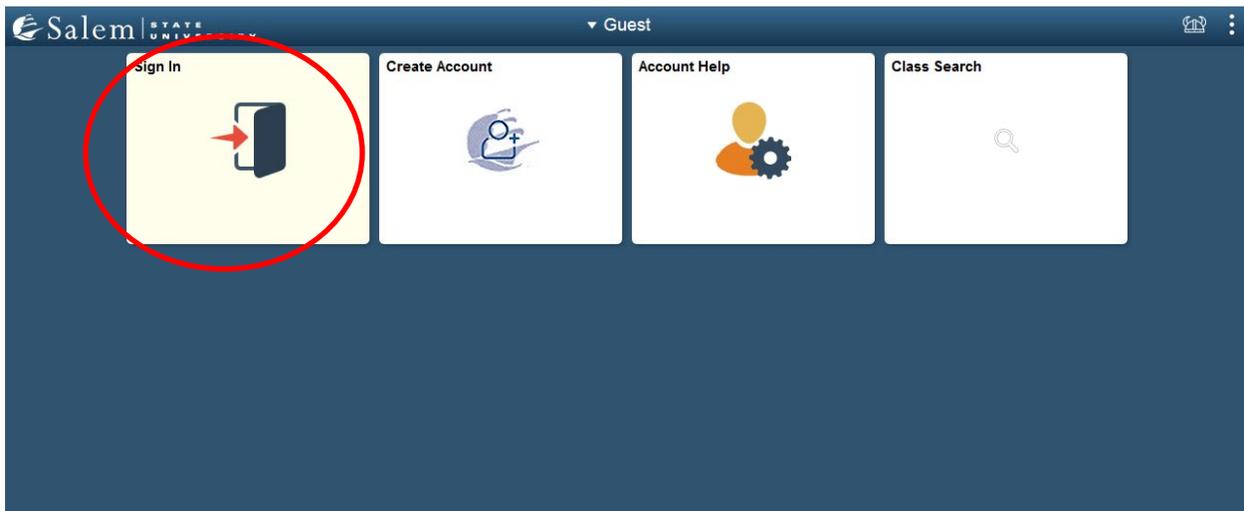


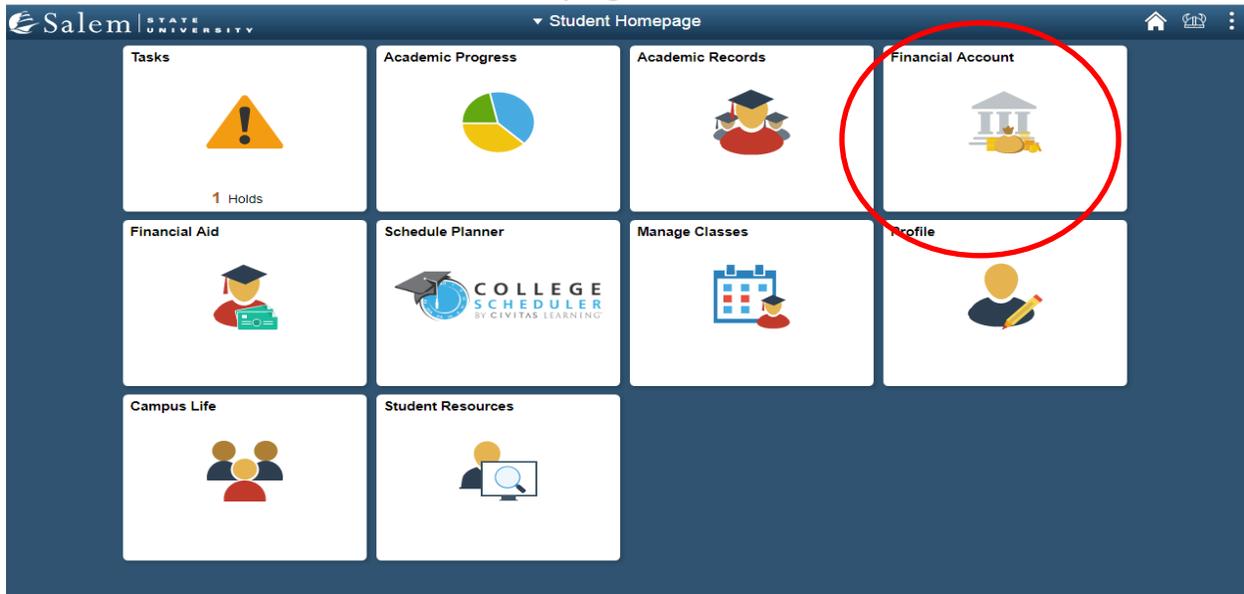
Student Navigation Center

