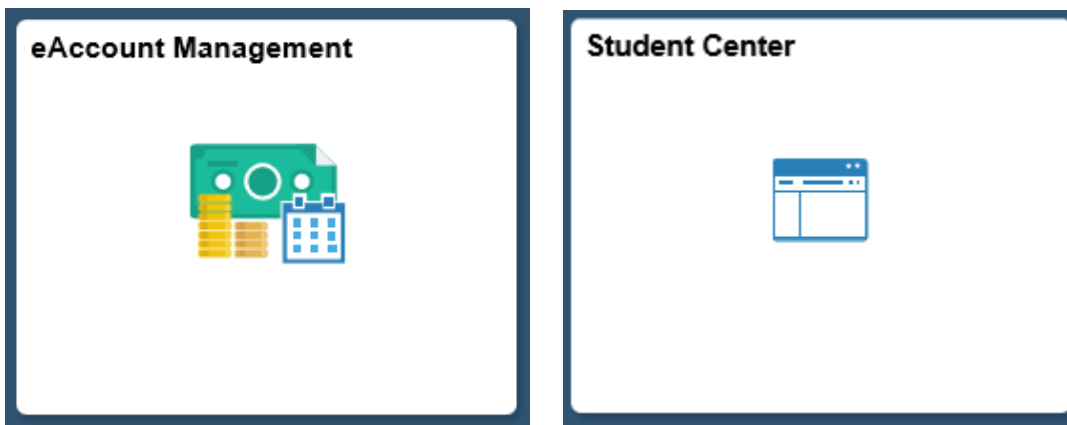


TouchNet Bill and Payment Student 7.0 13.5A – Changing a scheduled payment method for Payment Plans

1. Sign In to **MyWITC** at www.witc.edu/mywitc using your **Student ID** and **Password**



2. The **Student Homepage** will display, click on the **eAccount Management** tile or the **Student Center** tile and in the **Finances** section, click on **eAccount Management**.

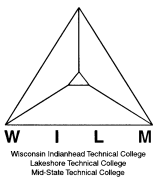


3. Student Center **Finances** section, **eAccount Management** link:



You will be redirected to WITC's eAccount Management secure website (make sure the pop-up blocker is turned off on your computers internet settings)

4. Log into **WITC eAccount Management** (use your same **Student ID** and **Password** as **MyWITC**)



TouchNet Bill and Payment Student 7.0 13.5A – Changing a scheduled payment method for Payment Plans

WITC eAccount Management

WITC Student eAccount Management Login

WITC Authorized User eAccount Management Login

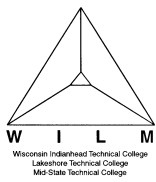
Welcome to WITC eAccount Management!

1. How to assign an account for electronic refunds [Direct Deposits / Refunds](#)
2. How to View an eBill Statements [Student Account/eBill](#)
3. How to sign up for a payment plan [Payment Plans](#)
4. How to assign an authorized user [Payment Plans](#)
5. How to schedule a future payment [Payment Plans](#)
6. How to Add, Edit or Delete a Payment Method [Payment Plans](#)
7. How to change your auto withdraw payment method [Payment Plans](#)
8. How to view your 1098-T [Educational Tax Benefits-1098-T](#)
9. Sign up for Text message notifications using MyProfile then Notificaitons
10. Complete your payment profile using the MyProfile Setup

5. Once logged in you will see options along the top of your screen to enroll in a payment plan and manage all of your WITC eAccount information. Click on **Payment Plans** on the toolbar.



6. Within **Payment Plans**, this will show the student the date their payment plan installments are due and the amount due for each installment.



TouchNet Bill and Payment Student 7.0

13.5A – Changing a scheduled payment method for Payment Plans

Payment Plans

Available Payment Plans

There are no active plans available at this time.

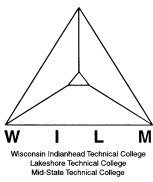
Currently Enrolled Plans

You are currently enrolled in this payment plan. To pay an installment or other partial plan amount, please go to [Payments](#).



