

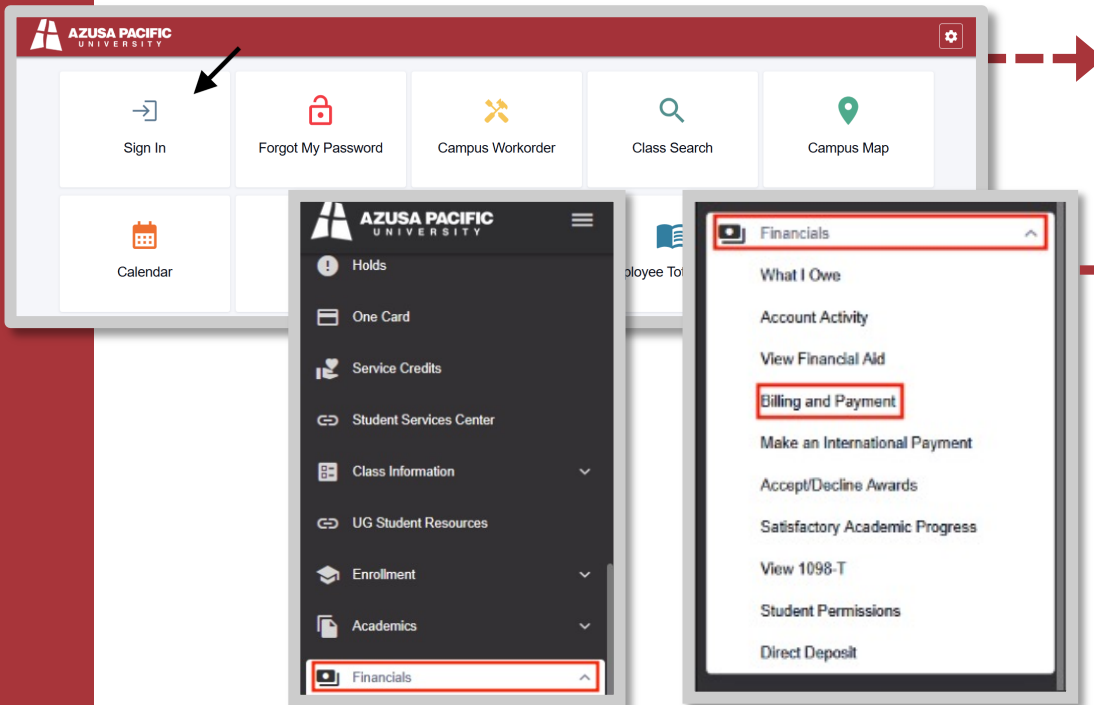


How to Change Payment Method for Payment Plan Automatic Deduction

The process for changing your method of payment for your next payment plan installment has two main processes. Once you are logged into your **PayMyTuition** account:

STEP ONE will have you add a new payment method if the one you want to use is not already saved on file.

STEP TWO will have you associate that payment method as your default payment method for current and future installment payments. Reminder: future installments indicate current semester installment payments **and** future semester installment payments.








✔ Sign in at: home.apu.edu

✔ Select 'Financials' and then 'Billing and Payment' from the left-hand navigation menu.



Step 1: Adding a New Payment Method

✓ Access the **PAYMENT CENTER**.

Enrolled Payment Plan						
Due Date YYYY-MM-DD	Description	Status	Amount	Payment	Assessed Fee	Action
15-04-2025	Setup Fee	PAID	\$ 35.00	\$ 35.00	\$ 0.00	
14-04-2025	Installment 1	PAID	\$ 400.37	\$ 400.37	\$ 0.00	
14-05-2025	Installment 2	SCHEDULED	\$ 467.03	\$ 0.00	\$ 0.00	
16-06-2025	Installment 3	SCHEDULED	\$ 467.03	\$ 0.00	\$ 0.00	
14-07-2025	Installment 4	SCHEDULED	\$ 467.07	\$ 0.00	\$ 0.00	

✓ Scroll to the bottom of the page to locate the **Enrolled Payment Plan** section.

✓ Click on the **Edit** icon for your next payment plan installment.