How to: Set up a eRefund (Direct Deposit)

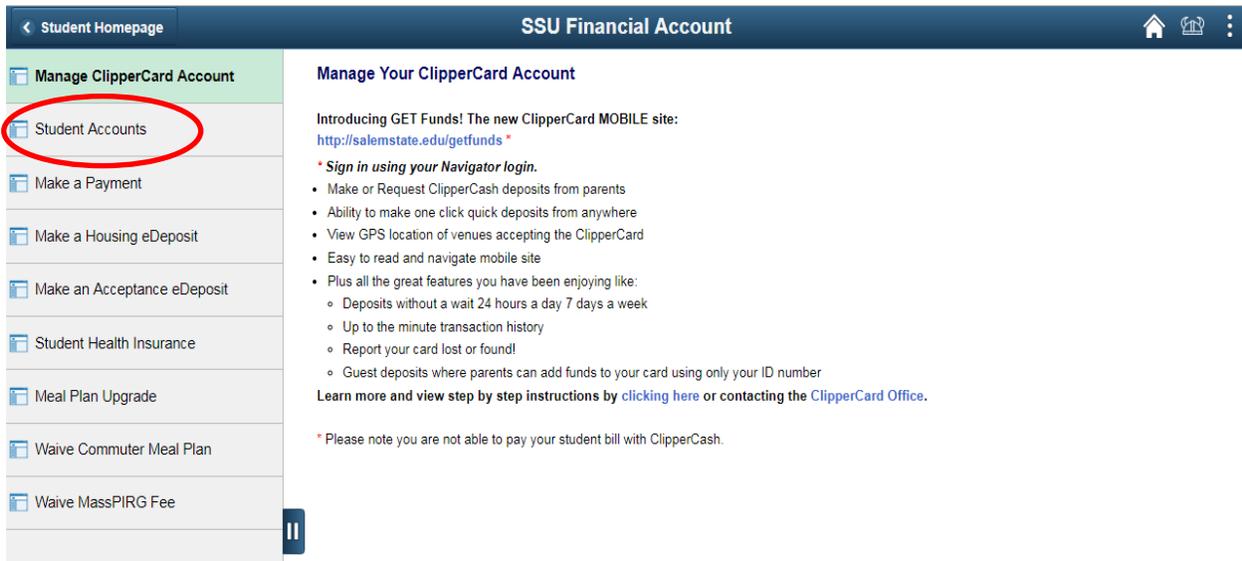
1. Log into Navigator.



