



COLLEGE *of*  
CHARLESTON

# Add a New Payment Method

Instructions for adding and updating Saved Payment Methods through eBill.

# Step One: Add New Payment Method



COLLEGE of  
CHARLESTON

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#)



## Announcement

Current due must be received by the date on the eBill to avoid late fees and hold flags placed on accounts. Balances now past due are subject to late fees and hold flags immediately. Payment can be made by credit card or eCheck through eBill.

A Convenience fee of 2.85% will be charged on all credit card transactions. For questions concerning this bill please call the Treasurer's Office 843 953-5572 or see [www.treasurer.cofc.edu](http://www.treasurer.cofc.edu) for more information. eBill tutorials are available at <http://treasurer.cofc.edu>

[International Students - Important Message:](#)

**Now you can make your International payments in your own**



To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

## Student Account

ID: xxxx0524

Amount Due

\$0.00

Select Payment Profile

## Statements



Click the button to view your current account balance and details.

Create Instant Statement

## My Profile Setup



Authorized Users



Personal Profile



Payment Profile



Security Settings



Electronic Refunds



Auto Bill Pay

Term Balances

# Step Two: Choose the Payment Method Type



[Home](#) [My Account](#) [My Profile](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#)



## My Profile

[Personal Profile](#)

[Payment Profile](#)

[Security Settings](#)

The selected payment method has been removed.

Choose the Payment Method type in the drop-down box, then click "Select"

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

Method

Select Method

- Select Method
- Electronic Check (checking/savings)
- Credit or Debit Card

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

**Debit and Credit Card** - We accept the following credit and debit cards.



# 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

Method

Electronic Check (checking/savings) Select

### 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.

\*Account type: Checking

\*Routing number: (Example) 053207766

\*Bank account number: 132456789321654

\*Confirm account number: 132456789321654

### Billing Information

\*Name on account: Clyde the Cougar

\*Billing address: 66 George Street

Billing address line two:

\*City: Charleston

\*State: South Carolina (SC)

\*Postal Code: 29424

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

Clyde's Checking

### Refund Options

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

Send Code

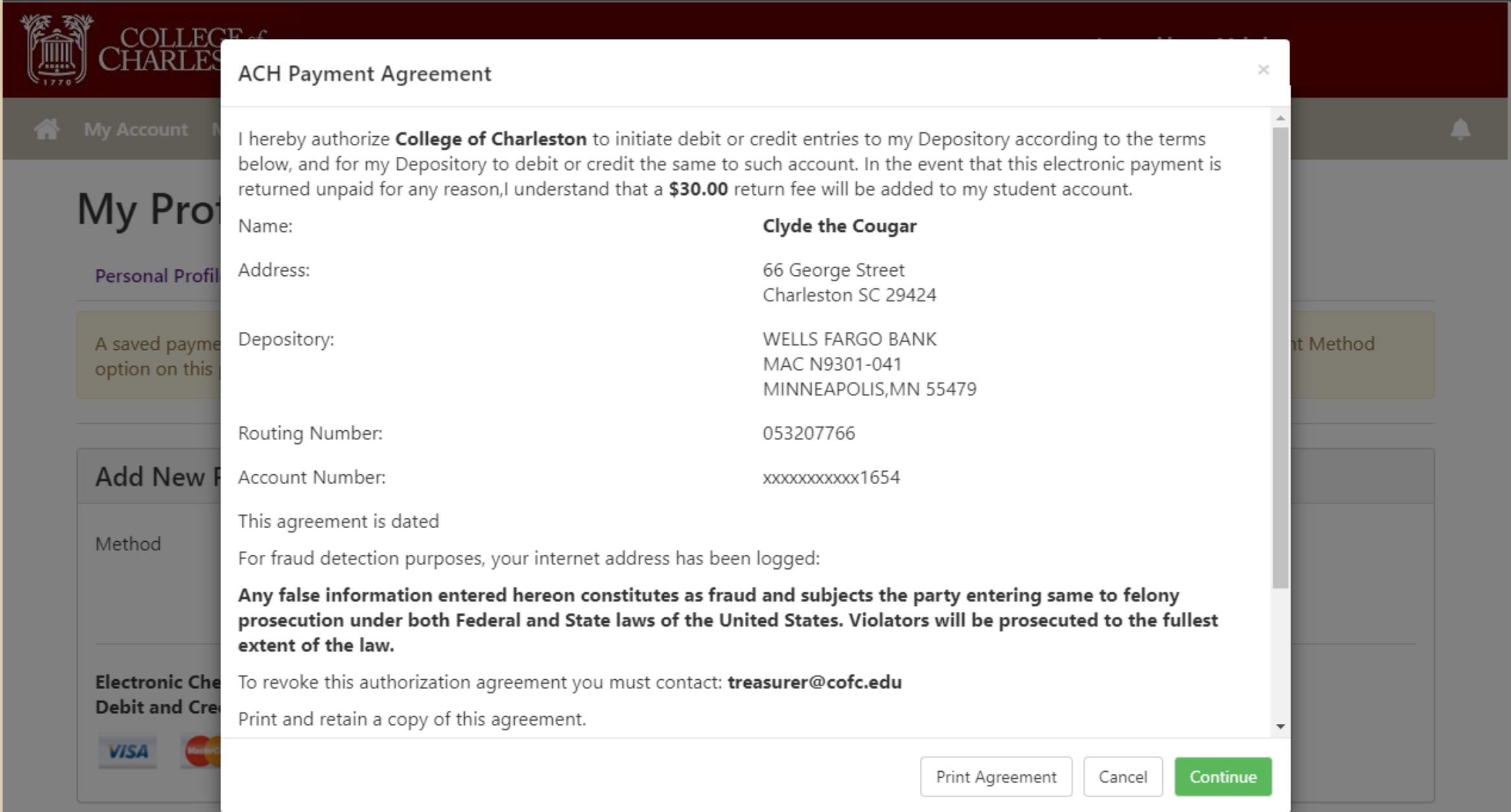
Cancel

Continue

Enter the Account Information from the bottom of the check

Once all information is entered, click "Continue"

# 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: xxxxxxxxxxx1654

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

**ACH Payment Agreement**

Charleston SC 29424

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

Routing Number: 053207766

Account Number: xxxxxxxxxxx1654

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](mailto:treasurer@cofc.edu)

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

Print Agreement Cancel Continue

Read through the ACH Payment Agreement, scroll down and check "I Agree", and then click "Continue"

# Step Six: View Saved Payment Method



My Account My Profile Make Payment Payment Plans Deposits Refunds Help

## My Profile

Personal Profile

Payment Profile

Security Settings

Your new ACH payment method has been saved.

You can now see the account under "Saved Payment Methods" in the Payment Profile

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.

### Saved Payment Methods

Payment methods	Use for Refunds	Modified	Action
Clyde's Checking	No	10/18/22 10:19:30	

You can edit or delete the account information in the "Action" column

### Add New Payment Method

Method

Select Method