E Salem ISTATERSITY

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Student Navigation Center

How to: Set up direct deposit/ eRefund

1. Log into Navigator.

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Sign In	Create Account	Account Help	Class Search	
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2. Once at the Student Homepage, click on "Financial Account".



3. Next, click on "Student Accounts". Then, follow the "Click Here" link to TouchNet.

Note: Please be sure pop-ups are not blocked on your browser.

Student Homepage	SSU Financial Account	Â	12 I	
🔚 Manage ClipperCard Account	View Student Account, Make Secure Payments and Deposits			
Student Accounts	Click Here to access Touchnet, Salem State's secure electronic billing and payment system.			
📄 Make a Payment				
🛅 Make a Housing eDeposit				
Make an Acceptance eDeposit				
Student Health Insurance				
🔚 Meal Plan Upgrade				
Waive Commuter Meal Plan				
Waive MassPIRG Fee				
TVA Certification Request				

4. Once at the TouchNet homepage, click on "Refunds", located in the menu bar.

👚 My Account Make Payment Payment	t Plans Deposits Refunds Help	
Announcement	Save time when paying. Set up a preferred payment profile in the Payment Profile page.	My Profile Setup
DORM STUDENTS Are you familiar with 1+2=KEY? Your account		Authorized Users
MUST be settled BEFORE you will get a key to your dorm.	Student Account ID: xxx6448	Personal Profile
eBill DUE DATES Fall- 2nd Wednesday of August	View Activity Make Payment	Payment Profile
Spring-2nd Wednesday of January Summer I-May 25 Summer II-July 25	Chateman to	
Pay your balance in full, or be on an approved payment plan and/or have	Statements View Statements View Statements	Security Settings
(includes completing all aid related items on your to-do list in your Navigator account).	(5/14/19) Statement	Electronic Refunds
DIRECT DEPOSIT REFUNDS No more waiting for your paper check		Auto Bill Pay
refund! To receive your refund faster, sign up for eRefund through the Refunds tab above.		

Your refund will be direct deposited into your checking or savings account. ONLINE PAYMENT OPTIONS Valid online payment options include:

 Credit Card (Visa, MasterCard, American Express and Discover)
 Electronic check from your checking/savings account
 ONLINE DEPOSITS
 Deposits can be paid online by clicking on

the Deposits tab.

5. Once at the eRefunds page, click on "Set Up Account".



6. Complete the required two-step verification by entering the passcode that is emailed to your personal email account. Then, click "Verify".

*	My Account	Make Payment Payment Plans Deposits Refunds Help		My Profile
		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.		
		Current Refund Method		
		A Direct Deposit account for refunds has not been set up.	Set Up Account	
		A passcode was sent to you for Two-Step Verification. Please enter the passcode to says this refund method.		
		926320 Cancel Resend Cole Verify		

7. In the pop-up window, select the bubble next to "Set up new account", then, click "Continue".

Set Up Refund Account

Would you like to use an existing account or set up a new account?





Enter your account and billing information. You must save your 8. account and billing information by checking the box next to "Save this payment method for future use", then, enter a name to save the method as. Click "Continue".

Account Information	Billing Information
* Indicates required fields	*Name on account:
You can use any personal checking or savings	Check here for an international address
account. Do not enter other accounts, such as corporate	*Billing address:
account numbers, credit cards, home equity, or travelers checks.	Billing address line two:
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.	*City:
*Account type:	*State/Province: Select State/Province
*Routing number: (Example)	J *Postal Code:
*Bank account number:	*Save payment method as: (example My Checking)
*Confirm account number:	Set as your preferred payment method. You of choose a different payment method prior to submitting any payment.

Ensure your account set up is successful by reading the 9. confirmation banner at the top of the screen. In addition, you should receive an email from TouchNet to your SSU email account confirming your successful eRefund enrollment.

eRefunds

Your changes have been saved. 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. **Current Refund Method** ٥