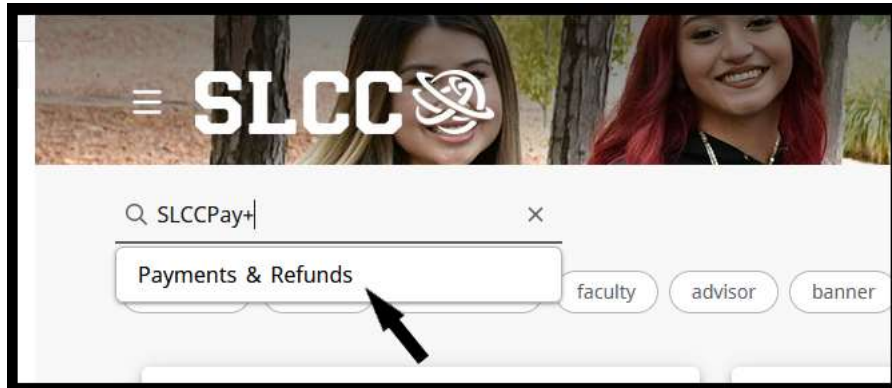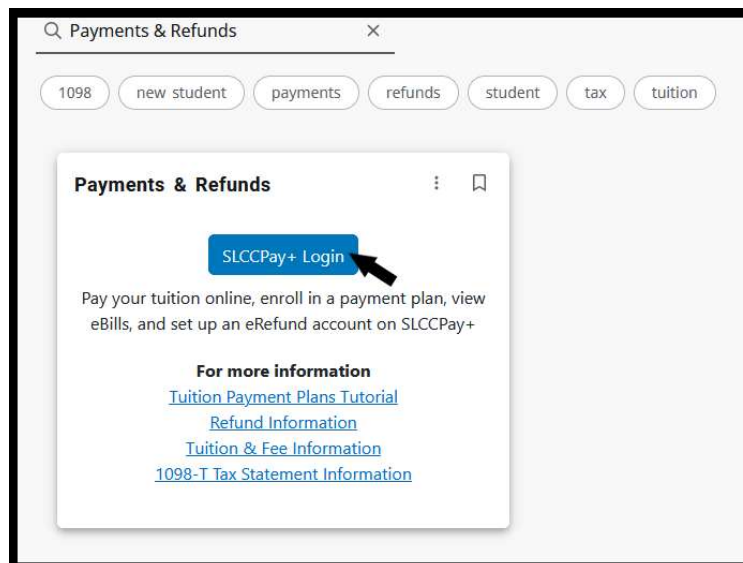## How to Change Payment Method for Tuition Payment Plan Automatic Deduction

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
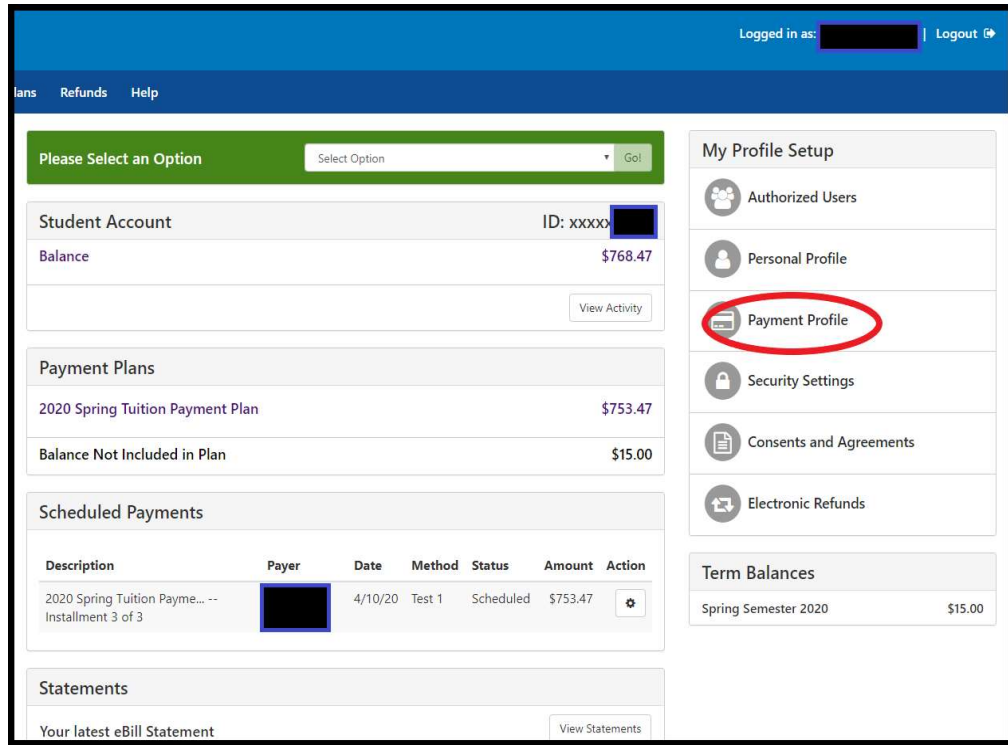

