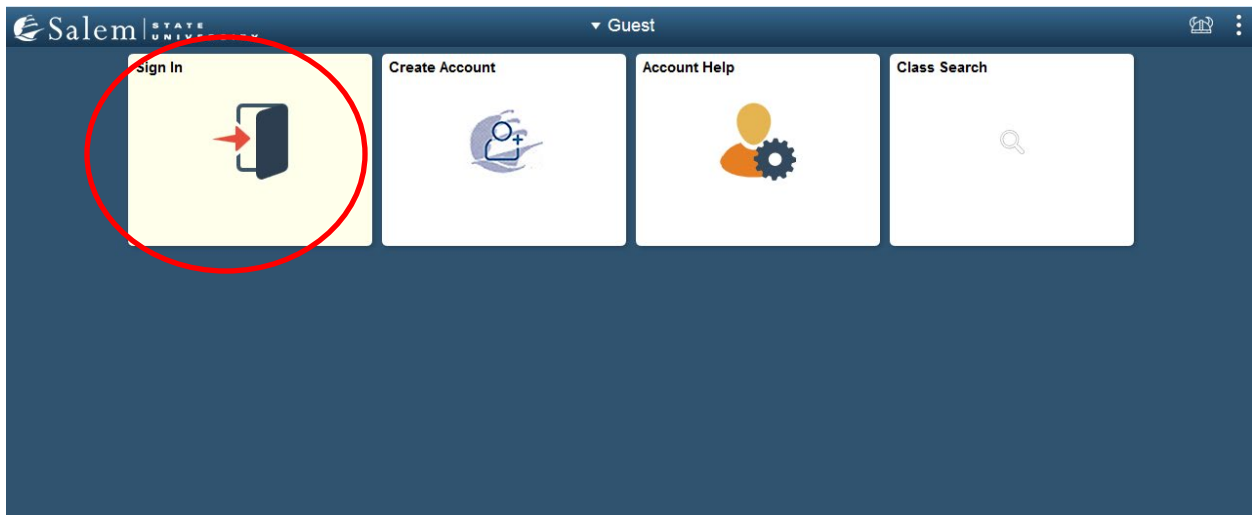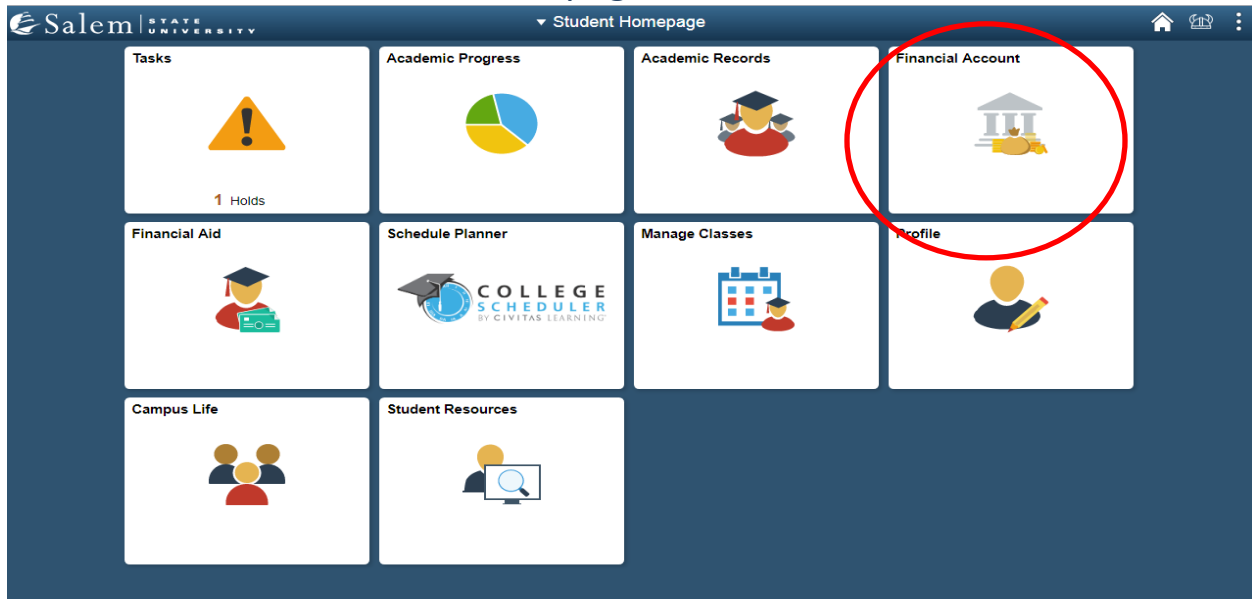# Student Navigation Center

