Add a New Payment Method

Instructions for adding and updating Saved Payment Methods through eBill.
Step One: Add New Payment Method

Select Payment Profile

Student Account
ID: xxxx0524
Amount Due: $0.00

Statements
Click the button to view your current account balance and details.
Create Instant Statement
Step Two: Choose the Payment Method Type

Choose the Payment Method type in the drop-down box, then click “Select”
Step Three: Enter Account Information

A saved payment method securely stores the account information for a credit card or 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 deposit of your refunds.

Add New Payment Method

Account Information

* Indicates required fields

- You can use any personal checking or savings account.
- Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler’s checks.
- Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

Billing Information

* Name on account:
* Billing address:
* City:
* State:
* Postal Code:

Refund Options

A passcode will be sent to you for Two-Step Verification. Please enter the passcode to save this refund method.
Step Four: Review ACH Agreement

ACH Payment Agreement

I hereby authorize College of Charleston to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a $30.00 return fee will be added to my student account.

Name: Clyde the Cougar

Address: 66 George Street
Charleston SC 29424

Depository: WELLS FARGO BANK
MAC N9301-041
MINNEAPOLIS, MN 55479

Routing Number: 053207766
Account Number: xxxxxxxxxxxx1654

This agreement is dated

For fraud detection purposes, your internet address has been logged:

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: treasurer@cofc.edu

Print and retain a copy of this agreement.

Print Agreement Cancel Continue
Step Five: Review ACH Agreement

Read through the ACH Payment Agreement, scroll down and check “I Agree”, and then click “Continue”.
Step Six: View Saved Payment Method

You can now see the account under “Saved Payment Methods” in the Payment Profile.

You can edit or delete the account information in the “Action” column.