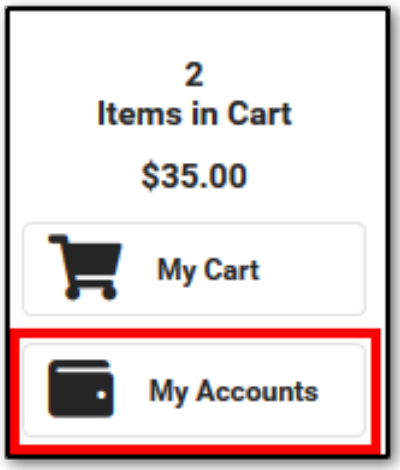
Payment Methods - (New)

The Payment Methods tool is where you add and delete methods for making payments in Campus. Depending on the payment methods your district accepts, 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.



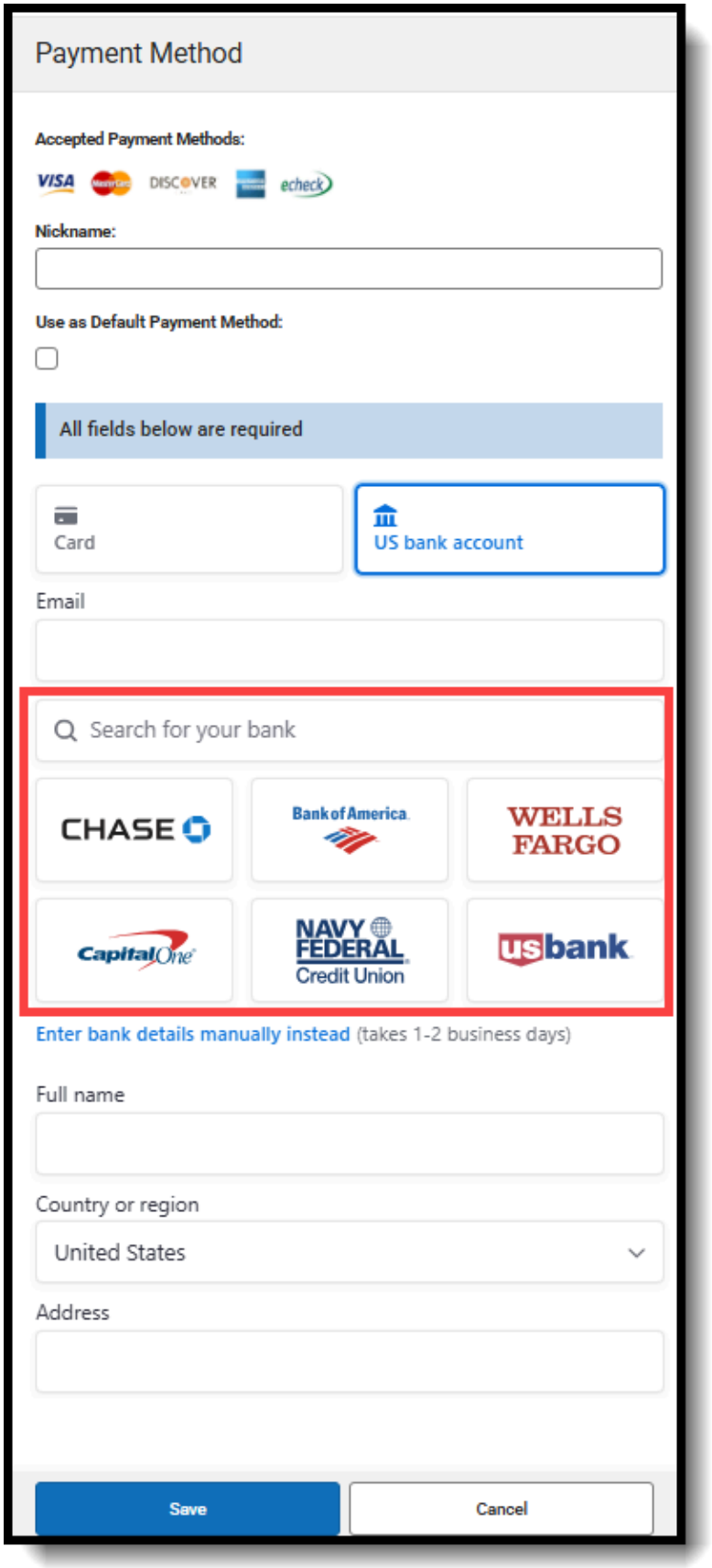
How do I add a Credit Card/Debit Card?

