Updating Payment Information/Type

1. Log in via Cougar Den: User Name = First Part of CBC Email Password = CBC ID

2. Find “Campus Applications” in the Blue Box on the right hand column; click on “Student Self Service” (see below)

3. Click on Student Finance

4. Click on Make a Payment

5. Click Continue to Payment Center

6. Under “My Profile Setup”, select Payment Profile
7. In this screen you will see your current payment option, if you have one setup. Select the drop down menu to add a new payment method via credit/debit card or electronic check (checking/savings account).

8. When you have successfully added the new payment method, you will select setting and change the correct method to “Preferred”