Click SLCC+ Login and a new tab will open in your browser with the SLCCPay+ screen

- If your preferred method of payment is already saved on your SLCCPay+ account, skip ahead to STEP TWO. Otherwise continue to STEP ONE.
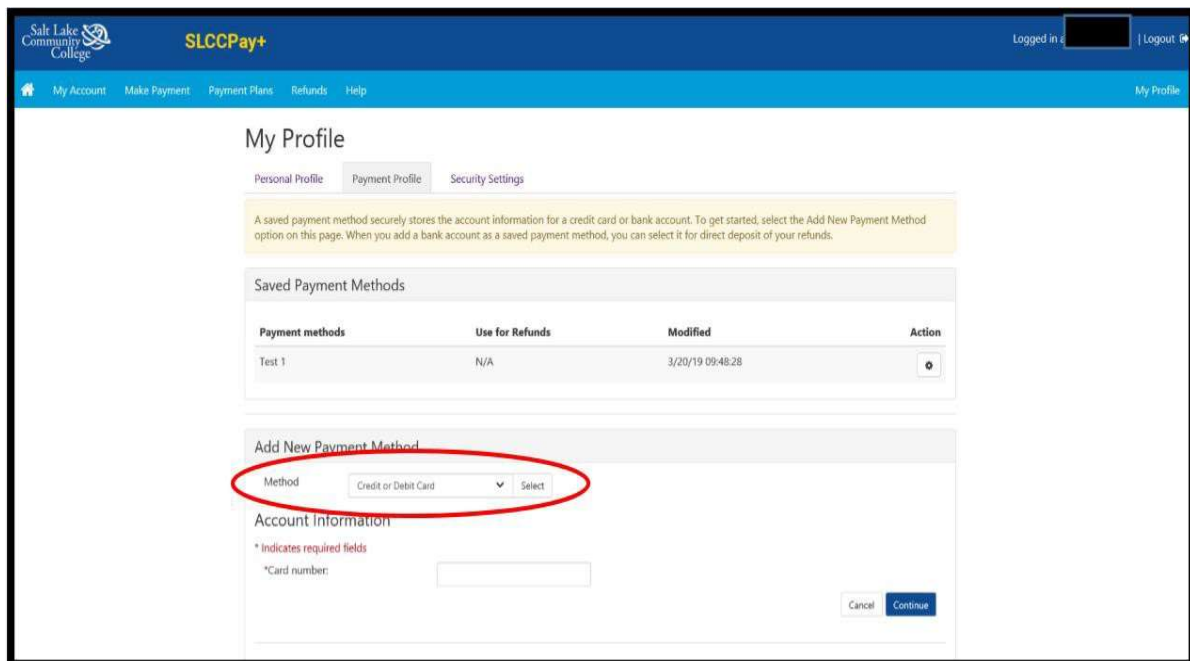
STEP ONE: Add and Save a New Payment Method in SLCCPay+

1. Click **Payment Profile**.

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.

