

HOW TO DELETE A SAVED PAYMENT METHOD IN THE MY STUDENT ACCOUNT CENTER

To delete a Saved Payment Method that is not linked to an Auto Payment Plan or eRefund, simply click the 'Delete' button next to the Saved Payment Method.

To delete a Saved Payment Method that is linked to eRefund or an Auto Payment Plan, please follow the instructions below:

- Save a new payment method by clicking **ADD NEW** and input your bank information
- Click on the Auto Payment Plan Link

The screenshot displays the 'My Student Account Center' dashboard with several sections:

- Account Balance:** A table showing Account Balance (\$21,659.40), Account Credits (\$21,143.80), and Total Amount Due (\$515.60).
- Recent Payments:** A table showing two payments from 07/26/2019 for \$75.00 and \$515.60, each with a 'View' link. A 'View All' link is also present.
- eRefund:** A link to 'Click to enroll in eRefund'.
- Authorized Users & Parent PINs:** A section for managing users with an 'Add New' link and 'Edit/Delete' options for existing users.
- Payment Plans:** A list of links for various payment plans, including 'View your Fall 2019 Installment Payment Plan' and 'Enroll in a FALL 2019 COLLEGE of LAW Installment Payment Plan'.
- Scheduled Payments:** A section showing a 'Fall 2019 Semester Payment Plan' with a 'Cancel' link. A red arrow points to the 'Cancel' link.
- Saved Payment Methods:** A section for managing payment methods with an 'Add New' link. It includes a warning that the delete link will not appear if the method is designated for use by an upcoming automatic payment or eRefund deposit. It lists 'New card' and 'My c...' with 'Edit/Delete' links.
- Account Details:** A link to view account details.

- Enter the email address and click continue

The screenshot shows the 'My Student Account Center' with a form for entering and confirming an email address. The form includes:

- A navigation bar with links: Account Balance, Make Payment, Cart, Help, Sign Out, and a search bar.
- The title 'My Student Account Center'.
- A form with the following fields:
 - Email Address (required, indicated by a red asterisk)
 - Confirm email address (required, indicated by a red asterisk)
 - Additional email addresses
- Buttons: 'Cancel', 'Continue editing', and 'I'm done editing'.

- Read the Terms and Conditions, click on the **I agree to these terms** and click continue

Account Balance Make Payment Cart Help Sign Out Search

My Student Account Center

Based on your plan selections, you will be automatically charged the day each installment is due.

Terms and Conditions

Auto Pay Authorization

You authorize University of La Verne to initiate automatic payments from the checking or savings

☒ * I agree to these terms

Cancel Continue I'm done editing

- Click on **Use for Auto Payment** to link the new payment method and click continue

Account Balance Make Payment Cart Help Sign Out Search

My Student Account Center

Your current auto payment account:

Name	Type	Account No	Edit
My card	Visa	XXXXX	Edit

Your other saved accounts:

Name	Type	Account No	Delete	Edit
New card	Visa	XXXXX	Use for auto payment	Edit

Add a new account?

New Payment Methods

☐ Credit Card

☐ Electronic Check

Continue

Return to Your Account page

- Double check the information and click Submit Changes

Please confirm the information below and then submit your application for Fall 2019 Semester Payment Plan.

Fall 2019 Semester Payment Plan

Automatic Payment Date	Amount
08/26/2019	\$515.60
09/26/2019	\$515.60
10/26/2019	\$515.60
11/26/2019	\$515.60

This information is based on the data currently available. Future changes to the installment plan may result in changes to the amount that is automatically paid for each installment.

Payment Information

Cardholder Name:
 Credit Card Number:
 Expiration Date:
 Address:
 City:
 State/Province/Region:
 Zip/Postal Code:
 Country:
 Email Address:

[Cancel](#) [Submit Changes](#)

- On the next screen, double check the changes to make sure the correct payment method is linked to the Auto Payment Plan

Your current auto payment account:

Name	Type	Account No	Edit
New card	Visa	XXXXXXXXXXXXXX	Edit

Your other saved accounts:

Name	Type	Account No	Delete	Edit
My card	Visa	XXXXXXXXXXXXXX	Use for auto payment	Edit

Add a new account?

New Payment Methods

☐ Credit Card
☐ Electronic Check

[Continue](#)

[Return to Your Account page](#)

- Click on **Return to your Account Balance** page and review the saved payment methods-the **DELETE** button should be available to delete the old payment method

Account Balance
Make Payment
Cart
Help
Sign Out
Search

My Student Account Center

Account Balance

Account Balance	\$21,659.40
Account Credits	\$21,143.80
Total Amount Due	\$515.60

Recent Payments

View All

07/26/2019	\$75.00	View
07/26/2019	\$515.60	View

eRefund

Click to enroll in eRefund

Authorized Users & Parent PINs

Add New

You currently have the following Usernames set up.

C	Edit Delete
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Payment Plans

[View your Fall 2019 Installment Payment Plan.](#)
[Enroll in a FALL 2019 COLLEGE of LAW Installment Payment Plan.](#)
[Enroll in a Fall 2019 Sem. CLEAR Admin Credentials Payment Plan.](#)
[Enroll for Fall 2019 PA Program Payment Plan.](#)

Scheduled Payments

[Fall 2019 Semester Payment Plan](#)
Cancel

Next payment	Amount
8/26/2019	\$515.60

Saved Payment Methods

Add New

The delete link will not appear if the saved account is designated for use by an upcoming automatic payment or eRefund deposit.

New card	Edit
My card	Edit Delete

Account Details

Set up for Text Messaging