

Changing Payment Methods in the NSU Payment Plan

Below you will find the steps to change the saved payment method you chose for the payment plan.

- Changes to your payment method must be completed at least **48 hours before the payment due date**.
- Before you can change your payment method in the payment plan, you will need to add a **new** payment method in your Payment Profile.

The screenshot shows the NSU Student Account Center interface. The top navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', and 'Help'. The main content area is divided into several sections:

- Announcement:** A welcome message from the Office of the University Bursar regarding the Winter 2020 NSU Payment Plan enrollment, which closes on Friday, February 28, 2020. It lists steps: Complete your registration, Finalize financial aid requirements, Make the final payment on any prior account balance, and Review payment plan details.
- I would like to pay...:** A dropdown menu with 'Select Option' and a 'Go!' button.
- View Account: Mako Finley:** Shows a balance of \$2,592.67 and a 'View Activity' button.
- Payment Plans:** Shows 'Winter 2020: Enroll by 01/15/2020' with a balance of \$2,592.67 and 'Balance Not Included in Plan' of \$0.00.
- Scheduled Payments:** A table with columns: Description, Payer, Date, Method, Status, Amount, and Action.
- My Profile Setup:** A sidebar menu with options: Authorized Users, Personal Profile, **Payment Profile** (highlighted with a red box), Security Settings, and Auto Bill Pay.
- Term Balances:** Shows 'Winter 2020' covered by the plan.

Description	Payer	Date	Method	Status	Amount	Action
Winter 2020: Enroll by 01/15 -- Installment 2 of 3	Mako Finley	3/16/20	Credit Card 1	Scheduled	\$1,296.34	
Winter 2020: Enroll by 01/15 -- Installment 3 of 3	Mako Finley	4/15/20	Credit Card 1	Scheduled	\$1,296.33	

After logging into your NSU Ebill account, this will be the view from the home page if you are enrolled in a payment plan.

To add a new payment method, follow the steps below.

Step 1: On the right-hand side, Click "Payment Profile".

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.

Saved Payment Methods

Payment methods	Modified	Action
Credit Card 1	2/19/20 15:04:59	

Add New Payment Method

Method

- Select Method
- Electronic Check (checking)
- Credit or Debit Card**

Electronic Check - Payments can be made from a personal checking account.

Debit and Credit Card - We accept the following credit and debit cards.



My Profile

Personal Profile **Payment Profile** Security Settings

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Saved Payment Methods

Payment methods	Modified	Action
Credit Card 1	2/19/20 15:04:59	

Add New Payment Method

Method

Account Information

* Indicates required fields

*Card number:

Step 2: Under Add New Payment Method, select the arrow down next to “Select Method” and select your preferred payment method.

The two options are:

- Electronic Check (checking)
- Credit or Debit Card

Note: All saved payment methods will be displayed on this page.

Step 3: Once Payment Method is selected, enter your card or check information and Click “Continue”.

Add New Payment Method

Method

Account Information

*** Indicates required fields**

*Card account number:

*Name on card:

*Card expiration date:

*Card Verification Value:
(View example)

Cardholder Billing Information

*Country:

*Billing address:

Billing address line two:

*City:

*State:

* Postal Code:

*Save payment method as:
(example My CreditCard)

Step 4: Enter all the information requested and click “Continue”.

Note: When naming the new payment method, make sure you will be able to distinguish the new method from your prior saved payment method.

My Account Make Payment **Payment Plans** Help

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.

Saved Payment Methods

Payment methods	Modified	Action
Credit Card 2	2/25/20 15:07:40	
Credit Card 1	2/19/20 15:04:59	

Step 5: Click the “Payment Plans” tab to proceed to your payment plan information.

Your new payment method will now appear under Saved Payment Methods.

Winter 2020: Enroll by 01/15/2020

Plan name	Winter 2020: Enroll by 01/15/2020	Setup fee	\$75.00
Enrolled by	Mako Finely	Down payment	\$947.25
Enrollment date	1/14/20	Payoff amount	\$2,592.67
Term	Winter 2020		

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

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Winter 2020: Enroll by 01/15/2020 -- Installment 1 of 3	2/17/20	Paid		2/17/20	Credit Card 1	\$0.00	
Winter 2020: Enroll by 01/15 -- Installment 2 of 3	3/16/20	Scheduled		3/16/20	Credit Card 1	\$1,296.34	
Winter 2020: Enroll by 01/15 -- Installment 3 of 3	4/15/20	Scheduled		4/15/20	Credit Card 1	\$1,296.33	

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

Step 6: Click “Update all methods” to change the payment method originally selected for future payment plan installments.

Update Payment Method



Description	Payment Date	Amount Due
Winter 2020: Enroll by 01/15 -- Installment 2 of 3	3/16/20	\$1,296.34
Winter 2020: Enroll by 01/15 -- Installment 3 of 3	4/15/20	\$1,296.33

Select Method

Credit Card 1 ▼

Credit Card 1

Credit Card 2

Cancel

Step 7: Select the new payment method you saved and click "Continue".

Winter 2020: Enroll by 01/15/2020

Plan name	Winter 2020: Enroll by 01/15/2020	Setup fee	\$75.00
Enrolled by	Mako Finely	Down payment	\$947.25
Enrollment date	1/14/20	Payoff amount	\$2,592.67
Term	Winter 2020		

View Agreement

Pay off Plan

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Winter 2020: Enroll by 01/15/2020 -- Installment 1 of 3	2/17/20	Paid		2/17/20	Credit Card 1	\$0.00	
Winter 2020: Enroll by 01/15 -- Installment 2 of 3	3/16/20	Scheduled		3/16/20	Credit Card 2	\$1,296.34	
Winter 2020: Enroll by 01/15 -- Installment 3 of 3	4/15/20	Scheduled		4/15/20	Credit Card 2	\$1,296.33	

Update all methods

Pay Next Installment

You have just changed the payment method on your future payment plan installments.