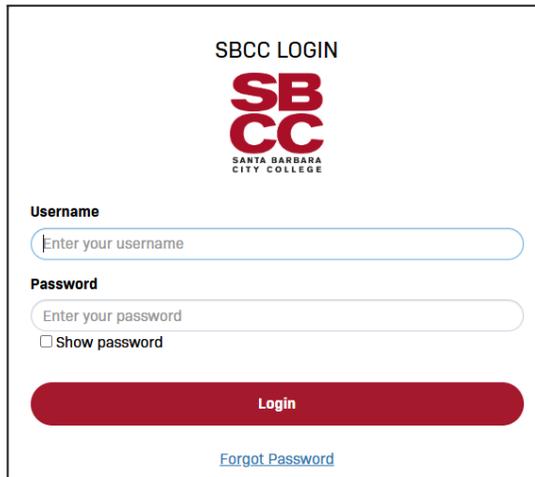


How to Save a Credit Card Payment Method to Your Campus Card Account

1. Using Google Chrome, **log in to the [My.SBCC Portal](#) with your Pipeline user name and password.**



The image shows a login form for Santa Barbara City College (SBCC). At the top, it says "SBCC LOGIN" above the SBCC logo, which includes the text "SANTA BARBARA CITY COLLEGE". Below the logo are two input fields: "Username" with a placeholder "Enter your username" and "Password" with a placeholder "Enter your password". There is a checkbox labeled "Show password" below the password field. A red "Login" button is centered below the fields. At the bottom, there is a blue link that says "Forgot Password".

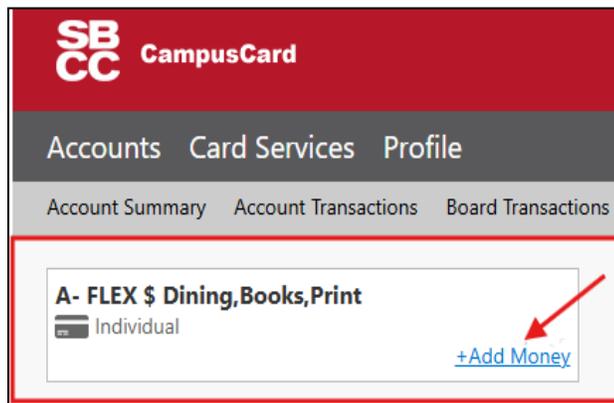
2. Once you are logged into your “My.SBCC” Dashboard, **Click on “Class Registration and Schedule”**



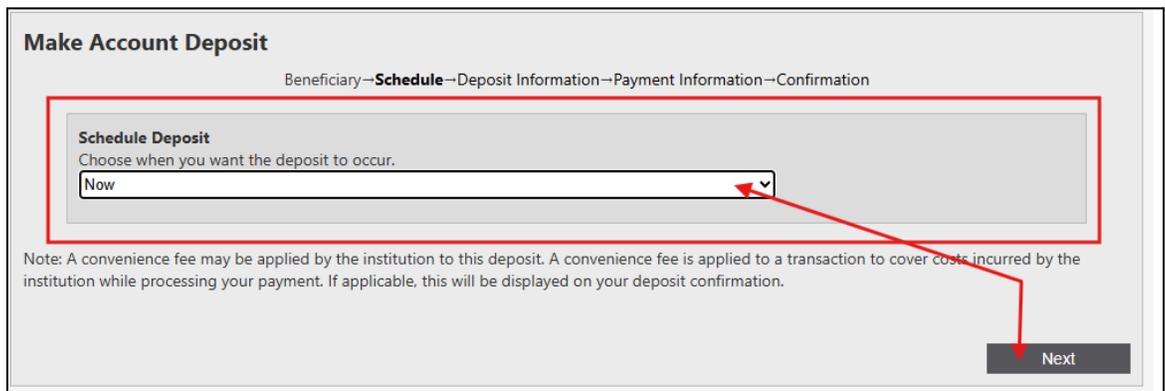
3. Click on **Campus Card**



4. Click on the **+Add Money** Link



5. **Schedule** the deposit for **Now** to make a deposit now, which will allow you to save a payment method, then click on **Next**.