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

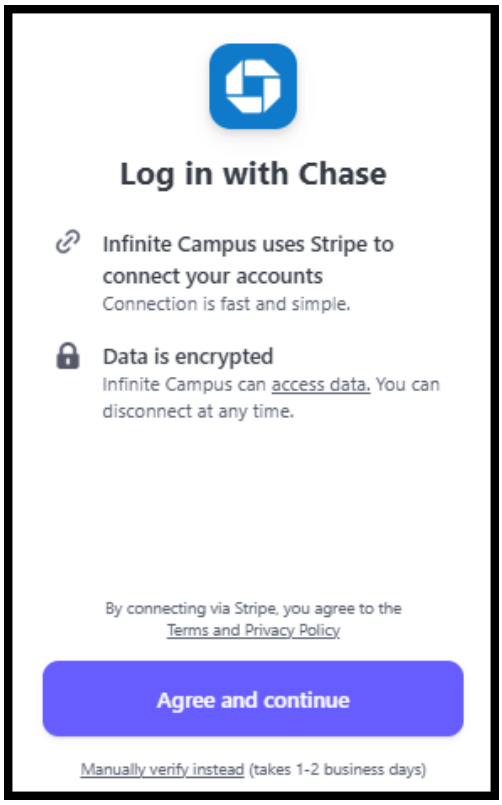
How do I add a Bank account?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **US bank account** option and select one of two options:
    a. **Automatic bank validation**

1. **Search for and select your bank. A secure payment vendor screen will open.**

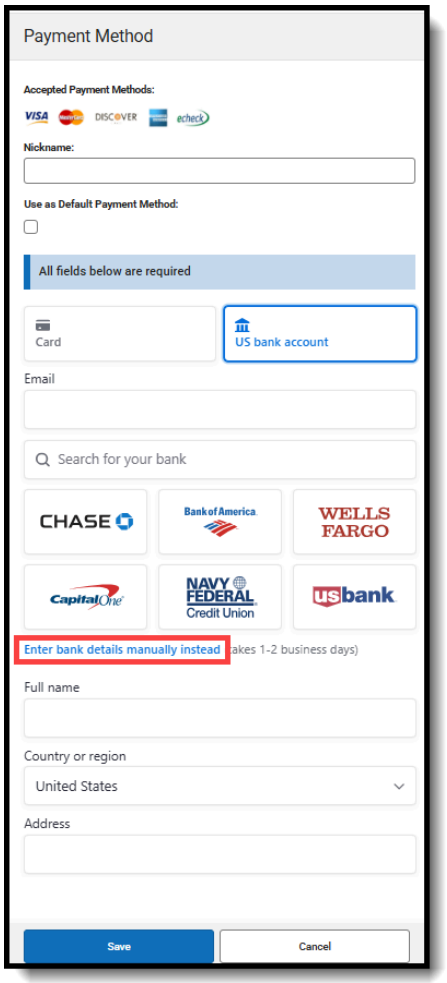


2. **Carefully follow the on-screen prompts to link your bank account to complete the payment process.**

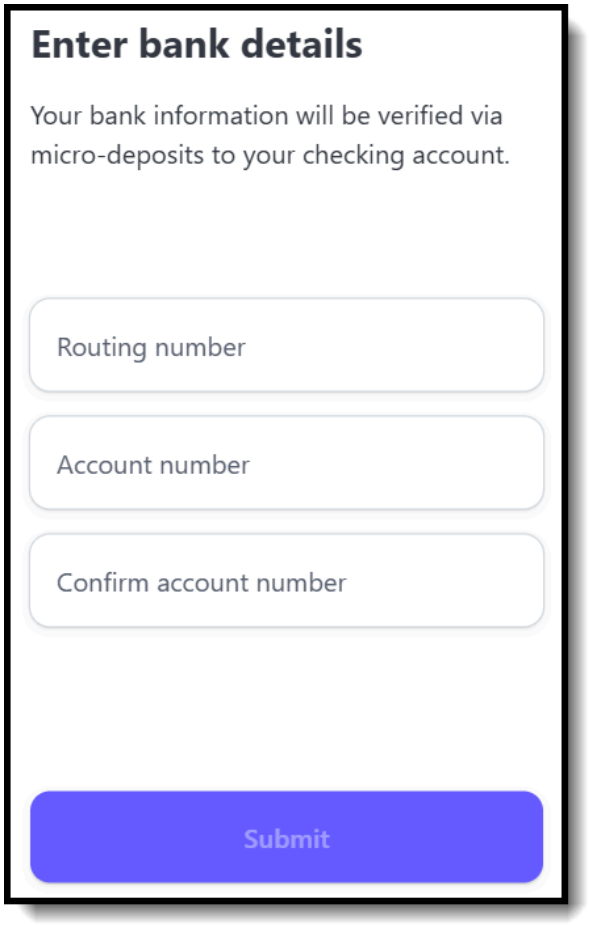


b. Enter bank details manually.

