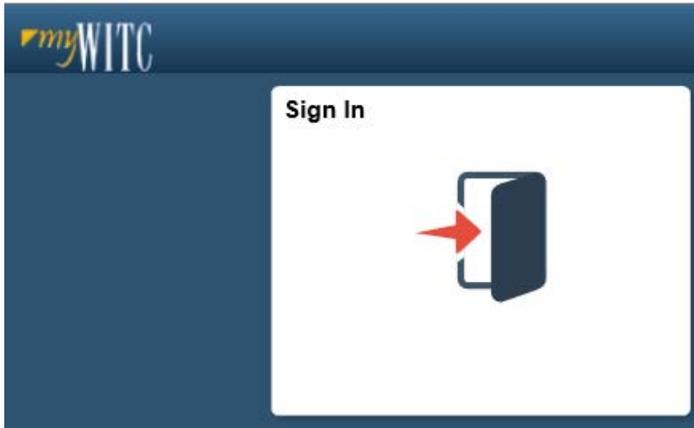
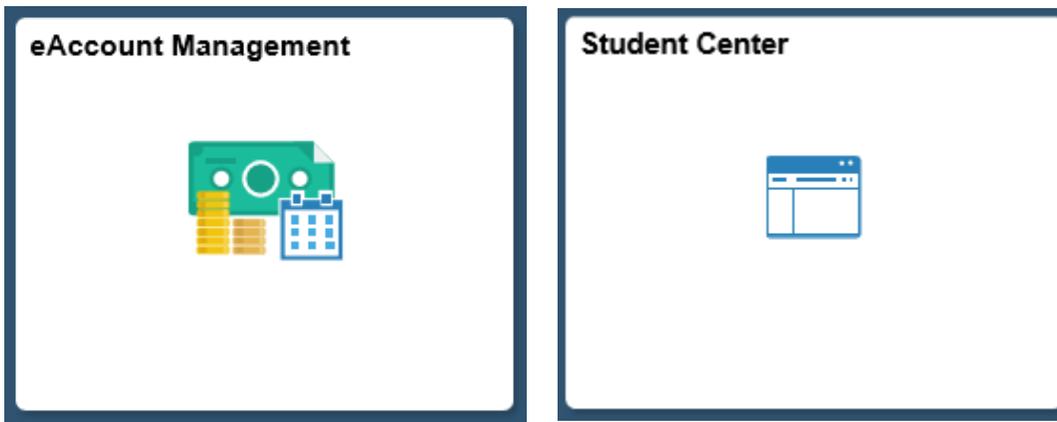


To Add, Edit or Delete a Payment Method that is **NOT** attached to a Payment Plan

1. Sign In to **MyWITC** at www.witc.edu/mywitc using your **Student ID** and **Password**



2. The **Student Homepage** will display, click on the **eAccount Management** tile or the **Student Center** tile and in the **Finances** section, click on **eAccount Management**.



3. Student Center **Finances** section, **eAccount Management** link:



You will be redirected to WITC's eAccount Management secure website (make sure the pop-up blocker is turned off on your computers internet settings)



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4. Log into **WITC eAccount Management** (use your same **Student ID** and **Password** as **MyWITC**)

WITC eAccount Management

WITC Student eAccount Management Login

WITC Authorized User eAccount Management Login

Welcome to WITC eAccount Management!

1. How to assign an account for electronic refunds [Direct Deposits / Refunds](#)
2. How to View an eBill Statements [Student Account/eBill](#)
3. How to sign up for a payment plan [Payment Plans](#)
4. How to assign an authorized user [Payment Plans](#)
5. How to schedule a future payment [Payment Plans](#)
6. How to Add, Edit or Delete a Payment Method [Payment Plans](#)
7. How to change your auto withdraw payment method [Payment Plans](#)
8. How to view your 1098-T [Educational Tax Benefits-1098-T](#)
9. Sign up for Text message notifications using MyProfile then Notificaitons
10. Complete your payment profile using the MyProfile Setup

5. Once logged in you will see options along the top of your screen and to the right to manage all of your WITC eAccount information. Navigate to **My Profile Setup** and **My Payment Profile** to view **Saved Payment Methods**.

My Profile Setup

- Authorized Users
- My Payment Profile**
- Electronic Refunds
- Notifications

6. If Payment Methods do not already exist, click on **Add New Payment Method**.
- If an existing Payment Method needs to be updated, click on the **Edit** link, make changes and click on **Save**.
 - If an existing Payment Method needs to be deleted, click on the **Delete** link (see **Note** below). A message box will display, “**Are you sure you want to remove your profile permanently?**”. Click **OK** to proceed or **Cancel**.
 - **Add New Payment Method**

NOTE: If the payment method is attached to a payment plan, DO NOT delete old payment method until new payment method has been linked to payment plan withdraw method. Go to [How a student schedules their future payments](#) for additional information.



TouchNet Bill and Payment Student 7.0

13.3E – Add, Edit or Delete a Payment Method

My Profile

Personal Profile Notifications **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

My Payment Methods	Use for Refunds	Date Last Modified	Action
Test Savings	No	6/6/17 12:31:15	Edit Delete
Test Checking	No	6/5/17 11:52:42	Edit Delete

Add New Payment Method

Select Payment Method

Select

Electronic Check - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

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



- To **Add New Payment Method**, click on the drop-down for **Select Payment Method** and select a payment method

Add New Payment Method

Select Payment Method

Select

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

Electronic Check - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

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





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8. Enter required fields; click **Continue**
9. An **Agreement** will display if adding the **Payment Method of Electronic Check (checking/savings)**. If you agree with the terms, click the **I Agree** box and click **Continue**.
10. A message will display “**Your card information has been saved**” or “**Your new ACH payment method has been saved**”.

Note:

Card Number encrypts after saving new payment method.

11. After new payment method has been saved, delete any incorrect or old payment methods to eliminate their future use.

Note: To find instructions for updating a payment method attached to a payment plan, see [How a student schedules their future payments](#)