eRefund Setup

Login in to Bill + Payment as either a Student or Authorized User

• Click on eRefunds in the sidebar under My Profile Setup



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• Select Set up Account

UNIVERSITY JANE DUGET SOUN	ID						Logout 🕞
😚 My Account	Make Payment	Payment Plans	Deposits	Refunds	Help		My Profile
Refunds							
	eRefunds puts money in your accountFAST! No more trips to the bank or waiting for a paper check. ######THIS IS A TEST ENVIRONMENT AND CAN BE CHANGED UNDER eREFUNDS/eREFUNDS CONFIGURATION##### Direct Deposit is the secure and convenient way to get your refund.						
	Set Up Acco	ount					

Direct Deposit Bank Account

Account Description	Actions
Your direct deposit account for refunds has not been set up.	Set Up Account

Refund History for Jolie Libert

You have no past refunds.

• Either select a Saved Payment method or Set up a new account to receive Refunds

Set Up Refund Account	
Would you like to use an existing account or set up a new account?	
© Savings - xxxxx6553	
◎ payment acct - xxxxx5473	
Daddy Warbucks - xxxxx4321	
© 9.2 Test - xxxxx3123	
Set up a new account.	
Continue	

• If you choose to set up a new account, enter account information and click continue

Set Up Refund Account					
Account Information Indicates required fields					
You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.					
*Account type:	Select account type				
*Routing number: (View example)					
*Bank account number:					
*Confirm account number:					
*Name on account:					
*Save payment method as: (example My Checking)					
Continue					

• A confirmation message should display at the top of the eRefunds home page indicating the refund account has been saved.

