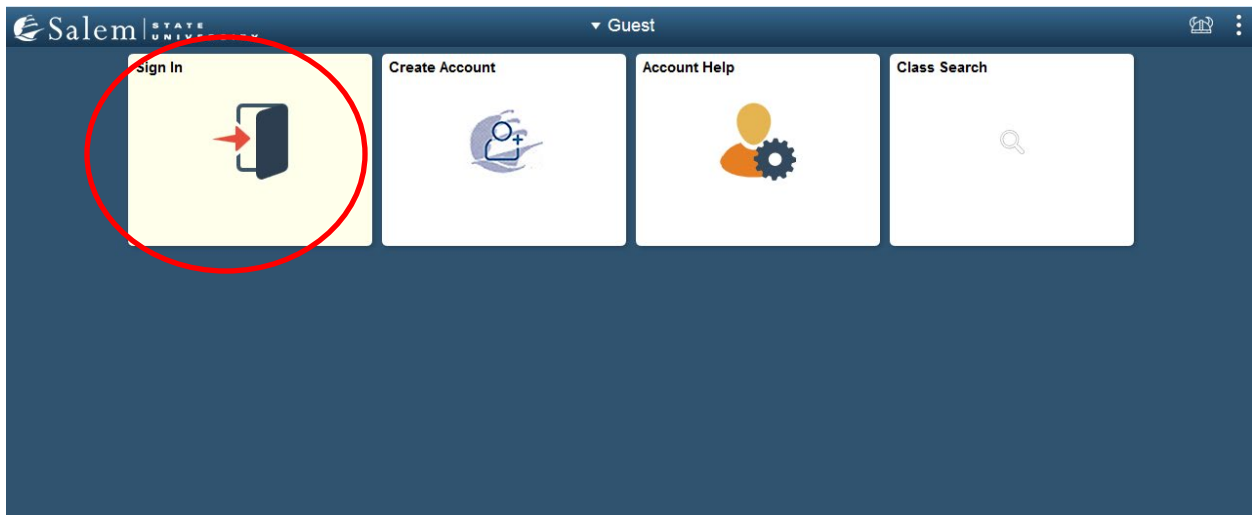


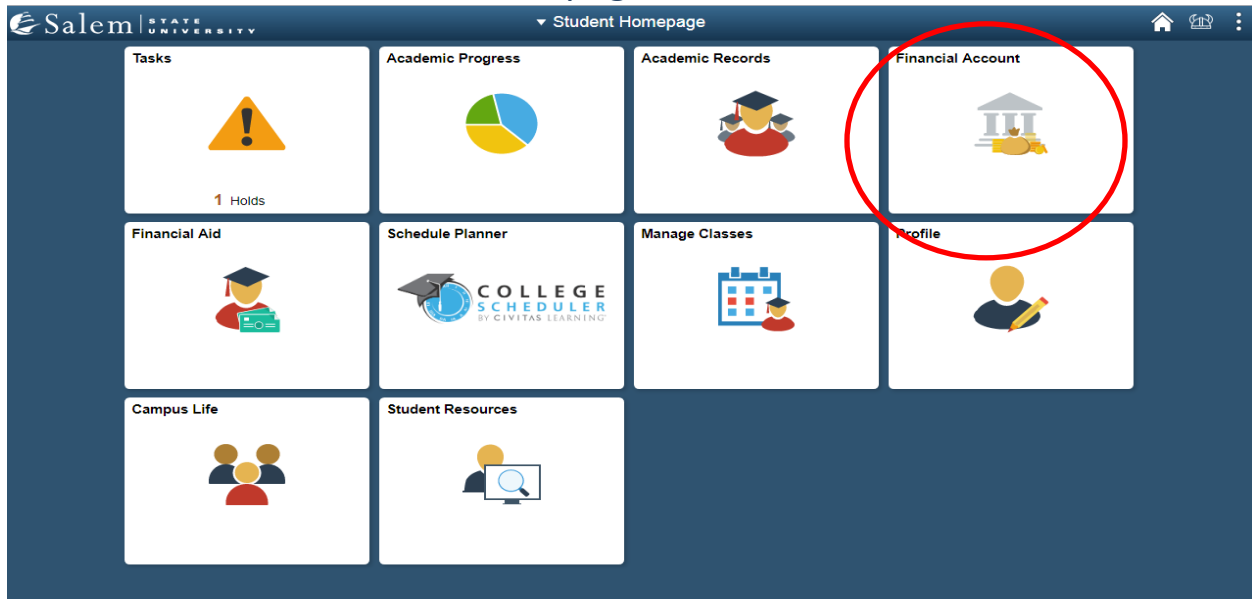
Student Navigation Center

How to: Set up a eRefund (Direct Deposit)

