HOW TO MAKE A PAYMENT BY CHECKING ACCOUNT

In our effort to trim the cost associated with credit card payments, the University has established electronic checks as an alternative method of paying tuition and fees without adding more fees to your bill. Please follow the steps below to pay your fees by electronic check.

1. Log onto **my.sc.edu** using your VIP ID and password.

2. Click on the **Account Information** tab.

3. Click on the **Payment Gateway** tab and another window will open.

4. Click on the **Make a Payment** tab.

5. The Account Payment Screen which displays the current balance and any pending payments will open. Click on the **Make a Payment** tab.

6. Select either **Pay by Term** or **Current Account Balance**.

7. Click **Continue**.

8. Click the **Select Payment Method** drop down box and choose the **New Electronic Check** option. You can also use previously saved checking accounts under this option.

9. Click the **Select** button.

10. From the **Account type** drop down menu click **Checking**. You cannot use corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. You **cannot** use a savings account to make a payment.

11. This must be a personal checking account. Do not use a corporate account or debit card for the electronic check payment option.

12. Click **View Example** if you have any questions about the information required to complete this transaction.

13. Enter the **Routing number**, **Account number** and the billing information for this account. You may also contact your financial institution to get the correct routing number.

14. Click the box under **Refund Options** to have refunds deposited directly into this account. You will not be able to do this if you have already set up an account for eRefund direct deposits. You can only set up one account for refund deposits.

15. You can save this method of payment by clicking on the **Save this payment method for future use** checkbox and key in a name for this account.

16. Click **Continue** and review your confirmation message to ensure the transaction details are correct.

17. Click the **I agree to the terms and conditions** checkbox to continue this transaction.

18. Click the **Print Agreement** link if you would like a copy for your records.

19. Click the **Submit Payment** tab to authorize the transaction. You will receive a confirmation email with the payment details.

20. Click on the **Payment History** tab to review a record of the details.