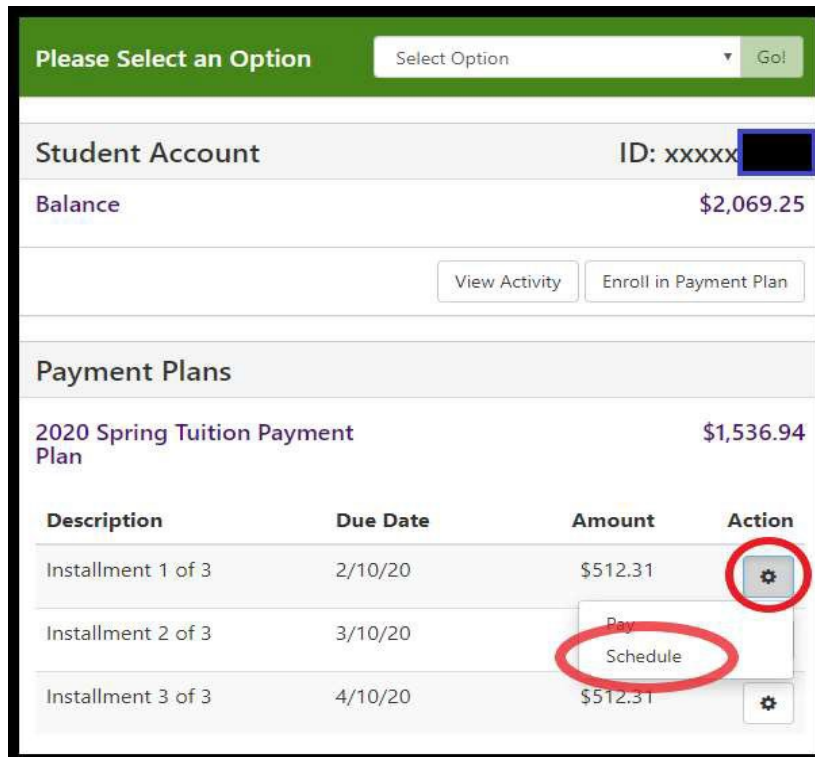
- Once you've finished, click the Home button shaped like a house to go back to your main menu.



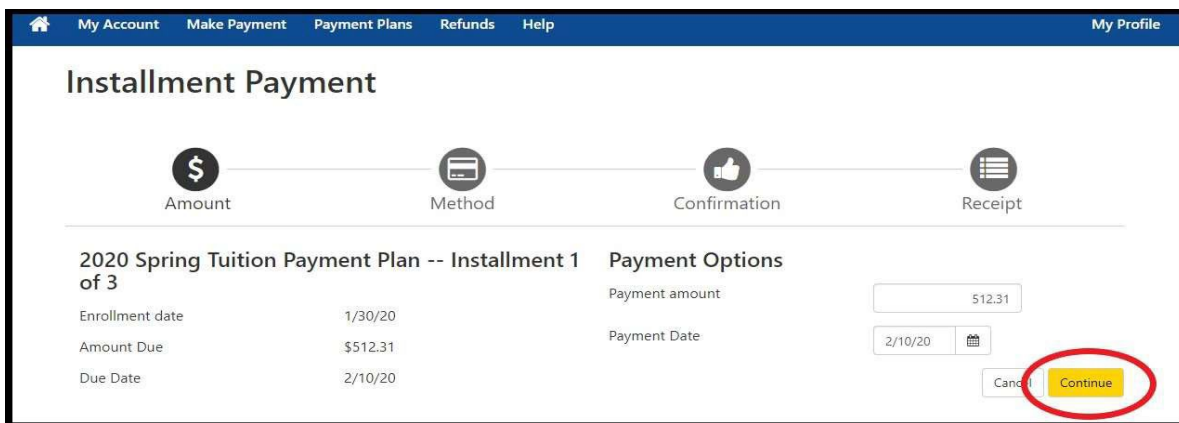
STEP TWO: Change Tuition Payment Plan Installment to New Payment Method

****NOTE:** You will not be able delete the payment method connected to your Tuition Payment Plan until you have scheduled the installment(s) to be charged to another payment method.

- Once on your home page, under the **Payment Plans** section, click the wheel icon under **Action** next to the installment you would like to change the payment for. Then select **Schedule** from the drop-down menu.



- This will open the Installment Payment window. You can verify which installment you are scheduling by looking at the Due Date. Click the **Continue** button at the bottom right corner to continue to the Method screen.



3. In the drop-down menu next to Method, select the preferred payment method you would like to apply to your next installment. Then click **Continue**.

The screenshot shows a payment interface with four tabs: Amount, Method, Confirmation, and Receipt. The 'Method' tab is selected. The 'Amount' is \$512.31. A dropdown menu is open under 'Method', showing 'Select Method', 'Select Method', 'Saved Payment Methods', 'My DebitCard' (highlighted), and 'Other Payment Methods'. Below the dropdown, there are logos for 'Debit and Credit Card' (VISA, Mastercard, American Express, Discover, DebitCard, DinersCard) and 'ATM Debit Card' (Discover, NYCE, pulse, STAR). At the bottom right, there are 'Back', 'Cancel', and 'Continue' buttons. The 'Continue' button is highlighted with a red circle.

4. Once in the Confirmation step, verify that all the information is correct. If not, make the necessary adjustments. Click the **Schedule Payment** button at the bottom right of the screen to finalize the changes.

The screenshot shows the 'Confirmation' step of the payment process. The 'Confirmation' tab is selected. A yellow banner at the top says 'Please review the transaction details, then schedule your payment.' Below this are three main sections: 'Payment Information', 'Paid To', and 'Selected Payment Method'. 'Payment Information' shows 'Student Payments' for \$512.31, 'Payment Amount' of \$512.31, and 'Payment Date' of 2/10/20. 'Paid To' shows 'Salt Lake Community College' with address '4600 South Redwood Road, P.O. Box 30808, Salt Lake City, UT 84130'. 'Selected Payment Method' shows 'VISA - "My DebitCard"' with a redacted account and billing address. At the bottom right, there are 'Back', 'Cancel', and 'Schedule Payment' buttons. The 'Schedule Payment' button is highlighted with a red circle.

IMPORTANT NOTE: You will have to complete STEP TWO for each one of your future installments if you want them all to be charged to the same payment method.