PAYMENT DIRECTIONS

1. Log into MyCharleston.

2. Select the MyAccounts tab, then scroll to the bottom and click the link “Log onto eBill Account.” Click the button for “Open my eBill Account.”

3. In the new pop-up window, select “Deposits” at the top, then select the term (20xx Spring) and click “Select.”

4. In the drop-down menu that will appear to the right, select “Spring Housing Deposit.” The system will prompt you to submit the $200 housing prepayment (this confirms your intent to request on-campus housing).

5. Repeat step 4, but select “Housing Application Fee.” The system will prompt you to submit the $50 housing application fee (this will allow you to access the housing application).