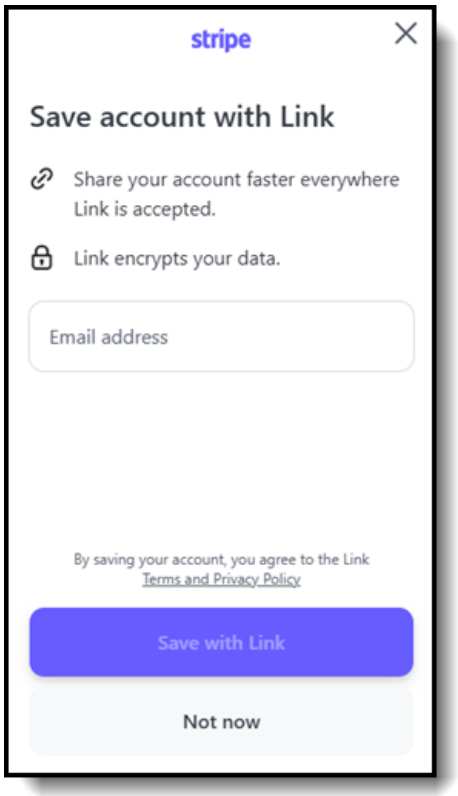
1. Click **Enter bank details manually**.



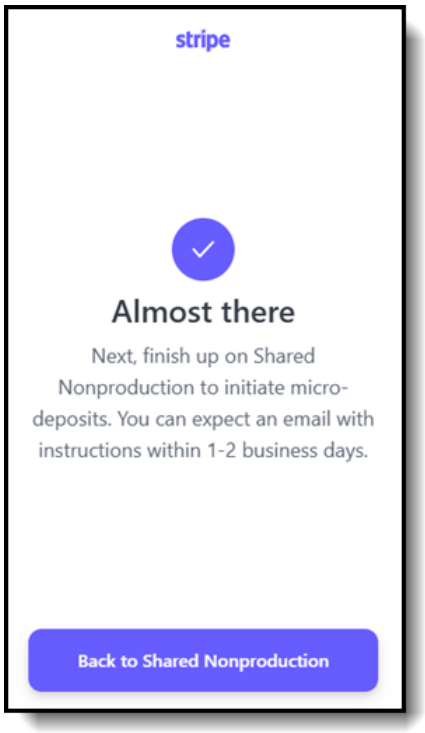
2. Enter your routing and account numbers.



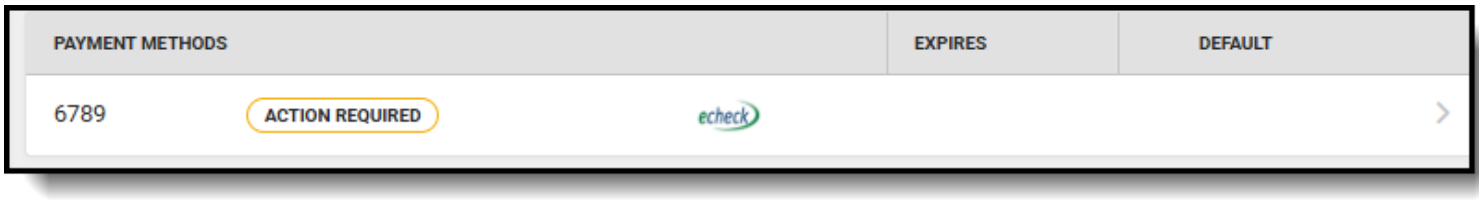
3. Click **Submit**.
4. If you would like to save the bank account with Link, enter your email address and click **Save with Link**. If not, click Not now.



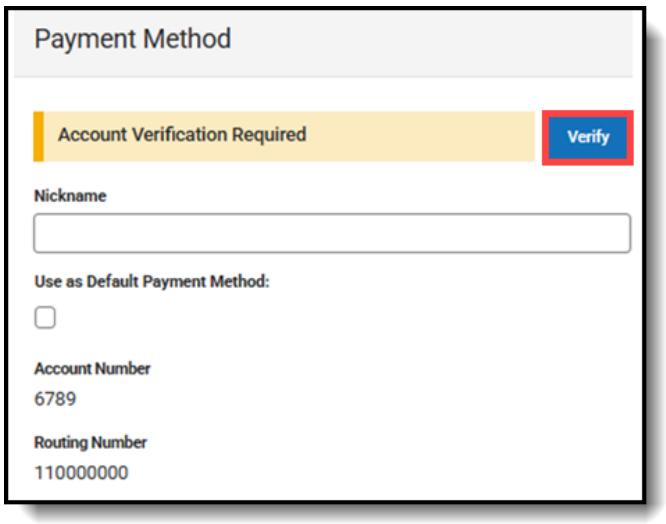
5. It will take 1-2 business days to verify your bank account via micro-deposits. Click the back button to return to the Payment Method side panel.

