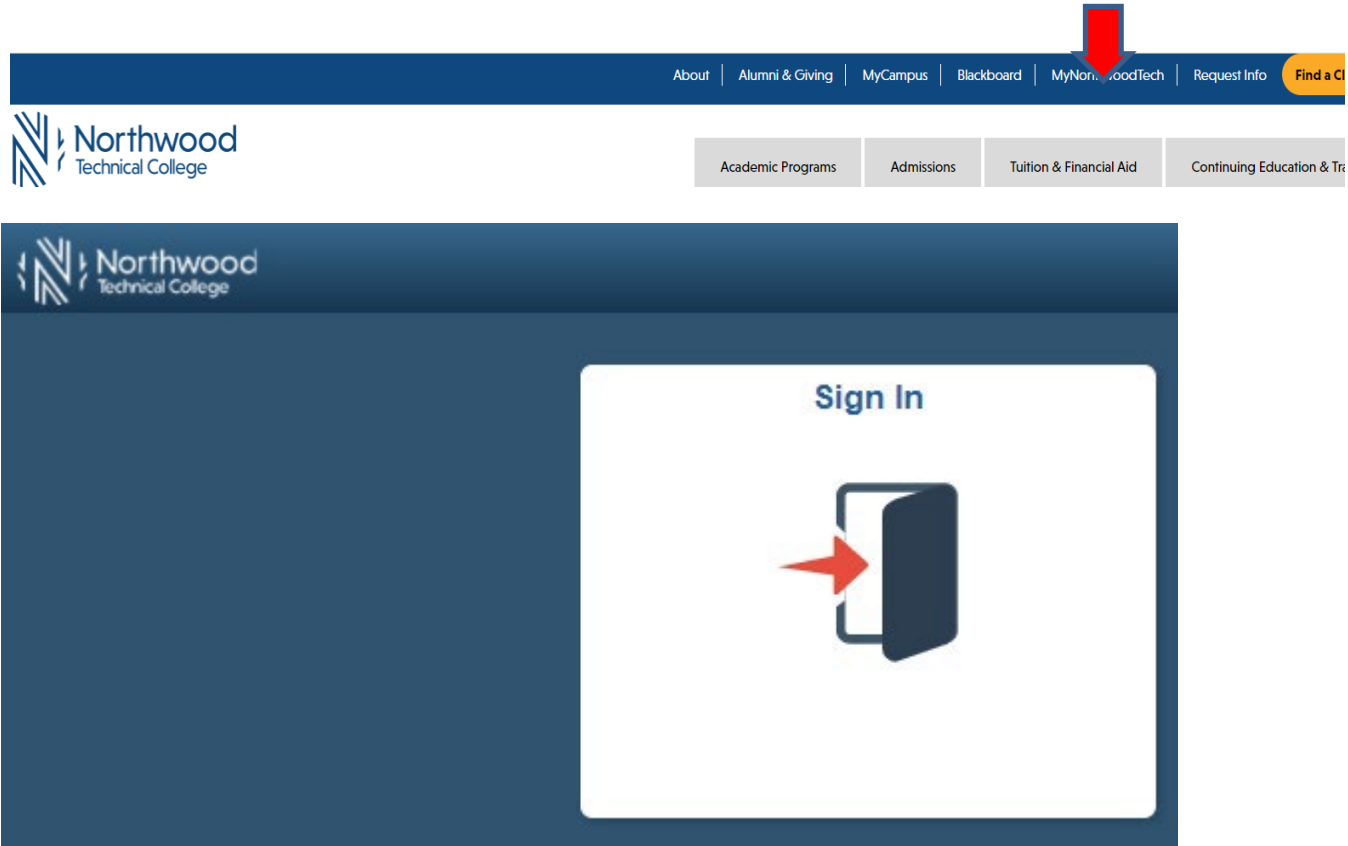
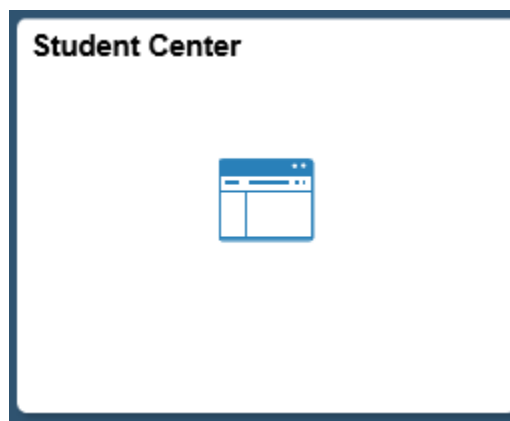
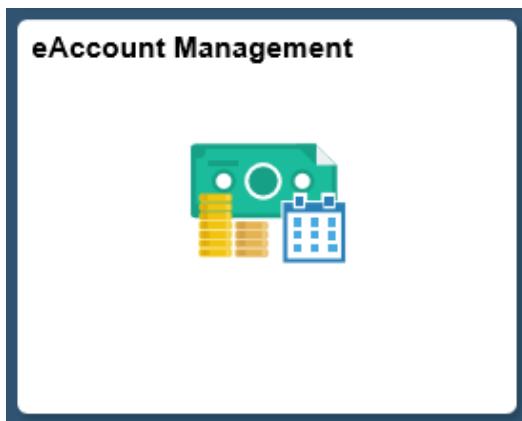


To Add, Edit or Delete a Payment Method that is **NOT** attached to a Payment Plan

1. Sign into **MyNorthwoodTech** at [www.northwoodtech.edu](http://www.northwoodtech.edu) 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**.