Plan Name:	Fall 2017 3 Install \$600 or more prior to 10/10/17 View Agreement						
Enrolled by:	TestF ITC						
Term:	Fall 2017						
Enrollment date:	6/2/17						
Payoff amount:	\$700.00 Pay off Plan						
Installment	Amount Due	Due Date	Status	Payer	Payment date	Payment method	Action
						Update All Methods	
Fall 2017 3 Install \$600 or -- Installment 1 of 3	200.00	9/11/17	Scheduled	TestF ITC	9/11/17	Test Savings New	Edit Delete
Fall 2017 3 Install \$600 or -- Installment 2 of 3	250.00	10/11/17	Scheduled	TestF ITC	10/11/17	Test Savings New	Edit Delete
Fall 2017 3 Install \$600 or -- Installment 3 of 3	250.00	11/9/17	Scheduled	TestF ITC	11/9/17	Test Savings New	Edit Delete
<input type="button" value="Pay Next Installment"/>							

7. Click on the **Payments** link (see screen above). This page will show the student 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).



TouchNet Bill and Payment Student 7.0

13.5A – Changing a scheduled payment method for Payment Plans

Account Payment

Current Account Status	
Student Accounts	
Balance:	\$700.00
<hr/>	
Payment Plans	
Fall 2017 3 Install \$600 or more prior to 10/10/17	\$700.00
<hr/>	
Other Charges	
Not Included in Plan:	\$0.00

[Make a Payment](#)

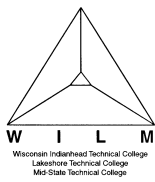
[View Account Activity](#)

Pending Payments

The payments listed on this page will be automatically completed on the dates shown.

Payment Description	Payer	Payment date:	Amount(\$)	Action
Fall 2017 3 Install \$600 or -- Installment 1 of 3	TestF ITC	9/11/17	200.00	Edit Delete
Fall 2017 3 Install \$600 or -- Installment 2 of 3	TestF ITC	10/11/17	250.00	Edit Delete
Fall 2017 3 Install \$600 or -- Installment 3 of 3	TestF ITC	11/9/17	250.00	Edit Delete

8. Students also have the option to schedule or change any of their payment plan installments or cancel any scheduled pending payments from this page. (There are two navigations to change a scheduled payment method, see below.)
9. **To Change Scheduled Payment Method:**
10. There are two ways to update a scheduled payment method to reflect a different account. Below, see **Option 1** (payment method already exists) or **Option 2** (payment method does not exist). A **Saved Payment Method** needs to exist before you can **Edit** or **Update All Methods**.
11. **Option 1** - If the payment method you want to change to already exists, the student may select **Option 1A** or **Option 1B** below.
 - **Option 1A** - Click on the **Edit** link for any of the **Payments Scheduled**.



TouchNet Bill and Payment Student 7.0

13.5A – Changing a scheduled payment method for Payment Plans

Installment	Amount Due	Due Date	Status	Payer	Payment date	Payment method Update All Methods	Action
Fall 2017 3 Install \$600 or -- Installment 1 of 3	200.00	9/11/17	Scheduled	TestF ITC	9/11/17	Test Savings New	Edit Delete
Fall 2017 3 Install \$600 or -- Installment 2 of 3	250.00	10/11/17	Scheduled	TestF ITC	10/11/17	Test Savings New	Edit Delete
Fall 2017 3 Install \$600 or -- Installment 3 of 3	250.00	11/9/17	Scheduled	TestF ITC	11/9/17	Test Savings New	Edit Delete

- Select new **Payment Method** from the drop-down and click on **Save**. This will only edit the installment for the row that that you clicked on. Repeat this process for each scheduled payment.

Edit Scheduled Payment

Available Payment Plans


Please note that this scheduled payment is part of the Fall 2017 3 Install \$600 or more prior to 10/10/17. To avoid late fees, please pay in full by the due date indicated below.

Edit Scheduled Payment for Student Accounts (99993338)

If you need to create a new payment method, please visit the [Payment Methods](#) page .

