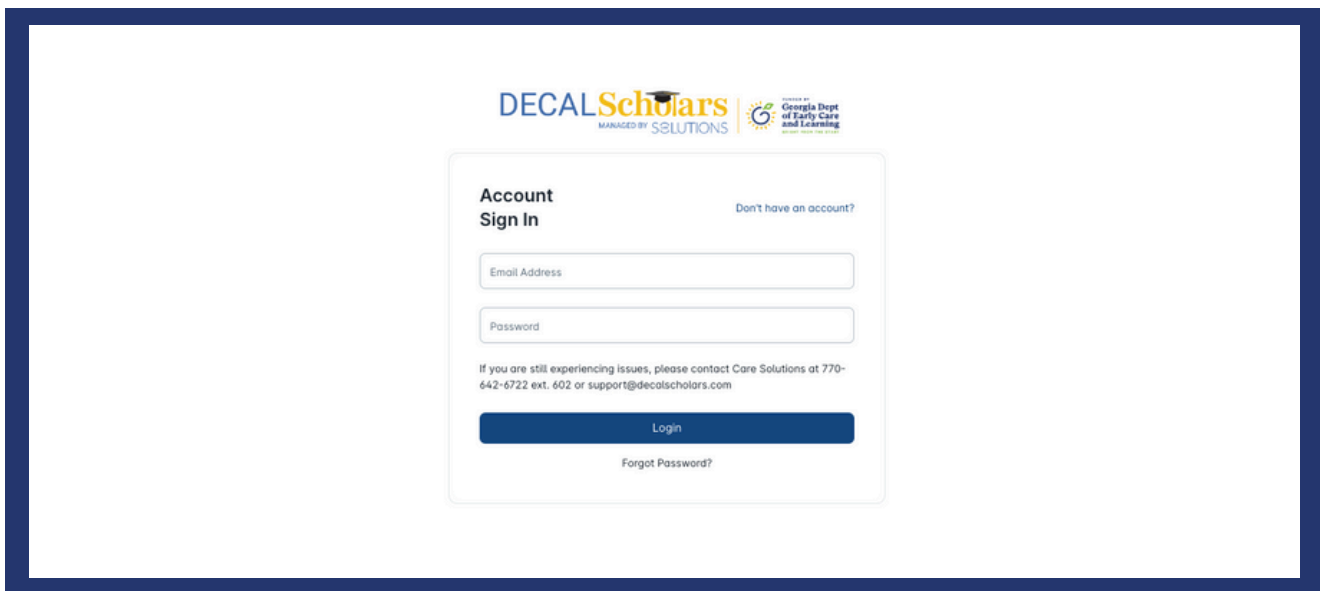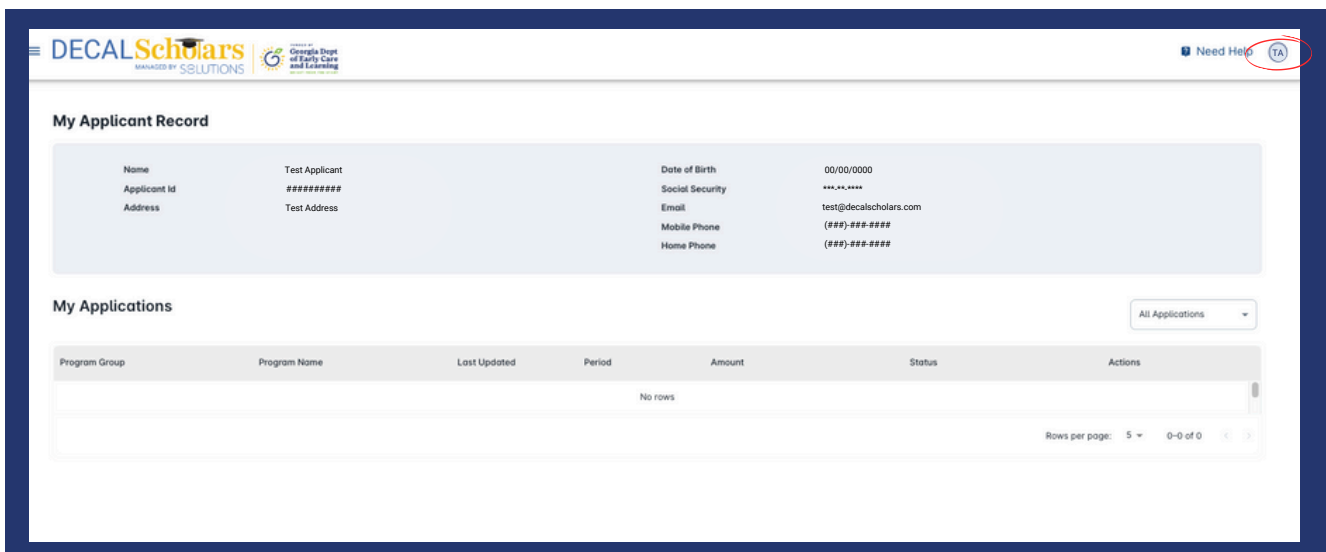# Change Your Payment Type

