

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

\* indicates a required field

**Payer Details**

Student/Customer/Employee ID Exclude S prefix \*

First Name \*

Last Name \*

Account Holder's Relationship \*

Please select...

**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 Continue

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

**Payment Options**

VISA VISA DEBIT Mastercard American Express DIRECT DEBIT

Description *	Total Amount (GBP) *	Credit/Debit Card Instalments	Direct Debit
<input type="checkbox"/> Accommodation		<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> UOE Car Parking Permits			<input type="radio"/>
<input type="checkbox"/> UOE Centre for Sport and Exercise - Membership			<input type="radio"/>
<input type="checkbox"/> Commercial Sales			<input type="radio"/>
<input type="checkbox"/> Arcadia			<input type="radio"/>
<input type="checkbox"/> Student Tuition Fees			<input type="radio"/>
<input type="checkbox"/> Commercial Property Rental			<input type="radio"/>

To proceed click Continue Continue

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

Plan	Plan Description	Total Value	Instalment Plan Details
<input checked="" type="radio"/>	Accommodation	n/a	Blank Mandate. Payment dates and amounts will be specified by University of Edinburgh, and sent to you in due course.

Please click here to continue Continue

Click on continue

### Step 3

Complete the card details form and billing address fields then click on continue

**Enter Credit / Debit Card Details**

Card Type\*  VISA  VISA Debit  Mastercard  American Express  Discover

Card Holder Name\*

Card Number\*

Card Security Code\*

Expiry Date (MM/YY)\*

Start Date (MM/YY)

**Billing Address**

Your billing address is the address where you are receiving the statements for your credit / debit card.

Country\*

Postcode\*

House / Flat No.

### Step 4

Description of item(s) to pay	Total Cost
Accommodation Blank Mandate. Payment dates and amounts will be specified by University of Edinburgh, and sent to you in due course.	

**Payment Information** Edit details

**Credit/Debit Card**  
Name on Card: S. Grozier  
Last 4 Digits of Card Number: 4838  
Card Type:

**Billing Address**  
EH4 7SL  
UNITED KINGDOM

Email confirmation will be sent to: [souvina.grozier@ed.ac.uk](mailto:souvina.grozier@ed.ac.uk)

**3D-Secure Information**

Verified by To increase the security of Internet transactions Visa and MasterCard have introduced 3D-Secure (like an online version of Chip and PIN).  
Depending on the card you have chosen to use and the retailer from whom you are purchasing, when you click "Pay Now" you may be asked by your card issuer for further authentication.

Pay Now

Confirm the change by clicking on 'Pay Now'

Please note a token payment of £1 will be taken to test the card and will be refunded on the same day back to your card.

You will still be required to make a manual payment if you missed a payment.

To make an online payment go to:  
<http://bit.ly/ACEONLINEPAYMENT>