How to: Set up a eRefund (Direct Deposit)
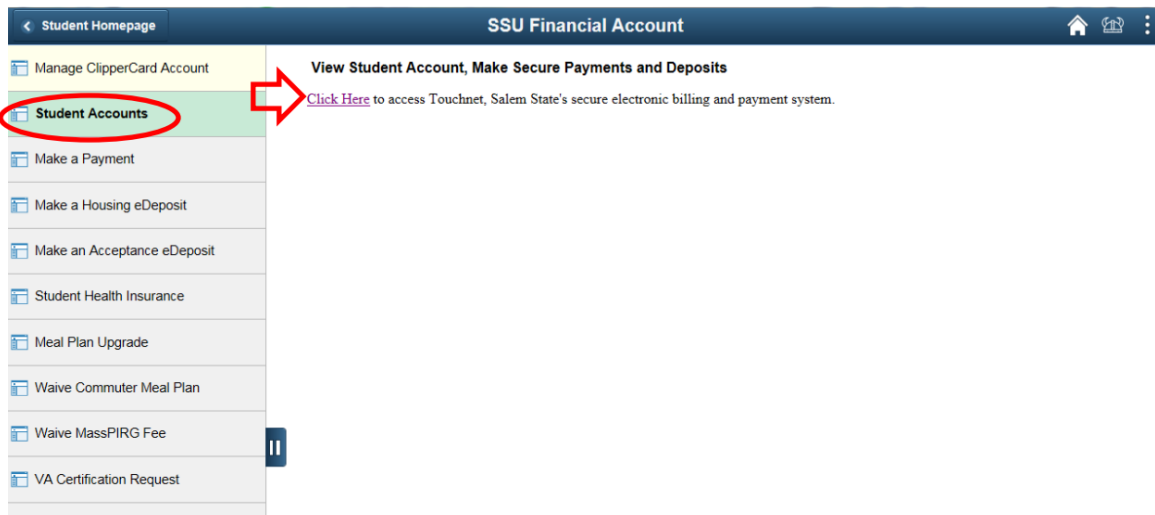
1. Log into Navigator.

2. Once at the Student Homepage, click on "Financial Account".
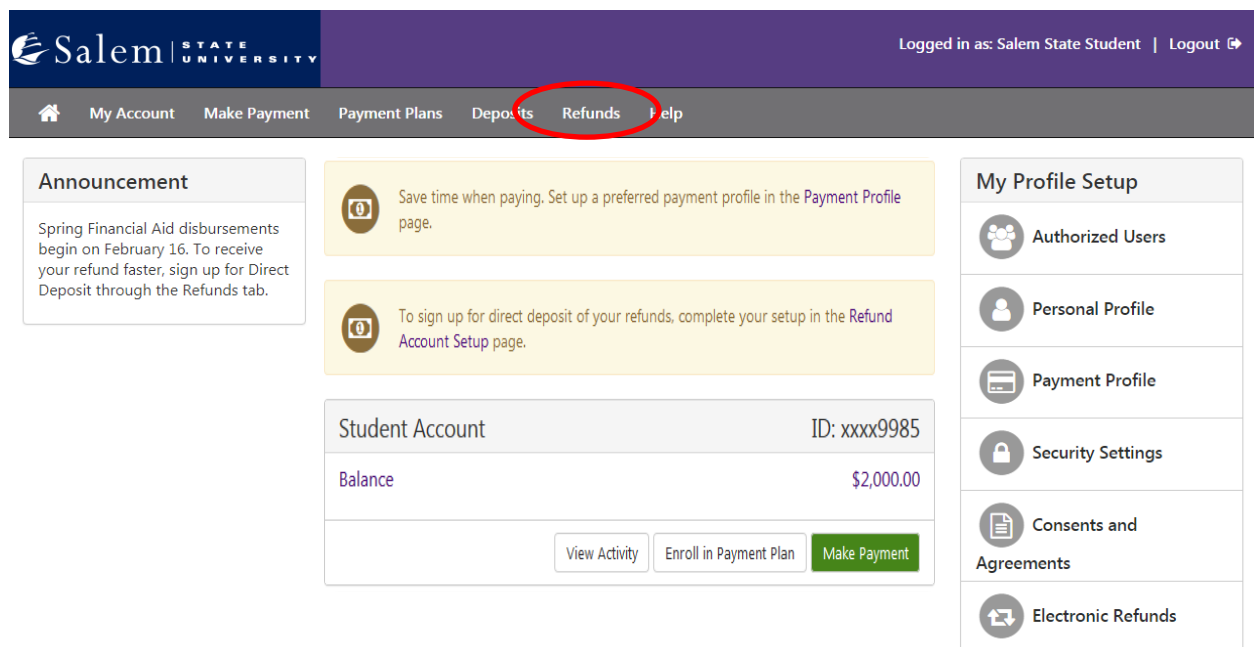
3. Next, click on "Student Accounts". Then, follow the "Click Here" link to TouchNet.
    Note: Please be sure pop-ups are not blocked on your browser.

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".

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: Select 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: Select 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.

Cancel   Continue

8. An agreement will pop up. Read agreement and click the "I Agree" button, then click 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)

<div align="right">Remove</div>

Other Refund Methods

Select an option, be   save as 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