6. Enter a deposit amount of at least **\$1.00** and select **Credit Card** and Click on **Next**. Transact will redirect you to Windcave, a secure payment provider, for payment processing.

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

USD

Payment Method

Credit Card

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

Payment Checkout

Merchant Reference: 0000000000000000100785
Amount: **\$1.00 (USD)**

Credit Card Payment

Card Number:*

Name On Card:*

Expiry Date:*

CVC:

Submit

8. You will see a confirmation of your **transaction approval**. Click on **“Next”**.

Payment Checkout

Merchant Reference:
Amount: **\$1.00 (USD)**


Transaction Approved

Amount: **\$1.00 (USD)**
Card:
Card Type:
Card Holder:
Transaction Date:
Transaction Type:
Auth Code:
Reference:

[Next](#)

9. You will see a **deposit confirmation**. Review the deposit details. **No changes to the account will be made**, including the addition of your card information until you confirm the deposit. Click on **“Make Deposit.”**

Deposit Confirmation
Review the deposit details below. No changes to the account will be made until you confirm the deposit by clicking "Make Deposit" below.

Beneficiary--Deposit Information--Payment Information--**Confirmation**

Beneficiary Information
Username

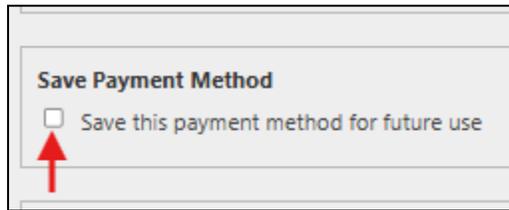
Deposit Information

Deposit Account	A- FLEX \$ Dining,Books,Print
Deposit Amount	1.00 USD
Amount Charged	1.00 USD

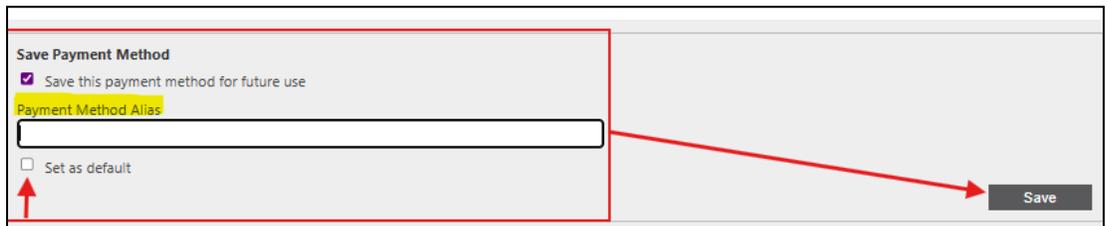
Payment Billing Information
Card Type
Credit Card Number **Credit Card Information will Appear Here**
Expiration Date

[Cancel](#) [Make Deposit](#)

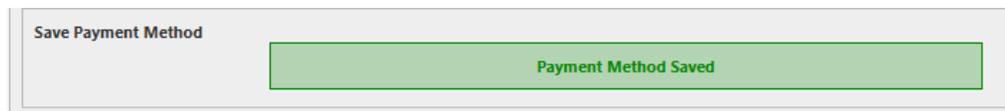
10. Next you will see your Receipt for Account Deposit. If you choose to, you can save this payment method. **To save your payment method, click the box for “Save Payment Method”.**



11. Enter an **alias or name for this saved payment method**. If you **choose to**, you may also set a payment method as the default payment method **by selecting "Set as Default,"** then click **"Save."** The **next time you add funds, this method will be saved and available.**



12. **You will see a confirmation** that your payment method has been saved. **The next time** you add funds through the Transact eAccount app or the My.SBCC Portal, **the payment method will be available to complete the transaction.**



13. **You're done! Email yourself a receipt by entering a preferred email address. Then click on "Send Receipt."**

Email Receipt

Email Address #1

Email Address #2

Email Address #3



Send Receipt