Payment Center Payment History

Scheduled Payment Details

Payment Details



Amount Payable \$ 467.03

Change Payment Method


You can add or change your payment method for your future installments.

Payment Options

Active Payment Options

☑ CC  

Add New Payment Method


ADD NEW 

☑ If you have a saved **Payment Option** available on your profile, you can view this option within the **Active Payment Options** section.

☑ To add a new payment option, access the **Add New Payment Method** section and click **ADD NEW**.

Add New Payment Method

Method

Select Method 

☑ Use the arrow in the **Method** to view available payment options.

☑ Select your preferred method to proceed.



ACH

Funding Account Zip Code

Bank Account Type

Checking

Email Address

Phone Number

YOUR NAME
YOUR STREET ADDRESS
YOUR CITY, STATE 12345

Pay to the order of \$

ROUTING NO. ACH ROUTING / TRANSFER NO.

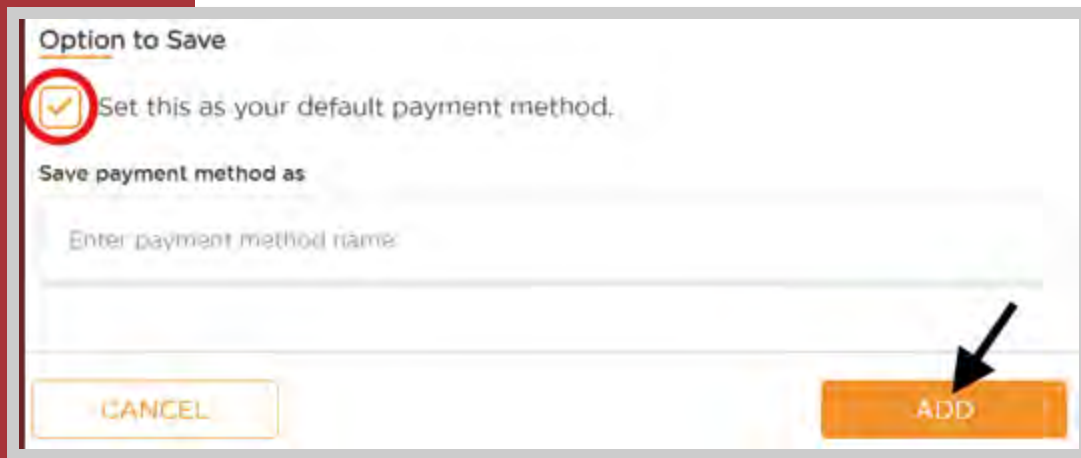
SUNTRUST

ACCOUNT NO.

CHECK NO.

061000104 4345678 0401

- ✓ If you select **ACH** as your **Payment Method**, you will need to provide your bank details in the pop-up window.



Option to Save

☒ Set this as your default payment method.

Save payment method as

Enter payment method name:

CANCEL ADD

- Step 2: Setting up Default Payment Method – ACH**
- ✓ Prior to clicking the **ADD** button, select the option to set this as your default payment method for future installment payments. A default payment method is required.
 - ✓ Please note that the default payment method will be used for any future installments in any future terms, not just the current semester.

CREDIT CARD:

Card Details

Name on Card
Enter Name on Card*

Card Number
Enter Card Number

Expiry (MM/YYYY)
Enter Expiry

CVV
Enter CVV

CANCEL ADD

- ✔ If you select credit card as your **Payment Method**, you will need to provide your credit card details in the pop-up window.

Step 2: Setting up Default Payment Method – Credit Card

Option to Save

☒ Set this as your default payment method.

Save payment method as
Enter payment method name

CANCEL ADD

- ✔ Prior to clicking the **ADD** button, select the option to set this as your default payment method for future installment payments.
- ✔ Please note that the default payment method will be used for any future installments in any future terms, not just the current semester.

Payment Options

Active Payment Options

Add New Payment Method

WDD WDW

Chase Credit Card

NEXT

- ✔ Prior to exiting the portal select your ACH account or credit card within the **Active Payment Options** to ensure this payment method is enabled for future installments.