1. Log into Navigator.

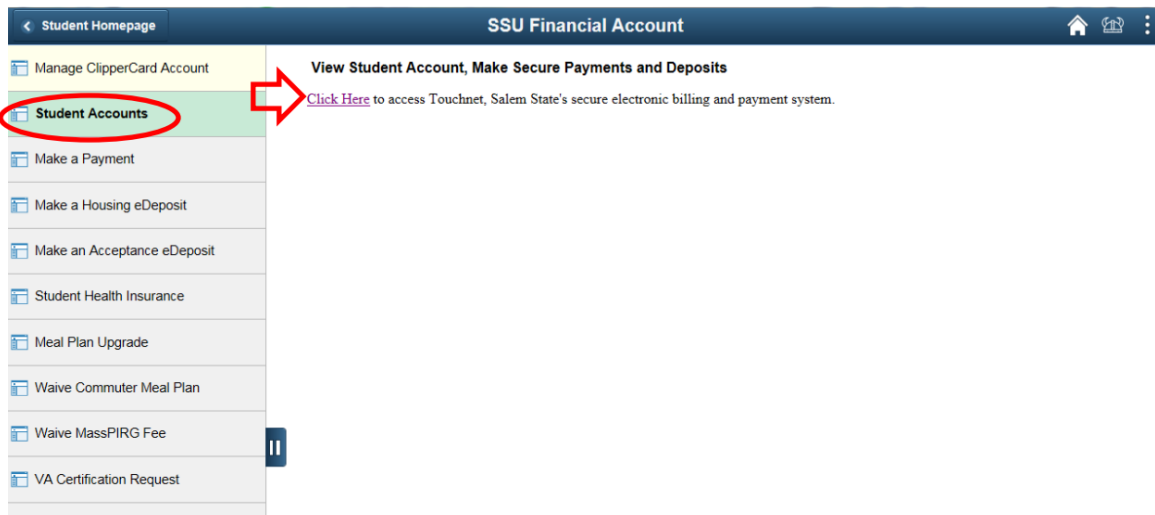


2. Once at the Student Homepage, click on "Financial Account".

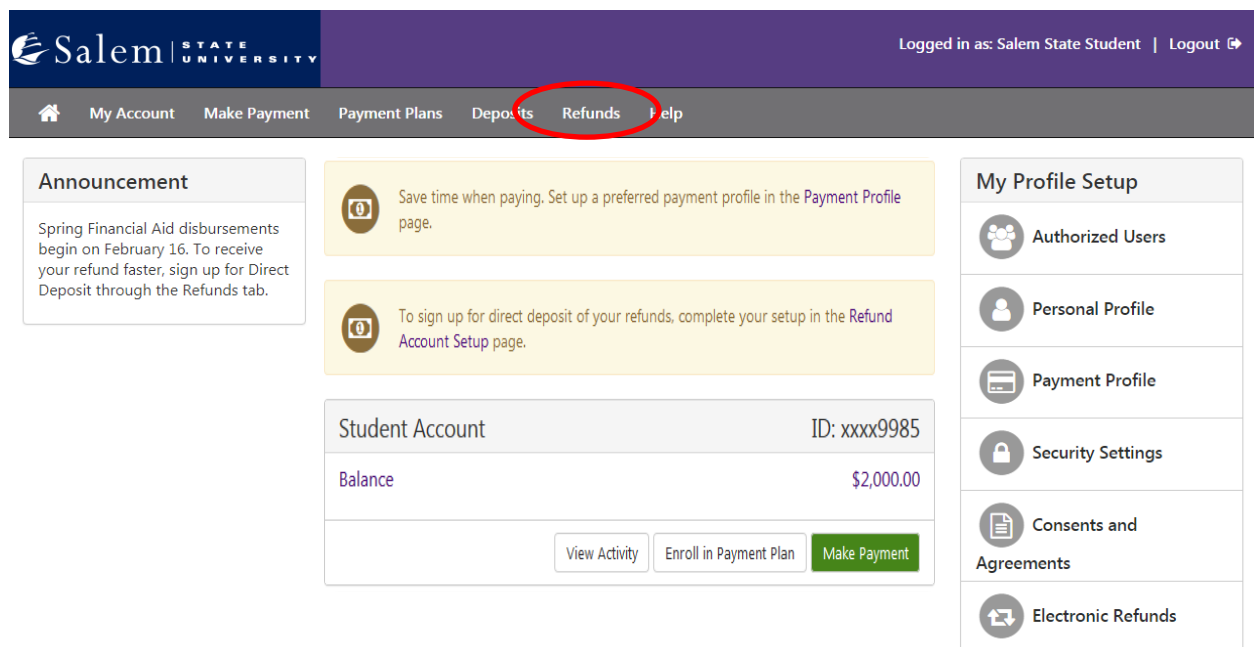


3. Next, click on “Student Accounts”. Then, follow the “Click Here” link to TouchNet.

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



4. Once at the TouchNet home page, click on “Refunds” in the menu bar at the top of the screen.



5. 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 [verify](#) this refund method.

926320

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](#)

7. 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:**

***Name on account:**

Check here for an international address


***Billing address:**

Billing address line two:

***City:**

***State/Province:**

***Postal Code:**

 ***Save payment method as:**
(example My Checking)

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

8. An agreement will pop up. Read agreement and click the “I Agree” button, then click continue.

Set Up Refund Account

I hereby authorize **Salem State University** to initiate a one-time debit entry to my bank account, according to the terms below, and for my bank to debit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a return check fee of **\$25.00** will be applied to my student account.

Name: **Sally Smith**

Address:
352 Lafayette St
Salem MA 01970

Depository: SANTANDER
MAIL CODE 10-6438-AH5
READING, PA 19612

Routing Number: 231372691
Account Number: xxx45

This agreement is dated 02/01/2022 08:30:40 AM CST.

For fraud detection purposes, your internet address has been logged: 173.244.4.91 at 02/01/2022 08:30:40 AM CST

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: **collections@salemstate.edu**

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

Print Agreement Cancel **Continue**

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.

Your new ACH refund account has been saved.



eRefunds puts money in your account... FAST!

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.

Current Refund Method



Direct Deposit

Sally2 - xxx45 (awaiting verification)

Remove

Other Refund Methods

Select an option, but only one can be the current refund method.

Direct Deposit (Replace current account)

Once processed, refunds will be received in approximately 1-2 business days.

Funds will be transferred to the personal checking or saving account of your choice.

Sally2 - xxx45

Set up a new account