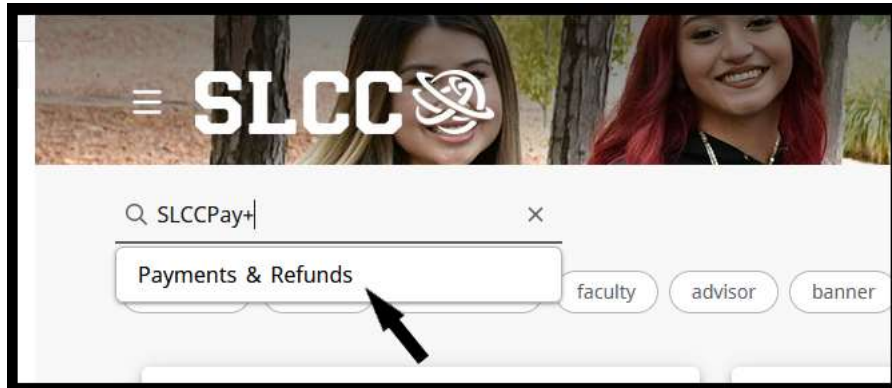


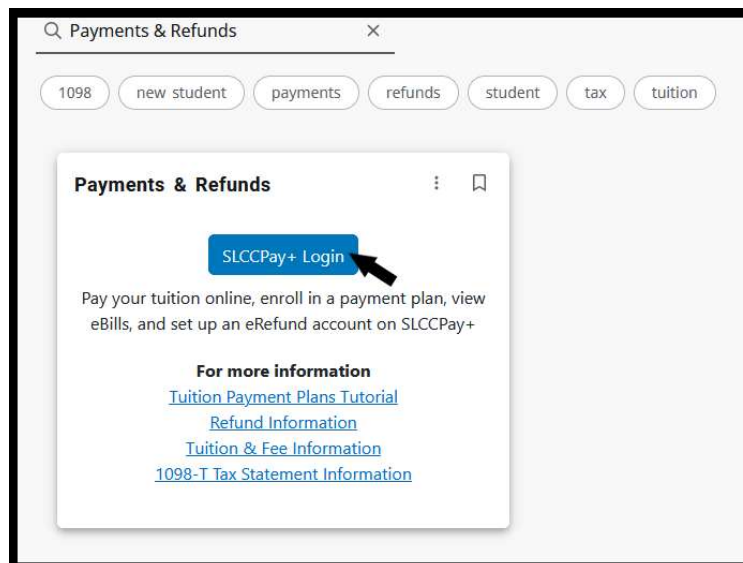
## How to Change Payment Method for Tuition Payment Plan Automatic Deduction

The process for 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. **Log in to your My SLCC at <https://my.slcc.edu>**

- Search for SLCCPay+ and click Payments & Refunds



- Once you click Payments & Refunds a new box with SLCCPay+ Login will pop up

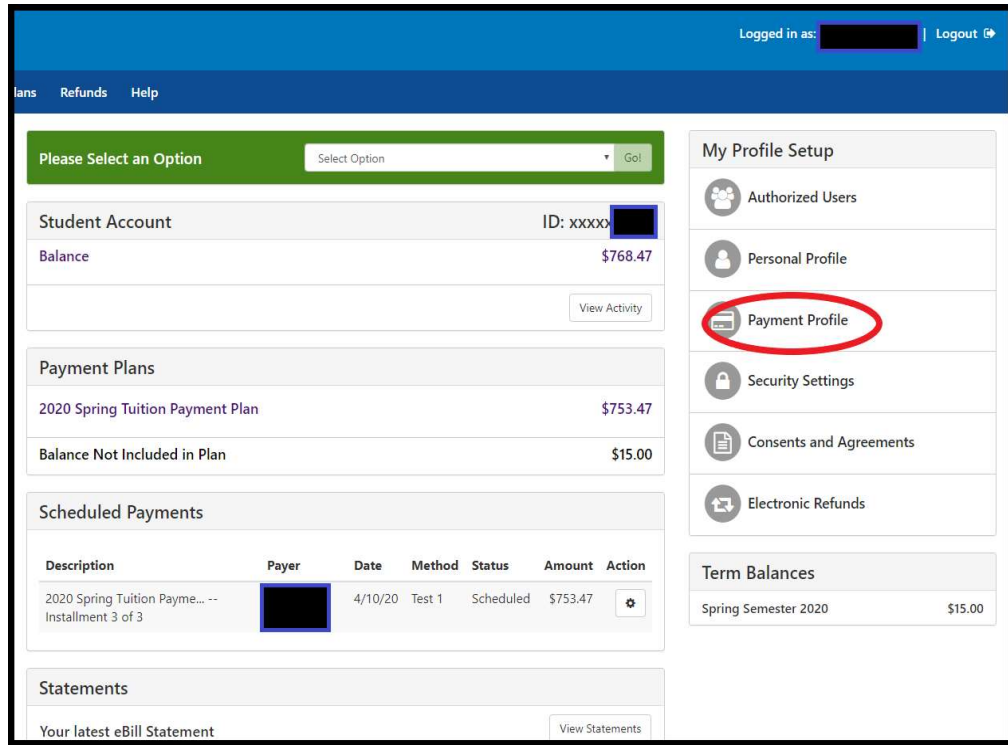


Click SLCC+ Login and a new tab will open in your browser with the SLCCPay+ screen

- If your preferred method of payment is already saved on your SLCCPay+ account, skip ahead to [STEP TWO](#). Otherwise continue to STEP ONE.

