eAccount Management link within MyWITC

Scrolling down within the **Payment Plans** tab navigation will show the student when their payment plan installments are due, how much the installments are and also the due dates of the installments.

Click on the **Payments** tab. This panel will also show the students any pending payments they have set up for auto withdraw and the payment dates of these scheduled payments. Note that “processing” in the payment date field means the payment is in the process of being withdrawn today. (Current date)
Students also have the option to schedule or change any of their payment plan installments or cancel any scheduled pending payments from this panel. (There are two navigations to change a scheduled payment method, see below.)

**Change Scheduled Payment Method:**

There are two ways to update a scheduled payment method to reflect a different account.

**Option 1** - If the new payment profile already exists the student may click the **Edit** button for the **Payment Scheduled**.
Select new **Payment Method** from the drop-down and click on **Save**.
Option 2 – To change scheduled payment method –

- Navigate to My Account, Payment Methods to view Saved Payment Methods. If Payment Methods do not already exist, click on Add New Payment Method.
- DO NOT delete old payment method until new payment method has been linked to payment plan withdraw method.

Click on Add New Payment Method
Select Payment Method from the drop-down
Click on Select
Enter payment information
Click Continue

Note: Card Number encrypts after saving new payment method.
Your card information has been saved.

Message will display “Your card information has been saved”
After new payment method has been saved –

- Click on **Payments** tab
- Under **Pending Payments**, click on **Edit** for the row that needs to be changed

- For **Payment Method**, make a selection from the drop-down menu
- Click **Save**
A confirmation will display that the scheduled payment has been updated.