

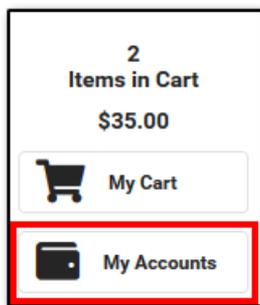
# Payment Methods

**PATH:** [My Accounts](#) > [Payment Methods](#)

The Payment Methods tool is where you add and delete methods for making payments in Campus. You can pay by credit card, checking account, or savings account.

## Where do I go to add a Payment Method?

The Payment Methods tool is part of My Accounts.



## How do I add a Credit Card/Debit Card?

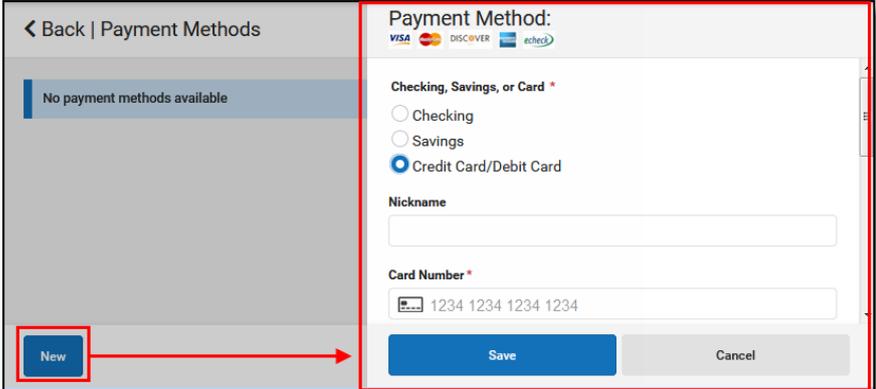
1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Credit Card/Debit Card** option.
4. Enter all required information.
5. Click **Save**.

For more details, see the following [Add a Payment Method](#) section.

## How do I add a Checking/Savings account?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Checking** option or the **Savings** option.
4. Enter all required information.
5. Click **Save**.

# Add a Payment Method

Step	Action
1	<p>Click <b>Payment Methods</b>.</p> <p><b>Result</b> The Payment Method screen displays. If you previously added a payment method, it displays on this screen.</p> 
2	<p>Click  at the bottom of screen.</p> <p><b>Result</b> The Payment Method Panel displays.</p> 
3	<p>Select one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>Checking</b></li> <li>• <b>Savings</b></li> <li>• <b>Credit Card/Debit Card</b></li> </ul>
4	<p>Enter all required information. Optional information includes the following:</p> <ul style="list-style-type: none"> <li>• <b>Nickname</b> - This is an optional name that appears on the Payment Methods screen to help you identify the Payment Method. If you choose not to enter a Nickname, part of the account number displays instead.</li> <li>• <b>Default Payment Method</b> - If you mark the <b>Use as default</b> checkbox, Campus makes this card your default Payment Method.</li> </ul>

Step	Action
4 cont	<div style="border: 1px solid gray; padding: 10px;"> <h3>Payment Method</h3> <p><b>Accepted Payment Methods</b>  </p> <p><b>Checking, Savings, or Card *</b></p> <p> <input type="radio"/> Checking  <input type="radio"/> Savings  <input checked="" type="radio"/> Credit Card/Debit Card         </p> <p><b>Nickname</b></p> <input type="text"/></div>

5 Click .

**Result**

The Payment Method appears in the table of Payment Methods.

If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.

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PAYMENT METHODS	EXPIRES	DEFAULT
xxxx6789  >		
Credit Card  >	06/21	X