This document will guide you through changing your payment type in the DECAL Scholars system. There are two payment types available: direct deposit (ACH) or check.

**1** To begin, visit decalscholars.com and log in to your account. A guide to creating your account can be found here.
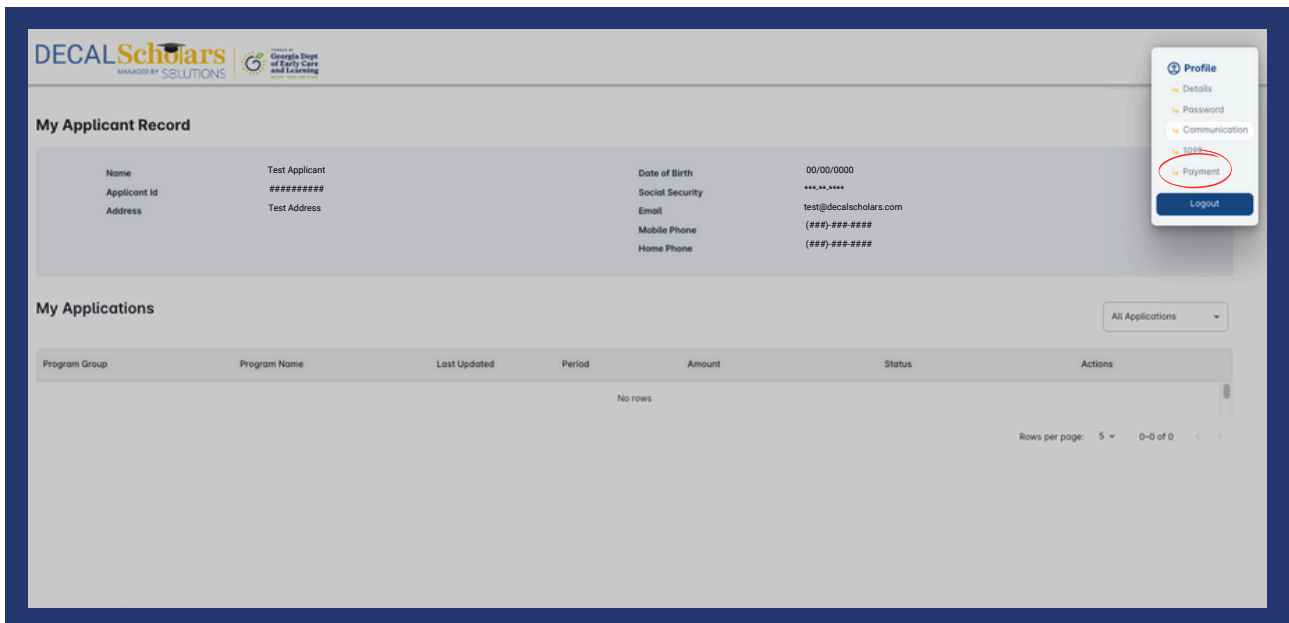


