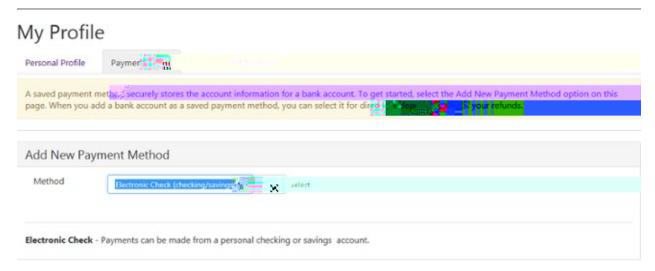


Storing a Payment Account for Future Reference

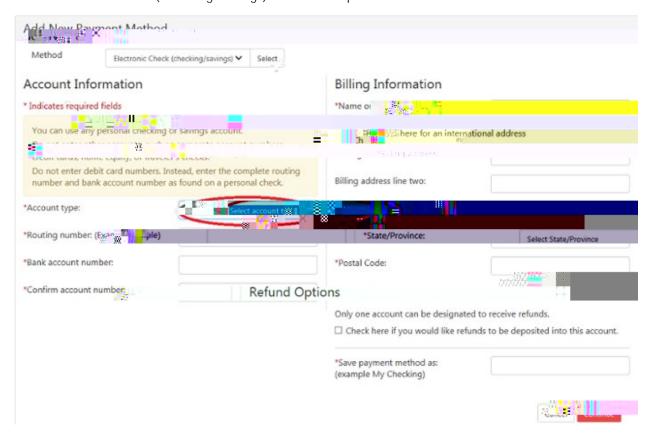
To enter your checking or savings account information to save as a payment method:

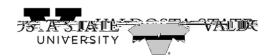
Credit cards may not be saved as a payment method due to the Convenience Fee charged by our card processor. You must agree to the fee each time, therefore the payment method cannot be saved.

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



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





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

- o **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.