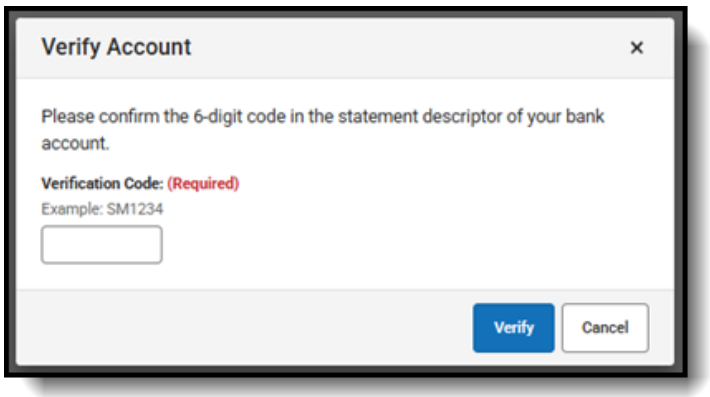


4. Enter all required information.
5. Click **Save**. This bank account will then be listed as ACTION REQUIRED and cannot be used until the account has been verified.

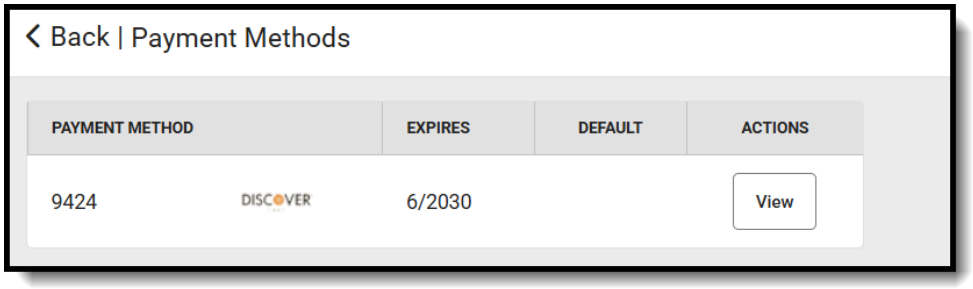
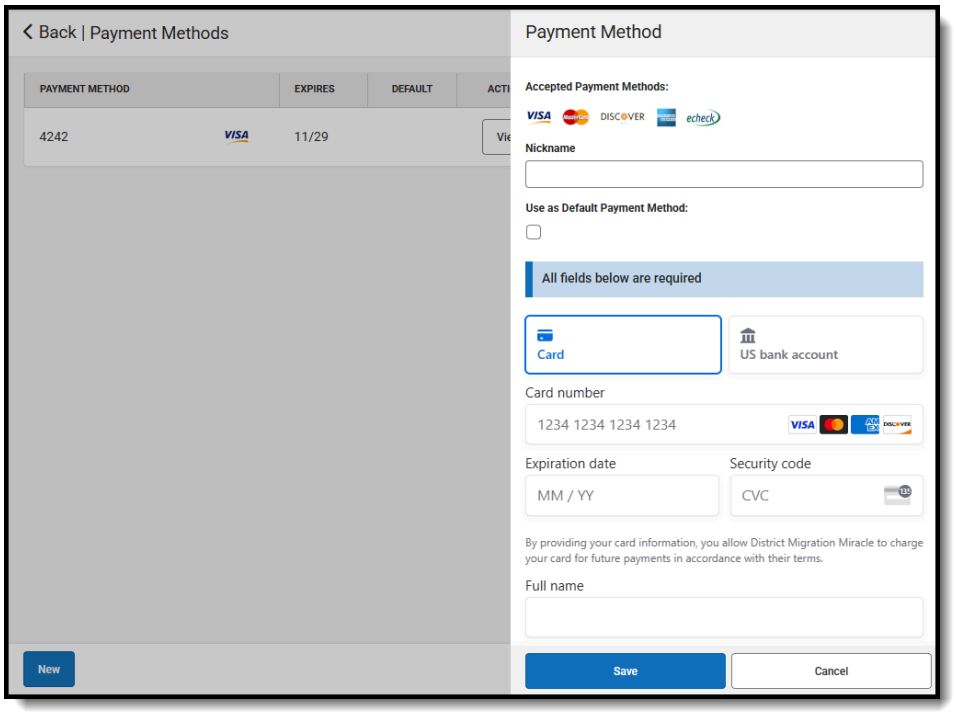


