


Changing a Payment Method

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

- Log into PAWS and click the "View/Pay Account" link, on the next page click the PantherPay button.
- Once in PantherPay, click the "**Payment Plans**" tab.
- Under the "Manage Plans" tab the payment plan details are listed.
- Under the "Action" column, click the wheel  beside each installment to edit the payment method.
- If you do not have a saved payment method to use for the installments, you'll see how to save a new payment method later in the instructions.



Payment Plans





Manage Plans Plan History

You are enrolled in a payment plan for the current term.

Fall 2020 Payment Plan


Plan name	Fall 2020 Payment Plan	Payoff amount	\$526.50
Enrolled by	[redacted]		
Enrollment date	10/14/20		
Term	Fall 2020		

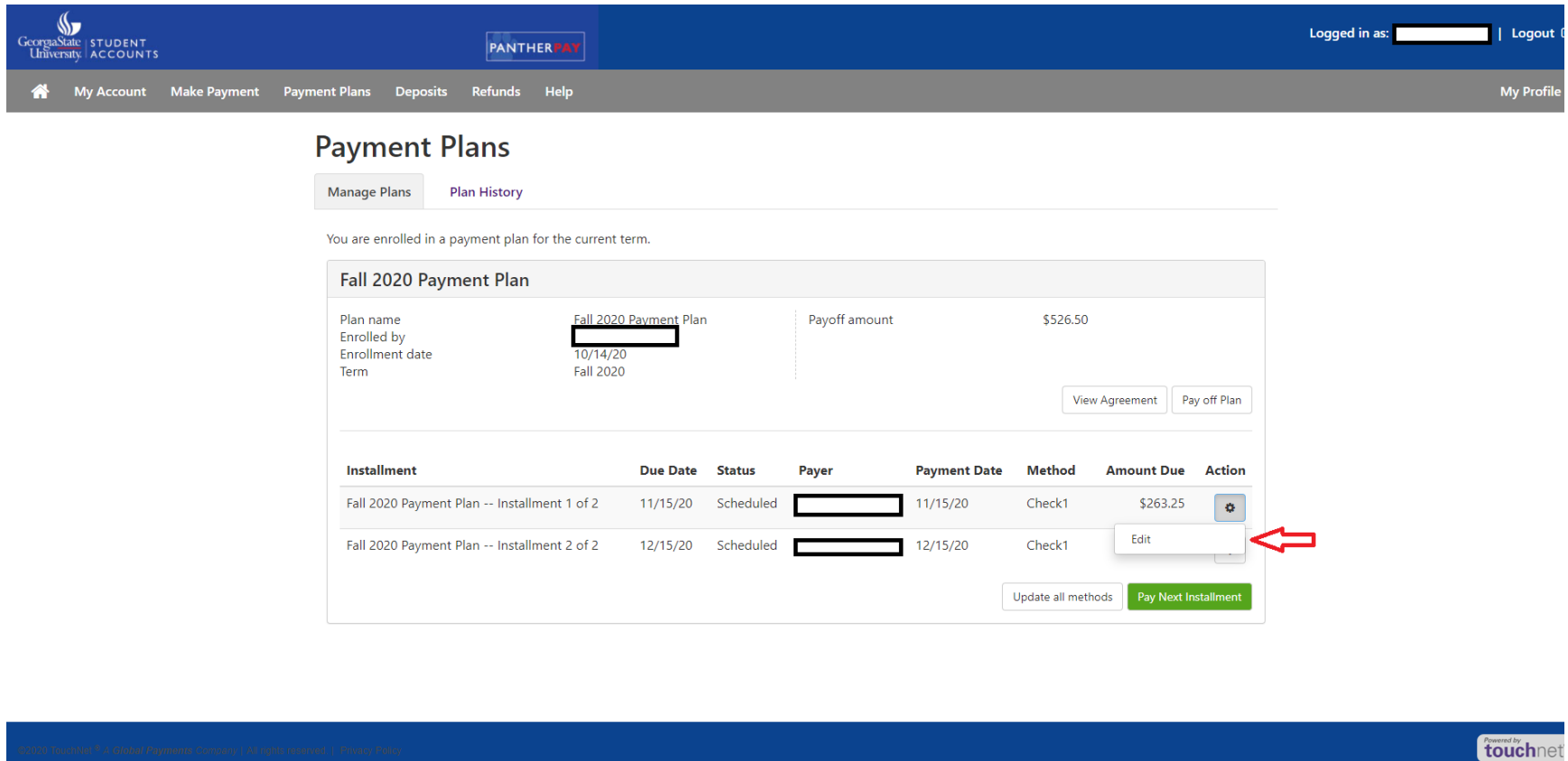
[View Agreement](#) [Pay off Plan](#)

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Fall 2020 Payment Plan -- Installment 1 of 2	11/15/20	Scheduled	[redacted]	11/15/20	Check1	\$263.25	
Fall 2020 Payment Plan -- Installment 2 of 2	12/15/20	Scheduled	[redacted]	12/15/20	Check1	\$263.25	

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



- After clicking the wheel  , select the “Edit” option to change your payment method on the installment:



Georgia State University STUDENT ACCOUNTS PANTHERPAY

Logged in as: [redacted] | Logout

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

Payment Plans


Manage Plans Plan History

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Fall 2020 Payment Plan

Plan name	Fall 2020 Payment Plan	Payoff amount	\$526.50
Enrolled by	[redacted]		
Enrollment date	10/14/20		
Term	Fall 2020		

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

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Fall 2020 Payment Plan -- Installment 1 of 2	11/15/20	Scheduled	[redacted]	11/15/20	Check1	\$263.25	
Fall 2020 Payment Plan -- Installment 2 of 2	12/15/20	Scheduled	[redacted]	12/15/20	Check1		Edit

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

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- **Note: You'll see the edit option after the plan has been established and payment methods previously set. If you want to use a payment method that hasn't been created, you'll need to visit the Payment Methods page to save a new payment method before changing and saving the new payment method.**

- On the Edit Scheduled Payment page, select the saved payment method you want to use by clicking the drop-down arrow. Make your selection and click **Save**:

Edit Scheduled Payment

Please note that this scheduled payment is part of the Fall 2020 Payment Plan. To avoid late fees, please pay in full by the due date indicated below.

Edit Scheduled Payment for Student Account [redacted]

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

Term for payment: Fall 2020

Payment amount: \$263.25

Method: ↩

Personal Note:

Payment Date:



↩

- If you need to create a new payment method, clicking the “Payment **Methods page**” option takes you to the section under “**My Profile**” then the “**Payment Profile**” tab to add a new payment method. Return to the “**Payment Plans**” tab to follow the above-mentioned steps to switch the previously scheduled installments to a new payment method:

My Profile

Personal Profile **Payment Profile** Security Settings

A saved payment method securely stores the account information for a 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			
Payment methods	Use for Refunds	Modified	Action
Check2	No	10/14/20 13:43:22	
Check1	No	10/14/20 13:45:50	

Add New Payment Method

Method

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