How to change your payment method for your accommodation fees?

To change your payment details, use the following link and complete all fields

https://www.payments.ed.ac.uk/accommodation

Please allow at least 10 working days before your next due instalment to allow the changes to take place.

Step 1

- Please enter your student ID using only numerical characters
  For example: 1600000

- Please tick to accept the Terms & Conditions and click on continue

Step 2

- Tick the accommodation box & your chosen method of payment then click on continue

⚠️ Please note by updating your new method of payment, you will still be required to make a manual payment if you missed a payment.
How to change your payment method for your accommodation fees?

**Step 3**

**Installment Payments**

**Select Installment Options for Direct Debit - Accommodation**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Plan Description</th>
<th>Total Value</th>
<th>Instalment Plan Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD - Accommodation</td>
<td>n/a</td>
<td></td>
<td>Bank Mandate: Payment dates and amounts will be specified by University of Edinburgh, and sent to you in due course.</td>
</tr>
</tbody>
</table>

Please check the items below and click 'Continue' to proceed

**Payer Details**

Student/Customer/Employee ID Exclude S prefix 11111111

Description of item(s) to pay

Accommodation (Bank Mandate: Payment dates and amounts will be specified by University of Edinburgh, and sent to you in due course.)

Please click on Continue to proceed

Complete all fields and then click on continue

Please click Back to return to the previous page.
How to change your payment method for your accommodation fees?

**Step 4**

![Image of Instalment Payments form]

Complete all fields and then click on continue.

**Step 5**

You will be provided with a screen confirming the details you have entered – please review them carefully.

![Image of The Direct Debit Guarantee]

If the details are correct, click on confirm details.

To complete the process, click on pay now (no payment will be taken from your account until your next payment date, if you have missed a payment you will still be required to make a manual payment.

To make an online payment go to:

https://www.payments.ed.ac.uk/accommodation