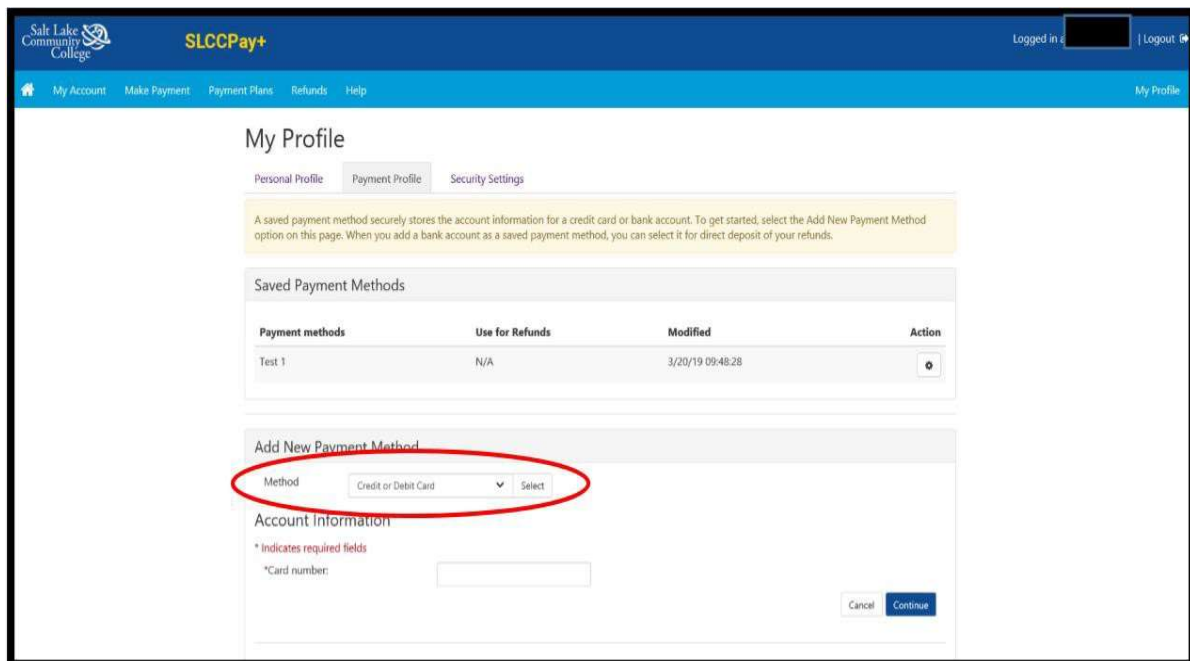
## STEP ONE: Add and Save a New Payment Method in SLCCPay+

1. Click **Payment Profile**.



The screenshot shows the SLCCPay+ dashboard. The top navigation bar includes 'Plans', 'Refunds', and 'Help'. The main content area is divided into several sections: 'Please Select an Option' with a dropdown menu, 'Student Account' with a balance of \$768.47, 'Payment Plans' with a 2020 Spring Tuition Payment Plan of \$753.47 and a balance not included of \$15.00, 'Scheduled Payments' with a table of payments, and 'Statements'. On the right side, there is a 'My Profile Setup' sidebar with options: 'Authorized Users', 'Personal Profile', 'Payment Profile' (highlighted with a red circle), 'Security Settings', 'Consents and Agreements', and 'Electronic Refunds'. Below this is a 'Term Balances' section showing a Spring Semester 2020 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 top navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. The main content area is divided into sections: 'My Profile' with tabs for 'Personal Profile', 'Payment Profile', and 'Security Settings'; a yellow informational box; 'Saved Payment Methods' with a table of payment methods; and 'Add New Payment Method' with a 'Method' dropdown menu (highlighted with a red circle) and a 'Select' button. Below this is an 'Account Information' section with a text input field for the card number and 'Cancel' and 'Continue' buttons.

- 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: (View example)

\*Save payment method as: ( example My CreditCard )

##### Cardholder Billing Information

International Address?