Term for payment: Fall 2017

Payment amount: \$200.00

Payment method: 


Memo: Fall 2017 3 Install \$600 or -- Installment 1 of 3

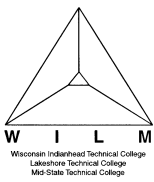
Payment date:

My CreditCard Primary

Test Checking

Test Savings New





TouchNet Bill and Payment Student 7.0

13.5A – Changing a scheduled payment method for Payment Plans

- **Option 1B** - Click on the **Update All Methods** link. This will update the payment method for all scheduled installments on the payment plan.

Installment	Amount Due	Due Date	Status	Payer	Payment date	Payment method	Action
Fall 2017 3 Install \$600 or -- Installment 1 of 3	200.00	9/11/17	Scheduled	TestF ITC	9/11/17	Test Savings New	Edit Delete
Fall 2017 3 Install \$600 or -- Installment 2 of 3	250.00	10/11/17	Scheduled	TestF ITC	10/11/17	Test Savings New	Edit Delete
Fall 2017 3 Install \$600 or -- Installment 3 of 3	250.00	11/9/17	Scheduled	TestF ITC	11/9/17	Test Savings New	Edit Delete

- Select new **Payment Method** from the drop-down
- Click on **Save**

Update Scheduled Installment Payment Methods ×

Edit payment method for the following scheduled installments:

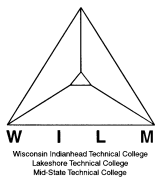
Description	Payment date	Amount Due
Fall 2017 3 Install \$600 or -- Installment 1 of 3	9/11/17	200.0
Fall 2017 3 Install \$600 or -- Installment 2 of 3	10/11/17	250.0
Fall 2017 3 Install \$600 or -- Installment 3 of 3	11/9/17	250.0

Select Payment Method:

Test Savings Primary

Save

Cancel



TouchNet Bill and Payment Student 7.0 13.5A – Changing a scheduled payment method for Payment Plans

12. **Option 2** – To change a scheduled payment if the payment method does not exist

NOTE: In Saved Payment Methods, DO NOT DELETE old payment method until the new saved payment method has been added to the scheduled payment plan installment(s) withdraw method.

- Navigate to **My Profile, My Payment Profile** to view **Saved Payment Methods**. If a payment method does not already exist, under **Add New Payment Method**, select a payment method from the drop-down box and click on Select.

My Profile

Personal Profile Notifications **Payment Profile**

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

My Payment Methods	Use for Refunds	Date Last Modified	Action
Test Savings New	No	6/5/17 10:53:21	Edit Delete
My CreditCard Primary	N/A	6/2/17 12:41:58	Edit Delete
Test Checking	No	6/5/17 11:52:42	Edit Delete

Add New Payment Method

Select Payment Method 

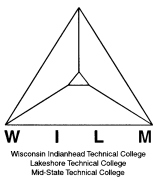

Select Payment Method
Electronic Check (checking/savings)
Credit or Debit Card

Electronic Check - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

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



- Enter **Account Information** and **Billing Information**
- Click **Continue**
- An **Agreement** will display. If you agree with the terms, click the **I Agree** box
- Click **Continue**



TouchNet Bill and Payment Student 7.0 13.5A – Changing a scheduled payment method for Payment Plans

Note:

Card Number encrypts
after saving new
payment method.

13. A confirmation message will display that your new payment method has been saved

My Profile

Personal Profile

Notifications

Payment Profile

Your new ACH payment method has been saved.



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

My Payment Methods	Use for Refunds	Date Last Modified	Action
Test Savings New	No	6/5/17 10:53:21	Edit Delete
My CreditCard Primary	N/A	6/2/17 12:41:58	Edit Delete
Test Checking	No	6/5/17 11:52:42	Edit Delete
Test Savings Primary	No	6/5/17 15:16:55	Edit Delete

14. After your new payment method has been saved, click on **Payment Plans** on the toolbar

15. Go back to Step #11 (payment method already exists) and follow the instructions for **Edit** or **Update All Methods**.