

## Instructions on how to make a payment with eBilling

In order for you to view the eBilling statement and/or make an online payment, please use the following login instructions-

Students: Banner Self Service>Student Services>Student Accounts>My Account

Parents: Use the link that you received by email when you were set up as an Authorized User

On the top right hand side of the bill, there is the option to *Print This Statement*. Use this option if you would like to print a copy of your bill. If you intend to mail in a check as payment on the account instead of making an electronic payment, note the Banner ID number or the student name on the check. The address to remit check payment is noted on the bill.

The address to mail payments to is:

**College of Saint Benedict  
Student Accounts Office  
37 South College Avenue  
St. Joseph, MN 56374**

### To make online payments:

Please select the **Payments** tab at the top of the screen. To initiate a payment, select the *Pay* link under *Action*.

Step 1: Select a Payment Method: From the drop down box, make your payment method selection. Your choices are Electronic Check (from your checking or savings account) or Credit Card.

#### **Electronic Check Payments:**

To make an Electronic Check payment, select this option and then click *Go*. Now you will enter your bank account information.

In Account Type choose either checking or savings

Enter your routing number

Enter your account number

Confirm your account number

Enter the name as it appears on the account

*After you've entered all the information, you can save the account information as a profile for future use by checking the box below Option to Save. When you login to make a payment in the future, the information will be available to select as one of your payment methods.*

*In the Save Payment Method As box, name your payment, e.g. Primary Checking, Checking Account.*

*\*Note: If any of the bank account information becomes incorrect at any time, be sure to delete the corresponding Stored Payment Method and to add a new Payment Method with the proper information.*

*Select Continue.*

On the next page, enter the amount you would like to pay to the account. You may also enter information on the *Memo* line for future reference.

You can change the Payment Date if you do not want the payment applied to the account that day.

Please review the following statement regarding your payment. Select *I Agree* and then select *Continue*.

Payment to your account is now complete. This is the confirmation page. A confirmation email will also be sent to the CSB email address.

### **Credit Card Payments:**

To make a payment by credit card, choose this option and then click Go.

The next screen is where you enter all of your credit card information

Enter the credit card number.

Enter the name as it appears on the card

Enter the expiration date from the pull down window

Enter the type of credit card from the pull down window

Enter Card Verification Value.

*After you've entered all the information, you can save the account information as a profile for future use by checking the box below Option to Save. When you login to make a payment in the future, the information will be available to select as one of your payment methods.*

*In the Save Payment Method As box, name your payment, e.g. Primary Credit Card, My Credit Card.*

*\*Note: If any of the banking account information in a Stored Payment Method changes, e.g. a credit card expires or an account closes, please delete that Stored Payment Method and add a new one with the updated information.*

Select

On the next page, enter the amount you would like to pay to the account. You may also enter information on the *Memo* line for future reference.

Though the default Payment Date is set on the current date, you can change the date so that the payment is applied at a later date.

You will have the opportunity to review this transaction before being submitted.

Select

Review your payment details on the next screen. Verify that all of the information is correct. After you have confirmed that all of your information is correct, select *Submit Payment*. If you need to edit the payment information select the

button.

Your credit card payment is complete. This page contains your receipt information. Be sure to print this page for your records. For security reasons, we recommend that browser be closed after the payment has been made.