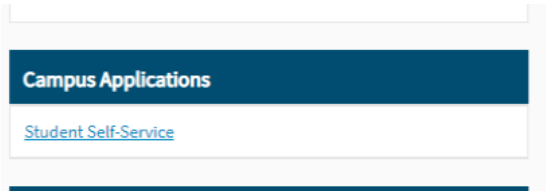
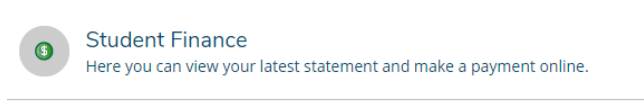


Updating Payment Information/Type

1. Log in via Cougar Den: User Name = First Part of CBC Email Password = CBC ID
2. Find “**Campus Applications**” in the Blue Box on the right hand column; click on “**Student Self Service**” (see below)



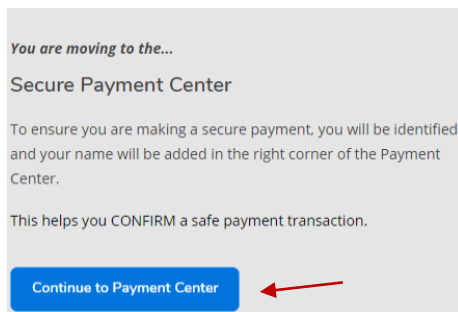
3. Click **Student Finance**



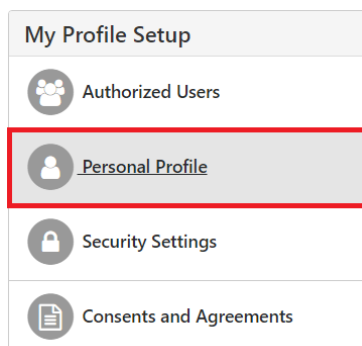
4. Click **Make a Payment**



5. Click **Continue to Payment Center**



6. “**Personal Profile**”, then select Payment Profile



- On this screen you will see your current payment option, if you have one setup. Select the drop down menu to add a new payment method via credit/debit card or electronic check (checking/savings account)

Add New Payment Method

Method

Electronic Check (checking/savings)

- When you have successfully added the new payment method, you will select settings and change the correct method to “Preferred”

- Go back to the home screen and click on the current balance under “Payment Plans”

Payment Plans

Fall 2021 Plan C \$464.41

Balance Not Included in Plan \$0.00

- Click settings and select “Edit”

Fall 2021 Plan C

Plan name Fall 2021 Plan C Setup fee
Enrolled by Down payment
Enrollment date Payoff amount
Term

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Fall 2021 Plan C -- Installment 1 of 3	9/19/21	Scheduled					<input type="button" value="⚙"/>
Fall 2021 Plan C -- Installment 2 of 3	10/19/21	Schedule					<input style="border: 1px solid red;" type="button" value="⚙"/>
Fall 2021 Plan C -- Installment 3 of 3	11/19/21	Scheduled					<input type="button" value="Edit"/>

- Select the new payment method and click “save”

Edit Scheduled Payment for Student Account ()

Adding or updating payment methods is not available in emulate student mode.

Term for payment: FALL 2021

Payment amount:

Late fee:

Method:

Personal Note:

Payment Date:

12. You will be redirected to the screen below. Select “Update all methods”
This will update the remaining payments on your Installment Plan.

Fall 2021 Plan C

Plan name	Fall 2021 Plan C	Setup fee
Enrolled by		Down payment
Enrollment date		Payoff amount
Term		

[View Agreement](#)

[Pay off Plan](#)

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Fall 2021 Plan C -- Installment 1 of 3	9/19/21	Scheduled					
Fall 2021 Plan C -- Installment 2 of 3	10/19/21	Scheduled					
Fall 2021 Plan C -- Installment 3 of 3	11/19/21	Scheduled					

[Update all methods](#)

[Pay Next Installment](#)