

Please follow the instructions below to add a new checking/savings account or credit/debit card to use for your installment payments.

1. Log into PAWS and access PantherPay
2. Click the **Payments** tab at the top
3. Click the **Edit** link next to the pending installment
4. Click the drop down box to the right of **Payment Method**

The screenshot shows the 'Account Payment' section of the PantherPay interface. At the top, there is a navigation bar with 'My Account', 'Payments', 'Payment Plans', 'eStatements', and 'eDeposits'. Below this, there are buttons for 'Account Payment' and 'Payment History'. The main content area is titled 'Account Payment' and contains several sections:

- Current Account Status:** A table showing the student account balance of \$767.26, a payment plan of \$717.26, and other charges of \$50.00.
- Make a Payment / View Account Activity:** Two green buttons.
- Payment Plan Installments:** A message stating 'You have no payment plan installments at this time.'
- Pending Payments:** A section with a note that payments will be automatically completed. Below this is a table with columns for Payment Description, Payer, Payment date, Amount (\$), and Action.

Payment Description	Payer	Payment date:	Amount(\$)	Action
Fall 2016 GSU Payment Plan -- Installment 2 of 2	Alejandro J. Ugarte	10/6/16	717.26	Edit

The screenshot shows the 'Edit Scheduled Payment' section of the PantherPay interface. It includes a navigation bar and buttons for 'Account Payment' and 'Payment History'. The main content area is titled 'Edit Scheduled Payment' and contains several sections:

- Available Payment Plans:** A note about the scheduled payment being part of the Fall 2016 GSU Payment Plan.
- Edit Scheduled Payment for Student Account (002079942):** A section with a note about creating a new payment method. Below this is a table with fields for Term for Payment, Payment Amount, Payment Method, and Payment date.
- Cancel:** A green button at the bottom.

Term for Payment:	Fall Semester 2016
Payment Amount:	\$717.26
Payment Method:	Payment via PayPath
Payment date:	10/6/16