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

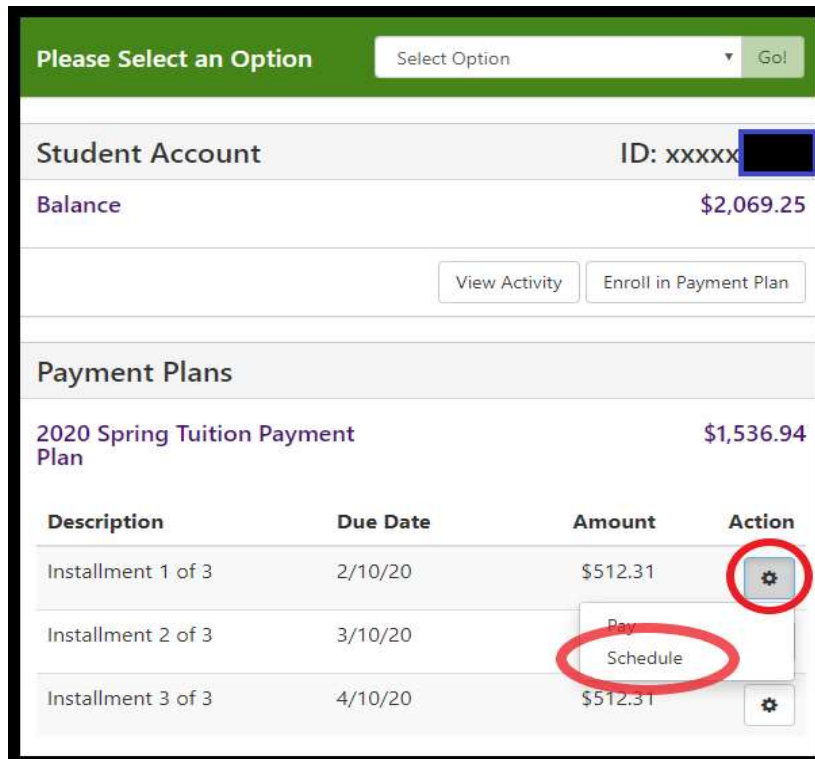4. Once all the information is entered, click **Continue** to save the method.

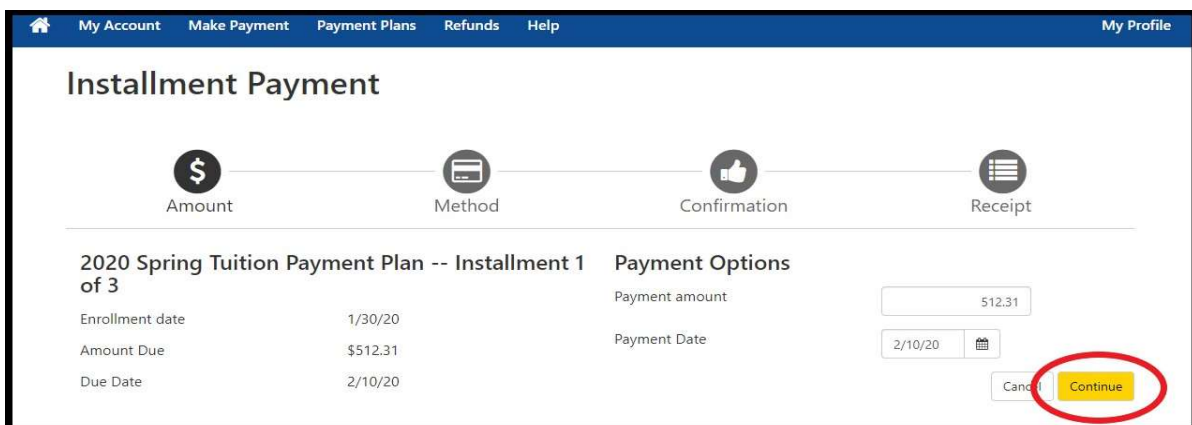5. Once you've finished, click the Home button shaped like a house to go back to your main menu.

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.

1. 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

2. 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**.

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.

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.