Adjust Payment Plan Balance

**Step 1:** Adjust a payment plan agreement, the Plan Owner will click from the left-hand menu Payment Plan > Agreement Id under Active Payment Plans. From the Payment Plan Details page, the user will click Adjust Balance under Payment Plan Installments.

*Authorized Payers cannot adjust the payment plan agreement balance unless they are the Plan Owner. The Plan Owner is the person who logged into QuikPay and created/established the payment plan agreement.*
Step 2: A screen appears where the user can increase their payment plan balance. An amount is required when increasing the balance.

![Adjust Balance Screen]

Step 3: The user clicks **Continue** to complete the adjustment and is taken back to the Payment Plan Details page upon completion. A successful message appears.

![Payment Plan Details]

**Central Spring**

**Terms and Conditions**

- **Owner:** Peter Payer
- **Agreement Id:** 100380
- **Authorized Access:** None Granted
- **Status:** ACTIVE
- **Created on:** May 15, 2020 at 3:43 PM, CDT
- **Account:** Central Tuition
- **Down Payment:** 1400.00