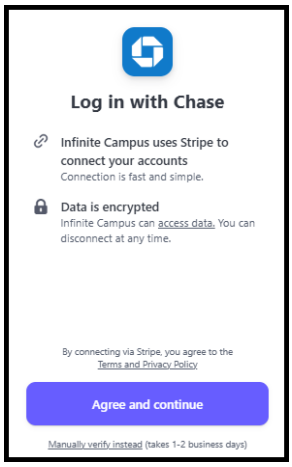
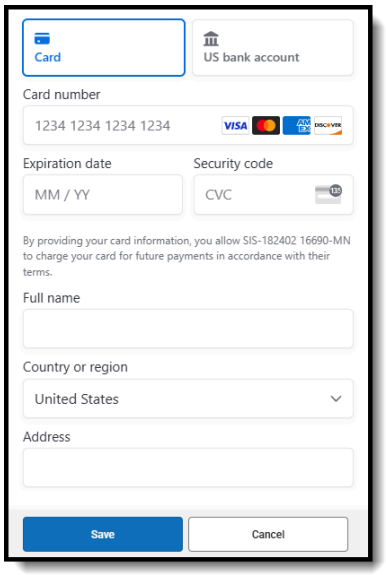
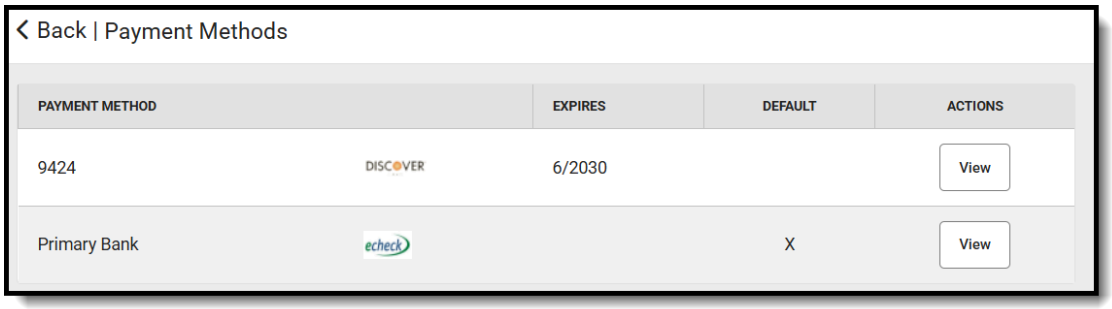
6. To verify the account, you can find instructions in the email you received, or you can log into your bank account, locate the micro-deposit, and find the 6-digit code in the statement descriptor for that deposit. The account can be verified through the email, or you can return to Campus to verify the account by entering the 6-digit code:





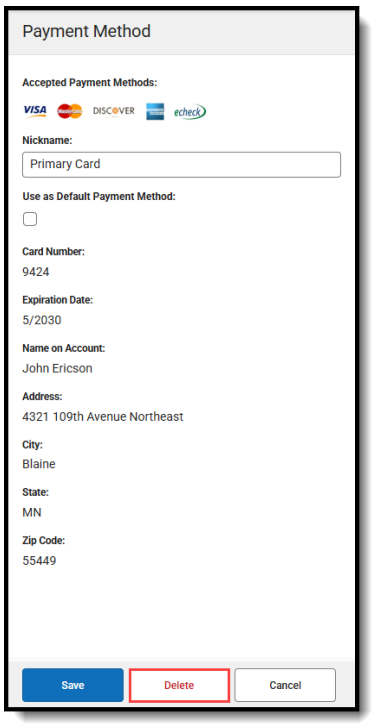
Add a Payment Method

Step	Action
1	Click **Payment Methods**. The Payment Method screen displays. If you previously added a payment method, it displays on this screen. 
2	Click **New**. The Payment Method panel displays. 
3	You may enter the optional information fields: • **Nickname** - 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. • **Default Payment Method** - If you mark the **Use as default** checkbox, Campus makes this card your default Payment Method.

3	Select one of the following options: • Card • US bank account. For more detailed information, review How do I add a Bank account? 
4	Enter all required information. 
5	Click **Save**. 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.

Delete a Payment Method

1. Click **My Accounts**.
2. Select Payment Methods.
3. Select the Payment Method that will be deleted.
4. Click **Delete**. A Confirm Delete message will appear.

5. Click **Delete**. A Deletion Successful message will appear.