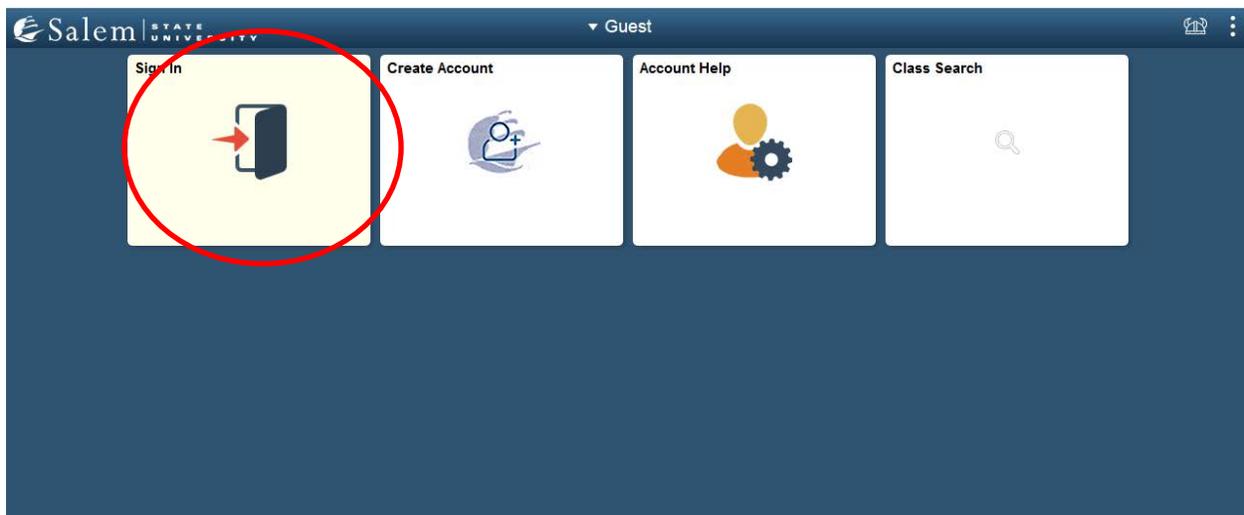


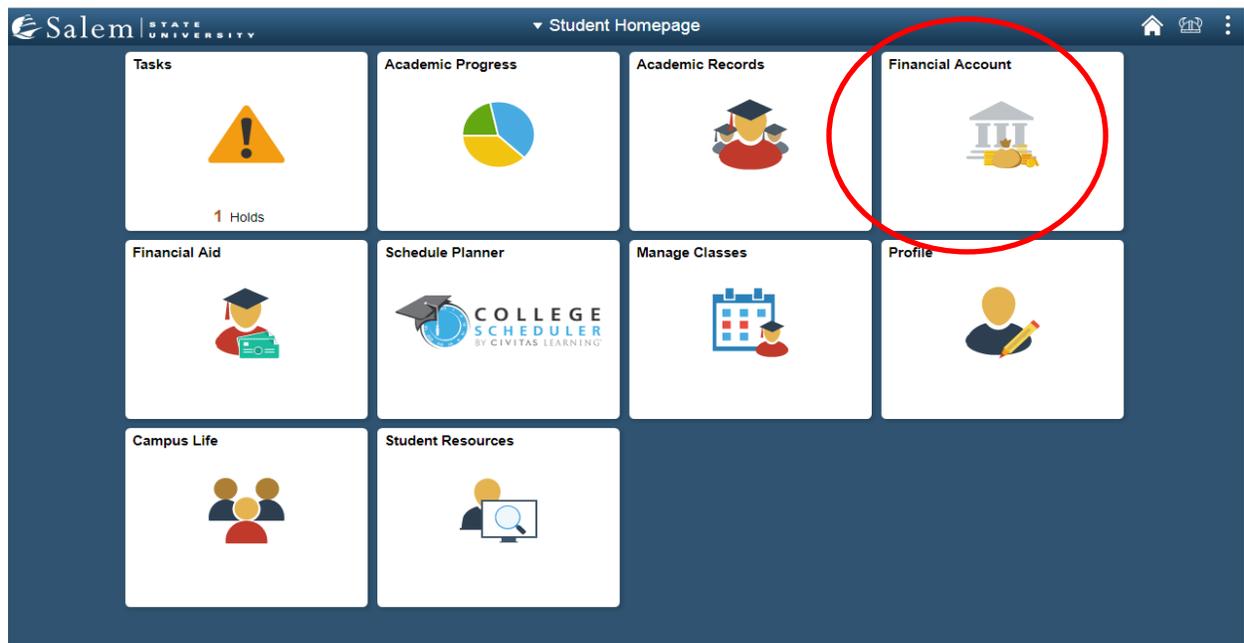
Student Navigation Center

How to: Set up direct deposit/ eRefund

1. Log into Navigator.



2. Once at the Student Homepage, click on "Financial Account".



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

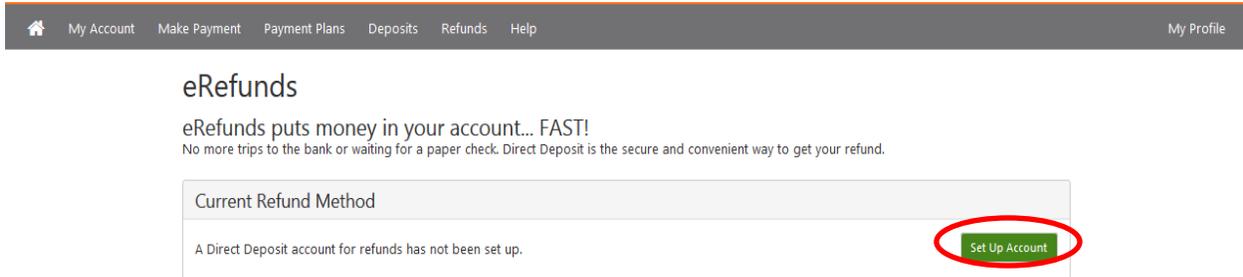
Note: Please be sure pop-ups are not blocked on your browser.

The screenshot shows the SSU Financial Account homepage. The top navigation bar includes "Student Homepage" and "SSU Financial Account". A left sidebar menu lists various options, with "Student Accounts" circled in red. The main content area features a heading "View Student Account, Make Secure Payments and Deposits" and a link "Click Here" to access Touchnet, which is also circled in red. A red arrow points from the "Student Accounts" menu item to the "Click Here" link.

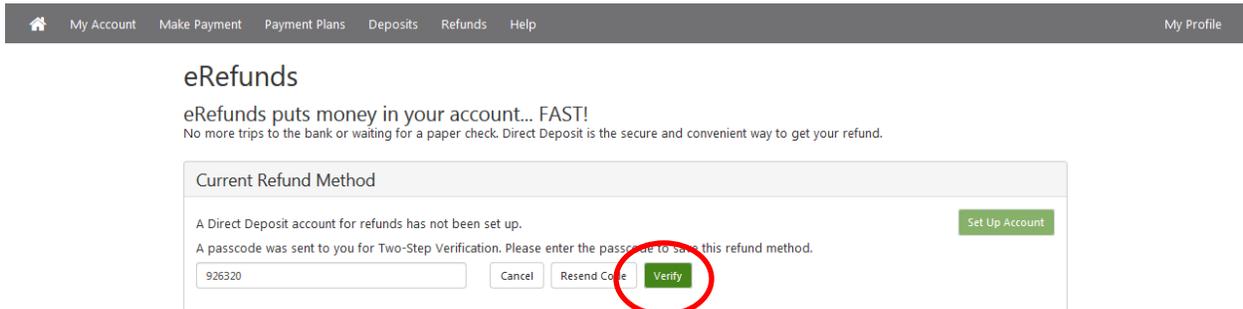
4. Once at the TouchNet homepage, click on “Refunds”, located in the menu bar.

The screenshot shows the TouchNet homepage. The top navigation bar includes "My Account", "Make Payment", "Payment Plans", "Deposits", "Refunds" (circled in red), and "Help". The main content area is divided into three sections: "Announcement" with information about dorm students and due dates, "Student Account" showing a balance of \$0.00 and ID xxx6448, and "Statements" with a link to view the latest eBill Statement. A "My Profile Setup" sidebar on the right lists options: "Authorized Users", "Personal Profile", "Payment Profile", "Security Settings", "Electronic Refunds", and "Auto Bill Pay".

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”.

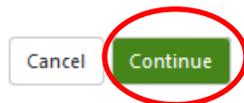


7. In the pop-up window, select the bubble next to “Set up new account”, then, click “Continue”.

Set Up Refund Account

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

 Set up a new account.



8. Enter your account and billing information. You must save your 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”.

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 travelers 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:

*Confirm account number:

Billing Information

*Name on account:

Check here for an international address

*Billing address:

Billing address line two:

*City:

*State/Province:

*Postal Code:

*Save payment method as:

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

9. Ensure your account set up is successful by reading the 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



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	
Checking - xxxxxx .71	