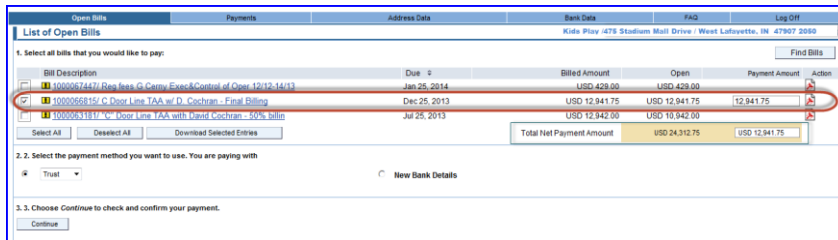**How do I change the payment amount?**

A. Choose *Payments* from the menu bar
    1. Under *Bill Description* click the checkbox next to the bill amount you wish to pay, this will populate the Payment amount field with the original amount of the bill
    2. The Total Net Payment Amount will auto populate with the payment amount

   a. You may then change the amount by overwriting the amount listed with the payment amount field
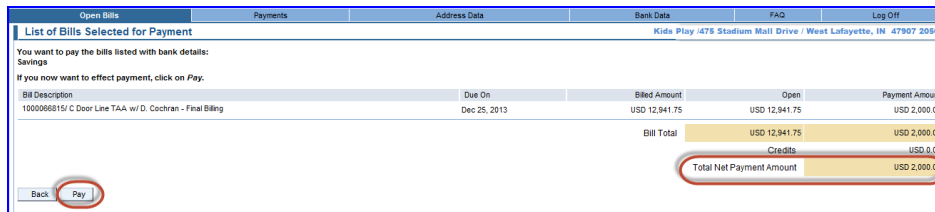
   b. Tab out of the field to refresh the amount, notice the Total Net Payment Amount is updated when you click out of the field
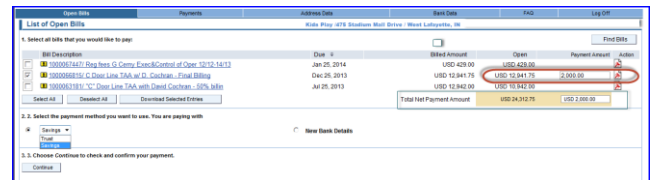
    3. Go to **Section 2.2:**   Select the payment method you want to use from the drop down list

    4. Go to **Section 3.3**:   Choose *Continue* to confirm payment request

    5. Click **Pay** (confirm amount is correct then click pay)

    6. *Confirmation of Payment*
       a. The unpaid balance will remain as an open amount until the bill is paid in full
       b. Print and retain a copy of the receipt for your records