Set Up a Payment Method

1. Visit [my.icc.edu](http://my.icc.edu) and click on Tuition Payment.

2. Log in to the ICC Student Payment System.
   - The payment system displays the student’s total account balance including any estimated financial aid. Term balances are noted under the Term Balances section.
   - Authorized parents, guardians or others will log-in using the Authorized Users section. Find out more about authorized users [here](http://my.icc.edu).

3. Select Payment Profile and choose Electronic Check from the payment methods.

4. Select checking or savings account and enter your banking information in the appropriate fields. For a checking account, you must use the Routing and Account Numbers as they appear on the bottom of your check. DO NOT enter the number on your debit card.

5. Name your Payment Method as something you will recognize in the future and select Continue. Mark checkbox if you choose to use this account as your eRefund account.

6. Review your account information on the authorization page. In order to verify your account information, ICC will conduct a transaction for $0.00 once your account information is finalized.

7. Select I Agree to confirm you agree to the Terms and Conditions, then click Continue to finish setting-up your Payment Method.

**Note:** Payment Accounts can take up to 8 business days to be verified.