

### Storing a Payment Account for Future Reference

To enter your checking or savings account information to save as a payment method:

*Credit cards may not be saved as a payment method due to the Convenience Fee charged by our card processor. You must agree to the fee each time, therefore the payment method cannot be saved.*

Menu Path: My Account>Payment Profile>Add New Payment Method

## My Profile

Personal Profile

Payment

A saved payment method securely stores the account information for a bank account. To get started, select the Add New Payment Method option on this page. When you add a bank account as a saved payment method, you can select it for direct deposits and your refunds.

### Add New Payment Method

Method

Electronic Check (checking/savings) select

**Electronic Check** - Payments can be made from a personal checking or savings account.

Chose Electronic Check (Checking/Savings) from the drop-down menu.

Add New Payment Method

Method: Electronic Check (checking/savings) Select

#### Account Information

**\* Indicates required fields**

You can use any personal checking or savings account.

Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

\*Account type: Select account type

\*Routing number: (Example)

\*Bank account number:

\*Confirm account number:

#### Billing Information

\*Name on card:

\*Billing address:

Billing address line two:

\*State/Province: Select State/Province

\*Postal Code:

#### Refund Options

Only one account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

\*Save payment method as: (example My Checking)

**Account Type-** Select payment option from either a personal checking or saving account.

Complete each section as applicable 1) Account Information, 2) Billing Information, 3) Refund Options and 4) Save Payment Method As

- **Refund Option Note:** *If you saved multiple accounts only 1 can be designated for refund. If you select this button each time a new account is added it will override the first account saved. When selecting the refund option, there is a 5 day waiting period for verification with your bank as valid banking and account numbers.*
- **Saved Payment Method as Note:** *This should be a name that will help you recognize the account such as Savings Account or Credit Union Account.*