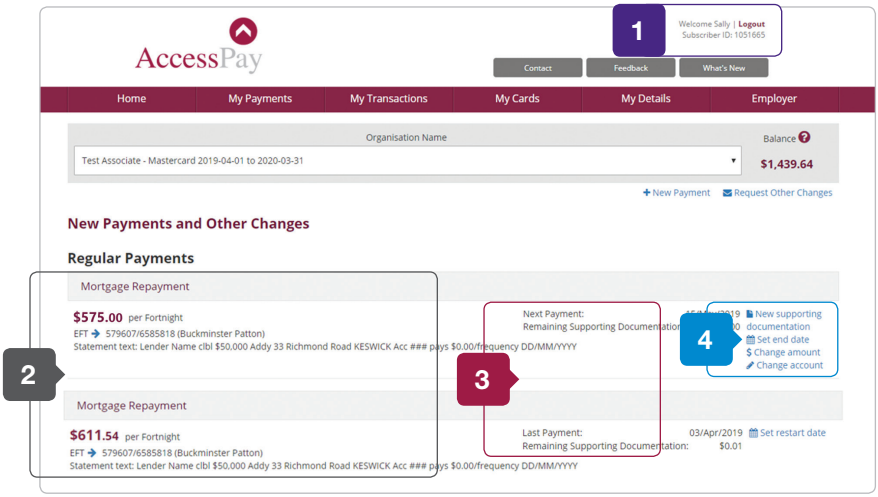
Changing a payment

Making a change

If you need to make a change to an existing payment, you can do this via your online account.

Once you have logged in to your account, select the My Payments icon. The options available to change payments are shown as blue links on the right hand side of each payment (4). Simply click on the relevant link and then fill in the information requested.



1 **Log in details**

2 **Payment details** – old payment details are still shown
– new payment shows amount and bank account details

3 **Payment dates** – end date for old payment (when you want the payment to stop)
– start date for new payment, amount covered by supporting documents

4 **Options to select when making a change to your payment**

- **New supporting documentation** – to add supporting documents to the payment
- **Set end date** – to stop a payment
- **Change amount** – to change the amount of the payment
- **Change account** – to change the account where the payment is made