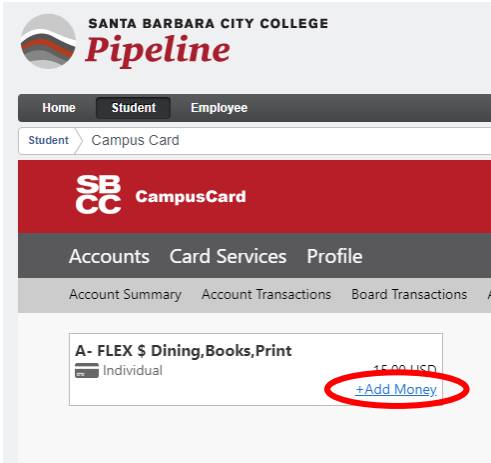# Instructions for Saving a Credit Card Payment Method to Your Account and Campus Card in Pipeline

1. Using Google Chrome, log in to Pipeline. Once in Pipeline, click on the **Student** menu. Next, click on **Campus Card**.

2. Click on the **+Add Money** link under A – FLEX $ within Campus Card.

3. Make a Deposit of at least $1.00 dollar and click **Next** button.

Make Account Deposit

Beneficiary→**Deposit Information**→Payment Information→Confirmation

Account
Select the account you want to deposit funds to.

A- FLEX $ Dining,Books,Print ▼

Deposit Type
You can select to deposit a specific amount into the account above. Or, you can select to deposit an amount that is a calculated difference between the current account balance and a target balance (balance top-off).

Example: A student's account contains $10. You want to make the account balance $55. Your calculated balance top-off deposit would be $45.

◉ Specific Amount
○ Balance Top-Off

Deposit Amount
Enter the amount you want to deposit.
Minimum deposit amount: 1.00 USD
Maximum deposit amount: 999,999.00 USD

1.00 USD

Payment Method
◉ Credit Card

Blackboard will redirect you to Payment Express, a secure Payment Provider, for payment processing. You will be returned to the Blackboard site when your transaction is completed.

Next

4. Enter your credit card information and click the red **submit** button. The CVC is the security number on the back of your credit card.

Payment Checkout

Merchant Reference: 00000000000000000394491
Amount: $1.00 (USD)

Credit Card Payment

Card Number:*

Name On Card:*

Expiry Date:*   06 ▼ 18 ▼

CVC:

Submit

Cancel Payment

5. If the transaction is approved, you will see a green check mark. However, the transaction is not complete. Click the red **Next** button to continue processing the credit card transaction.

6. At the **Deposit Confirmation** screen, review the information, if it is accurate, click the **Make Deposit** button at the bottom to complete the credit card transaction. This step completes the transaction and adds the funds to your Campus Card account. If the information is not accurate, you may click cancel and start over.

7. At the **Receipt for Account Deposit** screen, check the checkbox under **Save Payment Method**.

Receipt for Account Deposit
The account deposit was successful.
Print this page for your records.

Deposit Information
Deposit Account   A- FLEX $ Dining,Books,Print
Deposit Type   Deposit Amount
Deposit Amount   1.00 USD
Amount Charged   1.00 USD
Payment Transaction ID   0076D2A5-3BFA-4495-A49D-3967D1D1284D

Payment Information

Card Type   Visa
Credit Card Number   414720........67

Save Payment Method
☑ Save this payment method for future use

Email Receipt   Home

Email Address #1

Email Address #2

Email Address #3

Send Receipt

8. After checking the **Save Payment Method** checkbox, you will be required to enter a **Payment Method Alias.** This is a nickname that will help you identify which credit card is saved within your Campus Card account. Ex: Chase Freedom. Then click **save**.

Save Payment Method
☑ Save this payment method for future use
Payment Method Alias

☐ Set as default

Save

Save Payment Method
☑ Save this payment method for future use
Payment Method Alias
Chase Freedom

☐ Set as default

Save

9. Now that you have saved a payment method, **you can add money to your campus card using the Transact eAccounts** mobile app available for download from the **Apple App Store** and the **Google Play Store.** To install the app on your device, search for and install the **" Transact eAccounts"** mobile app.

Transact eAccounts App for iPhones in the Apple Store

Transact eAccounts App for Android Devices in the Google Play Store