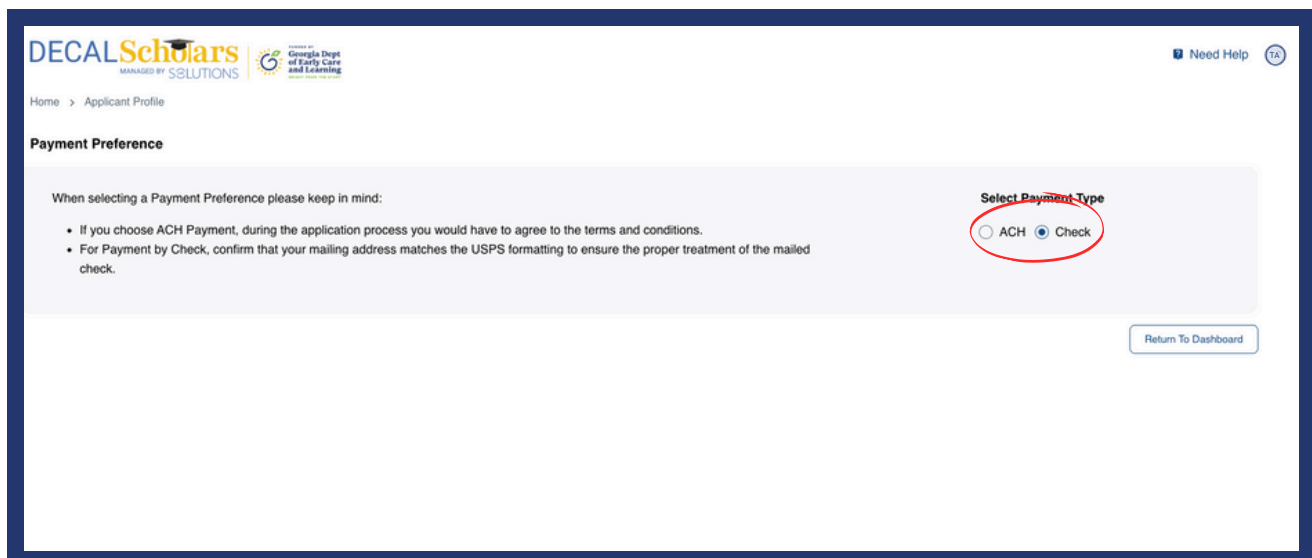**2** Once you're logged in, click on your initials on the top right corner of your dashboard.

# Change Your Payment Type

**3** A dropdown menu will appear when you click on your initials. Select "Payment."



**4** Select direct deposit (ACH) or check. If you chose check, your process is complete at this point. If you chose ACH, please ensure you provide your personal information fully and accurately to ensure your payment is processed correctly. Additional instructions are included in Step 5.

# Change Your Payment Type

**5** There are 3 steps to complete your information for the ACH payment. You will need to scroll down in the popup window to view all of the fields and click the "Next" button to proceed to the next screens. Once you select the "Submit" button, your process is complete.

If you choose ACH as your payment type, the payment will be processed after your application is approved. The message from the ACH platform, Tipalti, stating that payments typically take 3 or more business days to arrive refers to the time frame after the payments have been released.

If you would like to review your entered ACH information, first select "Check," then switch back to "ACH." Your information will then be displayed.



# Congratulations!

Your payment type has been successfully updated. Please note that if you make this change after your application has reached the invoicing stage, the updated payment method may not take effect until your next application.

*For security reasons, the DECAL Scholars team cannot access your payment information, view your selected payment type, or track any changes to it. To review or update your payment method, please log into your account.*