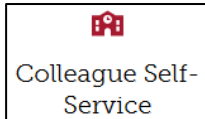


How to Sign Up for eRefund (Direct Deposit):

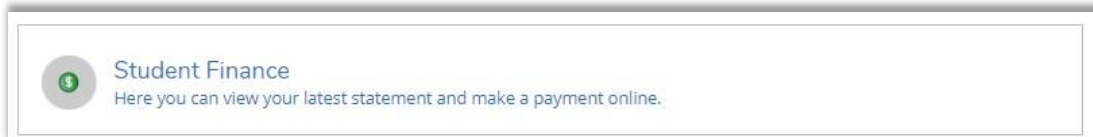
The Student Billing Office strongly suggest receiving your refund through direct deposit. Our version of direct deposit is called eRefund. You will always receive your refund faster through eRefund than if your refund is processed and mailed as a paper check.

Please follow these steps to sign up:

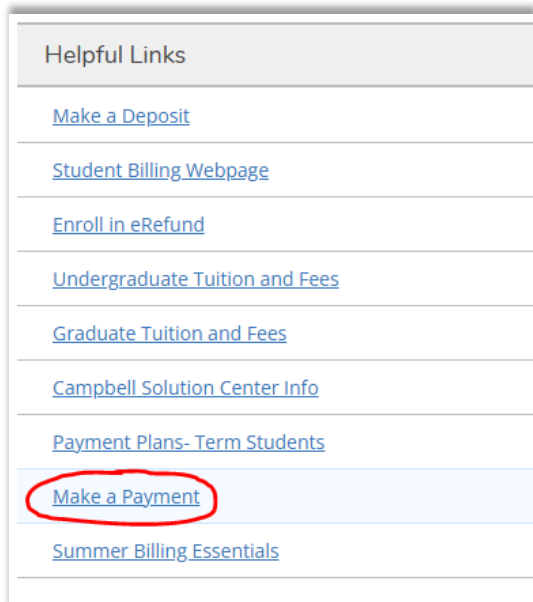
Enter your Self-Service by clicking icon below on your main portal page:



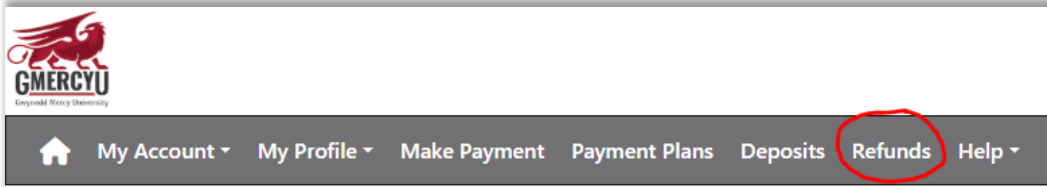
Next, click on the **Student Finance** tile.



On the right side of the page, under Helpful Links, select **Make a Payment**.



Once you are on TouchNet, our third-party payment vendor's secure site, you will select **Refunds** located on the gray tool bar at the top of the page.



The first time you sign up for electronic refunds you will be instructed to set up a two-step verification. This will allow security for you if you ever want to change your banking information.

Click the green Complete multi-factor authentication to continue.

The screenshot shows the 'eRefunds' page. At the top, it says 'eRefunds puts money in your account... FAST!' followed by a sub-header 'No more trips to your financial institution or waiting for a paper check to come in the mail. Direct Deposit is the secure and convenient way to get your refund.' Below this is a section titled 'Refund Methods'. A light blue banner contains the message: 'No Refund Method Selected. Multi-factor authentication required before making a selection.' To the right of this message is a green button that says 'Complete multi-factor authentication'. Underneath, there is a section for 'Direct Deposit' with the text 'Typically received in 1-2 business days' and 'Funds will be transferred to the personal checking or saving account of your choice.' Below this is a text box that says 'A Direct Deposit account for refunds has not been set up.' and a button labeled 'Set up a new account'.

A passcode will be sent to you. Please enter the passcode in the and click the green **Verify** button.

This screenshot shows the 'Refund Methods' section after a passcode has been sent. A light blue banner at the top contains the message: 'No Refund Method Selected. Multi-factor authentication required before making a selection.' To the right is a green button labeled 'Complete multi-factor authentication'. Below the banner, the text reads: 'A passcode was sent to you for multi-factor authentication. Please enter the passcode to update refund method'. There is an input field for the passcode, followed by three buttons: 'Cancel', 'Resend Code', and 'Verify'.



Once you verify the code, please follow the steps to complete the Two-Step Verification Enrollment.

Multi-Factor Authentication

Multi-factor authentication (MFA) enhances security by requiring multiple proofs of identity.
Select your preferred method for one-time passcode (OTP) delivery.

Primary Method

Google Authenticator (Preferred)
New to Google Authenticator? Download from the App Store or Google Play to get Started!

Text message to existing or new mobile number

Email message to existing or new email address

Once you have completed the Two-Step Verification Enrollment, click **Set up new account** to enter in your banking information

Direct Deposit

Typically received in 1-2 business days
Funds will be transferred to the personal checking or saving account of your choice.

A Direct Deposit account for refunds has not been set up.

[Set up a new account](#)

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:

*Routing number:
(Example)

*Bank account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:


*Save payment method as:
(example My Checking)

Once you have entered your banking and billing information, please click the green **Continue** button.

On the main Refunds page, you will now see the account listed under Current Refund Methods.

eRefunds

eRefunds puts money in your account... FAST!
No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund.
This is a test message.

Current Refund Method
My Checking - xxxxx6789 

Enrolling in eRefund is now complete. Thank you.

If you have any issue with the steps above, please email the Student Billing Office at studentbilling@gmercyu.edu so we can help troubleshoot and fix the issues you having.

