Setting-Up Automatic Payments in ePayments

1. Log into ePayments from Columbia College’s homepage; the login information is the same as the student’s CougarTrack login information:

2. Click “Make a Payment” on the ePayments home screen and click “Make a Payment” on the Account Payment home screen.

3. Select whether you would like to pay the “Current account balance” or “Pay by term.” If you selected “Pay by term,” also select which term you would like the payment to apply.

   You may change the amount of the scheduled payment by typing in the circled boxes below.

4. Click in the “Payment Date” box to select a future date, select your intended pay date and click “Continue.”
5. Select the Payment Method for the automatic payment; this can either be a previously saved payment method or you may choose either “Electronic Check (checking/savings) or “Credit Card” to enter a new payment method. After selecting your payment method, click “Select.”

*Note: If you choose to enter a new “Electronic Check” or “Credit Card,” you will be prompted to enter your banking information and are asked if you want to save your payment information for future payments.

6. Next you are presented a confirmation/summary of your scheduled payment, you may click “Submit Payment” to finalize the payment, click “Previous Step” if you would like to make any changes or click “Cancel” to entirely cancel the payment.

7. Upon clicking “Submit Payment” you are returned to the Account Payment home screen where you can now see your future scheduled payment.

*Note: from this screen you may also edit/delete the payment.

8. To schedule an additional future payment, repeat the above process.