

INSTRUCTIONS TO ADJUST YOUR UPAY PAYMENT PLAN

Once you have logged on to QuikPAY, select Payment Plan from the left hand menu. Click on Agreement ID to see details for your Fall 2020 payment plan as shown below.

1. To adjust your UPay Payment Plan, please click on the Balance Management option listed next to the Original Estimated Balance.

UPay Fall 2020

Agreement ID: 10420

Created on: Jul 13, 2020 at 4:10 PM EDT

Account: payment plan

Original Estimated Balance: \$14,000.00

Remaining Payment Plan Balance: \$7,200.00

Date	Payment Amount	Service Fee Amount	Status	Confirmation #
Jul 14, 2020 (Tue)	\$1,000.00	\$40.00	PROCESSED	500100918
Aug 14, 2020 (Thu)	\$1,000.00	\$40.00	SCHEDULED	500100919
Sep 14, 2020 (Mon)	\$1,000.00	\$40.00	SCHEDULED	500100920
Oct 14, 2020 (Wed)	\$1,000.00	\$40.00	SCHEDULED	500100921
Nov 14, 2020 (Mon)	\$1,000.00	\$40.00	SCHEDULED	500100922

2. Select the appropriate option for adjustment.

Balance Management

Adjust Balance

Warning: Making an adjustment to your payment plan balance will affect the amount of the service fee that is assessed. The service fee is calculated based on 2.70% of your payment amount.

Increase your Estimated Balance by the amount you enter below

Decrease your Estimated Balance by the amount you enter below

Amount:

Buttons: Continue, Cancel

3. Enter the amount to adjust the Upay Payment Plan and click confirm.

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