How to change your payment method for your accommodation fees?

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

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

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

**Step 1**

**Payer Details**

- Student/Customer/Employee ID
- Exclude S prefix *
- First Name *
- Last Name *
- Account Holder’s Relationship *

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

**Terms & Conditions**

Please tick the following box to confirm that you have read and accept the University’s Terms and Conditions

I accept the Terms and Conditions *

To proceed click Continue

**Step 2**

**Payment Options**

- Accommodation
- UOE Car Parking Permits
- UOE Centre for Sport and Exercise – Membership
- Commercial Sales
- Arcadia
- Student Tuition Fees
- Commercial Property Rental

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

To proceed click 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**

**Instalment Payments**

**Select Instalment 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>

**Payer Details**

Student/Company/Employee ID: Exclude S prefix: 1111111

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 here to continue**

Complete all fields and then click on continue.

**Direct Debit Questions**

Please ensure the answers to the following are correct:

- Is this a UK Bank / Building Society Account and are you the Account Holder? [Yes/No]
- Does this account require more than one signature? [Yes/No]

* indicates a required field.

**Please click on Continue to proceed**

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

**Step 4**

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

**Step 5**

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](https://www.payments.ed.ac.uk/accommodation)