\*Billing address:

Billing address line two:

\*City:

\*State/Province:

\* Postal Code:

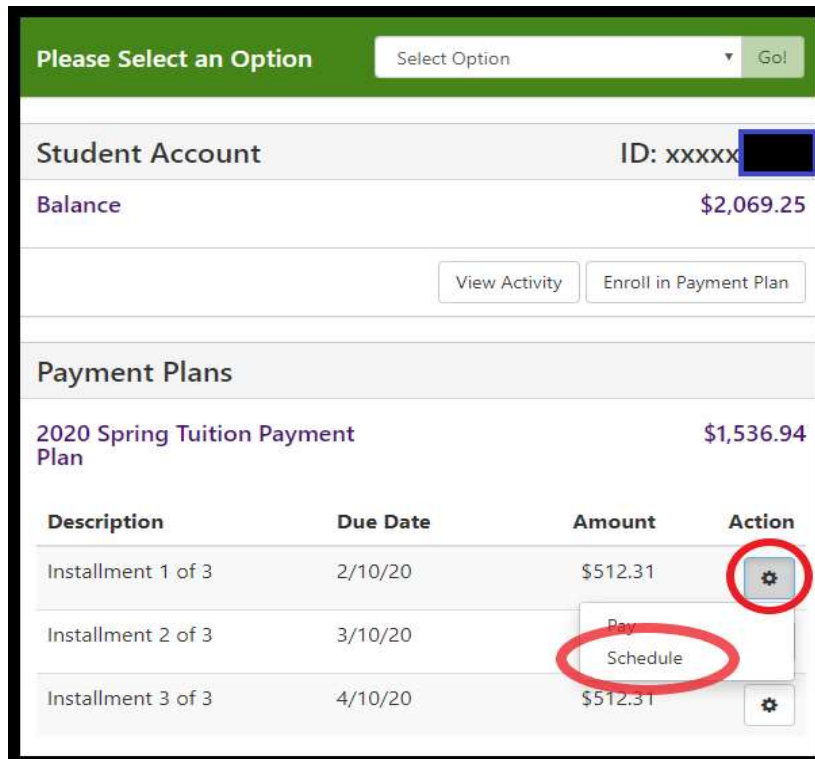
- Once you've finished, click the Home button shaped like a house to go back to your main menu.



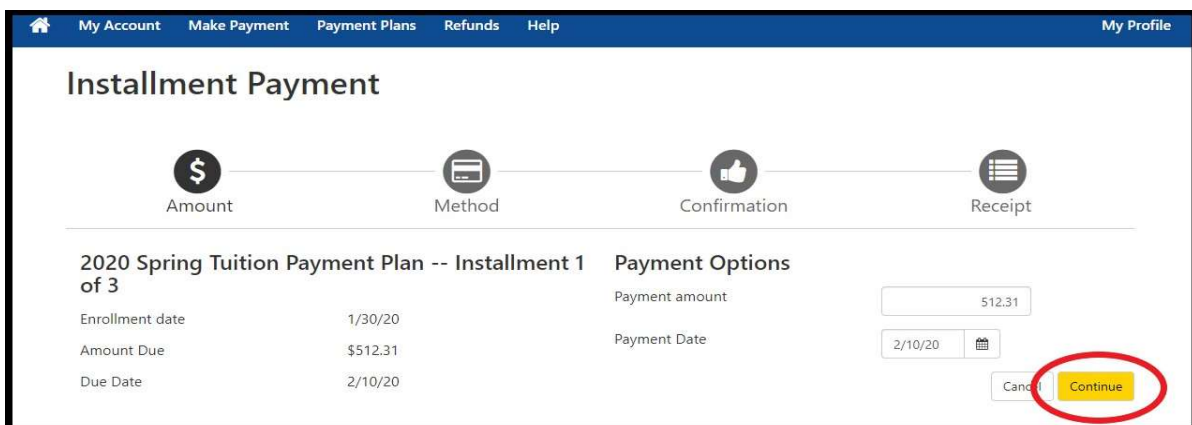
### STEP TWO: Change Tuition Payment Plan Installment to New Payment Method

**\*\*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 steps: Amount, Method, Confirmation, and Receipt. The 'Amount' is \$512.31. The 'Method' dropdown menu is open, showing 'Select Method', 'Select Method', 'Saved Payment Methods', 'My DebitCard' (highlighted), 'Other Payment Methods', and 'Credit or Debit Card'. The 'Continue' button is highlighted in yellow. Below the dropdown, there are logos for 'Debit and Credit Card' (VISA, Mastercard, American Express, Discover, Diner's Club, DeltaCard) and 'ATM Debit Card' (Discover, NYCE, pulse, STAR). The bottom of the screen has a blue bar with 'touchnet' logo and 'Secured by touchnet'.

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. It includes a yellow banner with the text 'Please review the transaction details, then schedule your payment.' Below this are three main sections: 'Payment Information', 'Paid To', and 'Selected Payment Method'. The 'Payment Information' section shows 'Student Payments' for \$512.31, 'Payment Amount' of \$512.31, and 'Payment Date' of 2/10/20. The 'Paid To' section shows 'Salt Lake Community College' with address '4600 South Redwood Road, P.O. Box 30808, Salt Lake City, UT 84130'. The 'Selected Payment Method' section shows 'VISA - "My DebitCard"' with a redacted account and billing address. The 'Confirmation Email' section shows 'Primary' with a redacted email address. At the bottom, there is a disclaimer: 'By selecting the Submit Payment button, you are agreeing to the Dishonored Checks Policy.' and three buttons: 'Back', 'Cancel', and 'Schedule Payment' (highlighted in yellow).

**IMPORTANT NOTE:** You will have to complete [STEP 2](#) for each one of your future installments if you want them all to be charged to the same payment method.