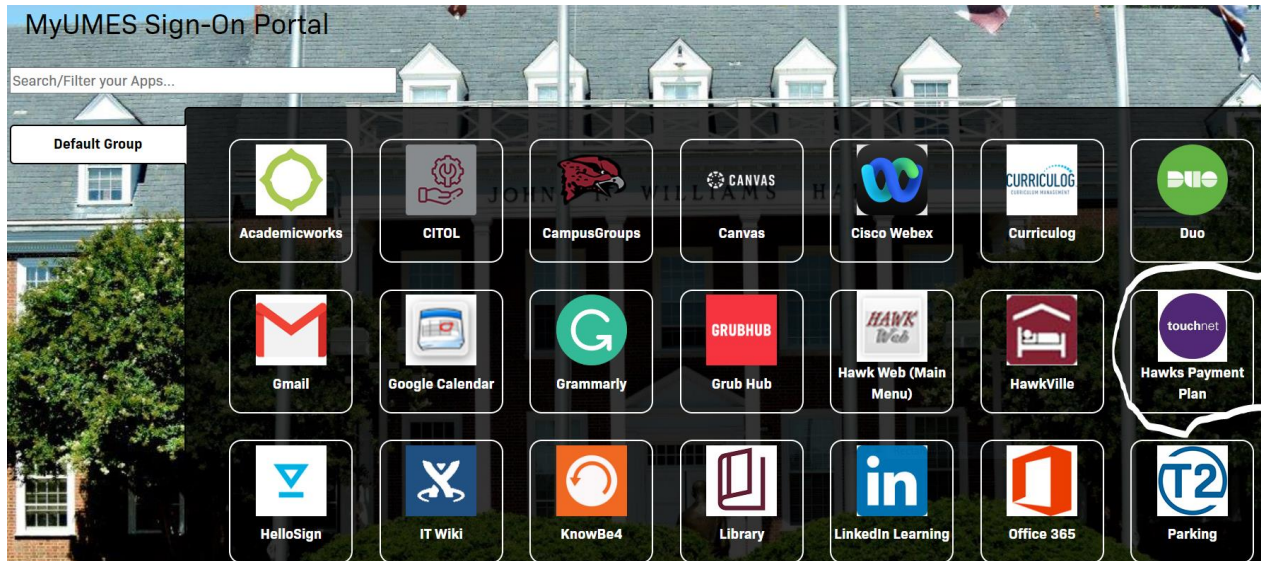


How to Change/Update the Saved Payment for Automatic Payment Plan Deductions

Students and Authorized Users are permitted to change or update their saved payment for automatic payment plan deductions 24 hours a day 7 days a week.

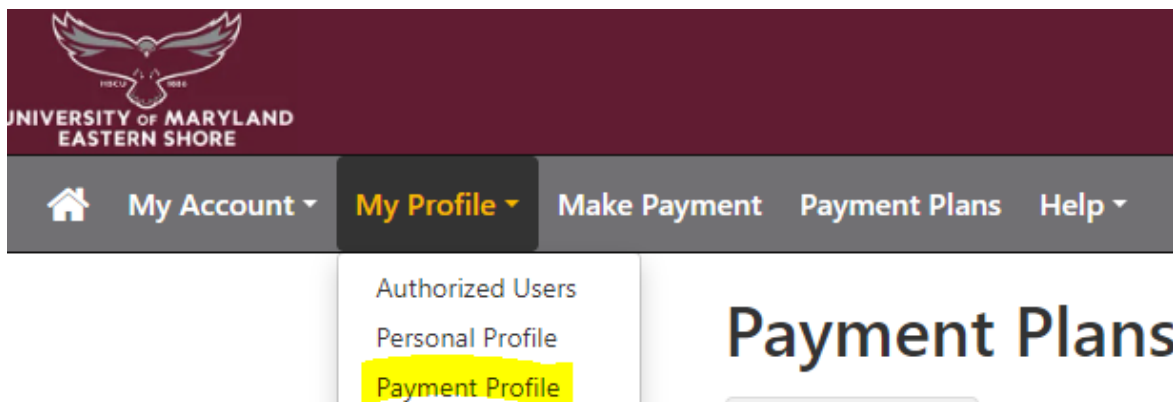
Checking/Savings Accounts must be set up under Payment Profile to add/update a checking/savings account after enrollment in the payment plan.

Select the TouchNet Hawks Payment Plan Tile – below circled in white, found on your MyUMES Sign-On Portal:



Click This Tile:

Go to the My profile tab and select Payment Profile:



Go to Add New Payment Method – drop down and select Electronic Check (checking/savings) and the select button:

Add New Payment Method

Method Electronic Check (checking/savings) Select

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

Please fill out the required fields, and make sure to name the bank account and check the box to set as preferred method and Continue:

Add New Payment Method

Method Electronic Check (checking/savings) Select

Account Information

*** Indicates required fields**

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type: Select account type

*Routing number: (Example) [Redacted]

*Bank account number: [Redacted]

*Confirm account number: [Redacted]

Billing Information

*Name on account: [Redacted]

*Billing address: [Redacted]

Billing address line two: [Redacted]

*City: [Redacted]

*State: Select State

*Postal Code: [Redacted]

*Save payment method as: (example My Checking) [Redacted]

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

Cancel Continue

Review the ACH Payment Agreement and Continue:

ACH Payment Agreement ✕

Name: ██████████

Address: ██████████
██████████

Depository: ██████████
██████████
(██████████)

Routing Number: ██████████

Account Number: {xxxxx██████}

This agreement is dated {07/11/2024 15:34:37 PM EDT}.

For fraud detection purposes, your internet address has been logged: {131.118.97.1} at {07/11/2024 15:34:37 PM EDT}

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: {studentaccounts@umes.edu}

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

You will be taken back to the Payment Profile and will see the account you saved and all other saved accounts. You can add more accounts by selecting Add New Payment Method and following the instructions.

[Personal Profile](#)

[Payment Profile](#)

Your new ACH payment method has been saved.

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.

Saved Payment Methods

Payment methods	Preferred	Modified	Action
My Checking		7/11/24 15:13:46	
test checking		7/11/24 15:39:39	

Add New Payment Method

Method

Select Method



Select

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

To Update or add a saved payment for automatic payment plan deductions, view your payment plan and select the **Update All Methods** button to update or add a saved payment for automatic payment plan deductions: You can select the saved Electronic Check or Credit Card via PayPath.

Fall 2024 - 5 Month Payment Plan

Plan name	Fall 2024 - 5 Month Payment Plan	Setup fee	\$35.00
Enrolled by	██████████	Payoff amount	\$517.00
Enrollment date	7/11/24		
Term	Fall 2024 (Current)		

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

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Fall 2024 - 5 Month Payment -- Installment 1 of 5	8/1/24	Scheduled	██████████	8/1/24	My Checking	\$103.40	
Fall 2024 - 5 Month Payment -- Installment 2 of 5	9/1/24	Scheduled	██████████	9/1/24	My Checking	\$103.40	
Fall 2024 - 5 Month Payment -- Installment 3 of 5	10/1/24	Scheduled	██████████	10/1/24	My Checking	\$103.40	
Fall 2024 - 5 Month Payment -- Installment 4 of 5	11/1/24	Scheduled	██████████	11/1/24	My Checking	\$103.40	
Fall 2024 - 5 Month Payment -- Installment 5 of 5	12/1/24	Scheduled	██████████	12/1/24	My Checking	\$103.40	

[Update All Methods](#) [Pay Next Installment](#)

Any questions about changing or adding a payment method, please contact student accounts at 410-651-6092 or 6093, option 7 or 8.