



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 Profile** Notifications

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 deposit of 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 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: **Select account type** ▼

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

Check here for an international address

*Billing address:

Billing address line two:

*City:

*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)

Cancel **Continue**



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.*