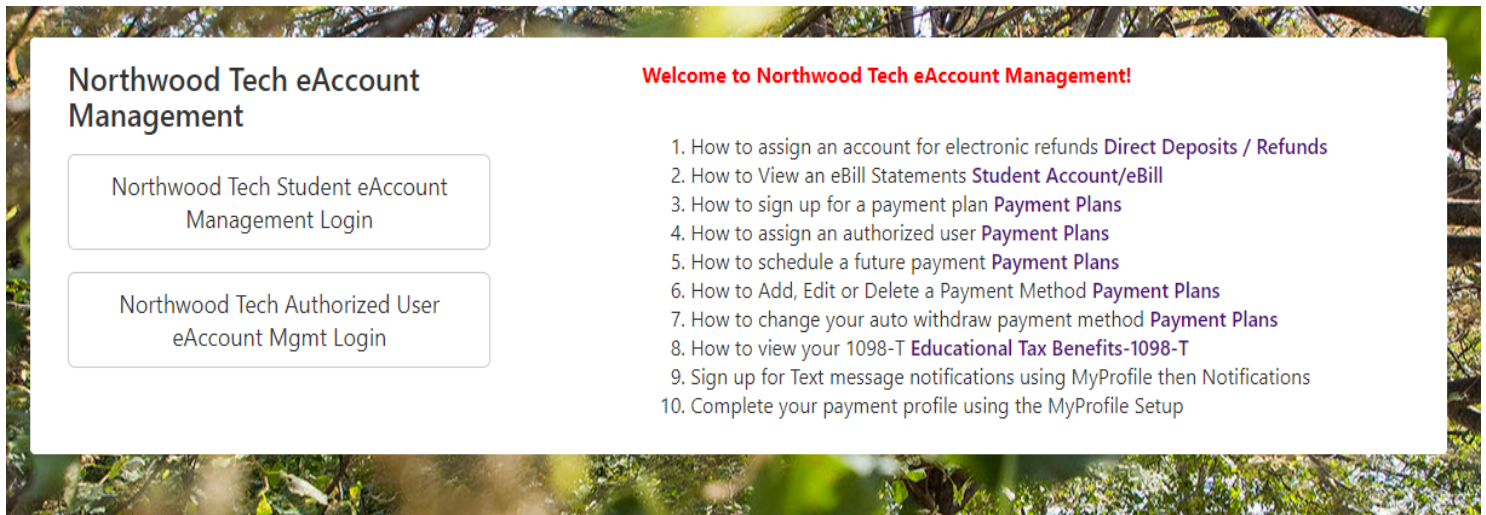


3. Student Center **Finances** section, **eAccount Management** link:

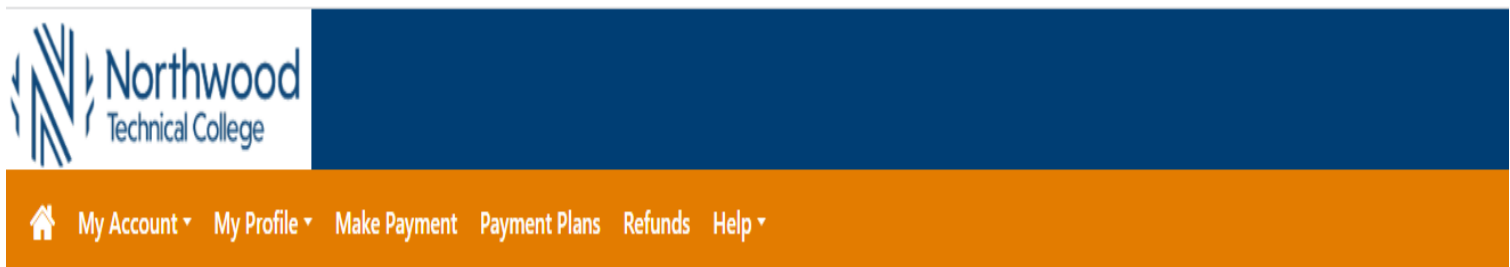


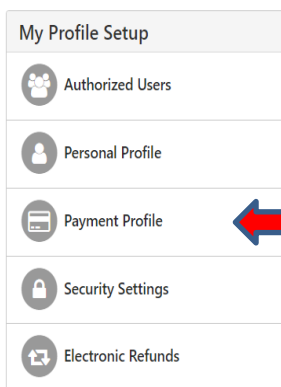
You will be redirected to Northwood Tech's eAccount Management secure website (make sure the pop-up blocker is turned off on your computers internet settings)

4. Log into Northwood Tech **eAccount Management** (use your same **Student ID** and **Password** as **MyNorthwoodTech**)



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**.





6. If Payment Methods do not already exist, click on **Add New Payment Method**.
  - a. If an existing Payment Method needs to be updated, click on the **Edit** link, make changes and click on **Save**.
  - b. 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**.
  - c. **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.**

## 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	<a href="#">Edit</a>   <a href="#">Delete</a>
Test Checking	No	6/5/17 11:52:42	<a href="#">Edit</a>   <a href="#">Delete</a>

### Add New Payment Method

Select Payment Method

**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 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.



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](#)