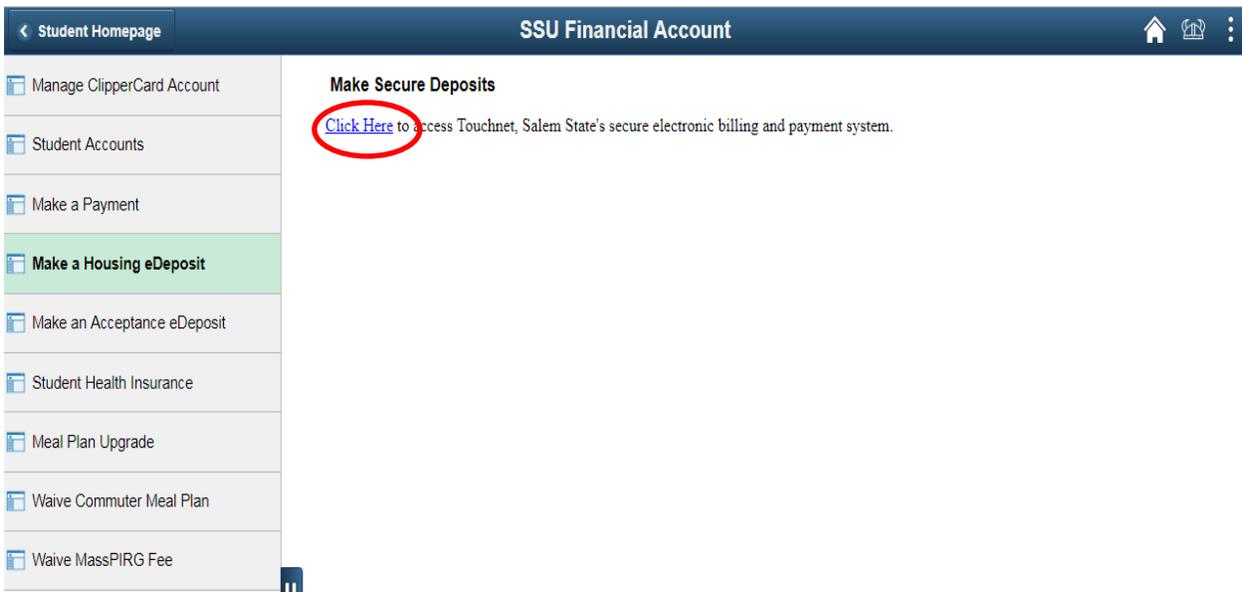
2. Once at the Student Homepage, click on "Financial Account".



3. Located in the menu bar, click on “Student Accounts”.



4. Click on the “Click Here” link to access TouchNet.



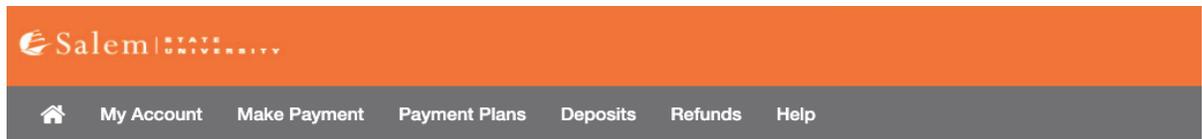
- Once at the TouchNet home page, click on “Refunds” in the menu bar at the top of the screen.

The screenshot shows the TouchNet home page for Salem State University. The top navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The 'Refunds' link is circled in red. Below the navigation bar, there are several sections: 'Announcement' with a message about Spring Financial Aid disbursements; two yellow informational boxes about payment profiles and direct deposit; a 'Student Account' section showing a balance of \$2,000.00 and buttons for 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'; and a 'My Profile Setup' sidebar with options like 'Authorized Users', 'Personal Profile', 'Payment Profile', 'Security Settings', 'Consents and Agreements', and 'Electronic Refunds'. The 'Security Settings' option in the sidebar is circled in blue.

- The screen will default to the “eRefunds” page, where you will have to do a two-step verification. Click on “Security Settings”.

The screenshot shows the eRefunds page. The top navigation bar is orange and includes 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The 'Refunds' link is circled in red. Below the navigation bar, the page title is 'eRefunds' and the sub-header is 'eRefunds puts money in your account... FAST!'. The main content area has two sections: 'Current Refund Method' with a message that says 'You must enroll in Two-Step Verification to add a Refund Method. Please proceed to Security Settings in My Profile to enroll.' and 'Refund History' with a message that says 'You have no past refunds.' The 'Security Settings' link in the first section is circled in red, and the 'Refund History' section header is circled in blue.

7. On the Security Settings page, you will have to select how you will get your security code for verification either by text, email or Google Authenticator



My Profile

Personal Profile Payment Profile **Security Settings**

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

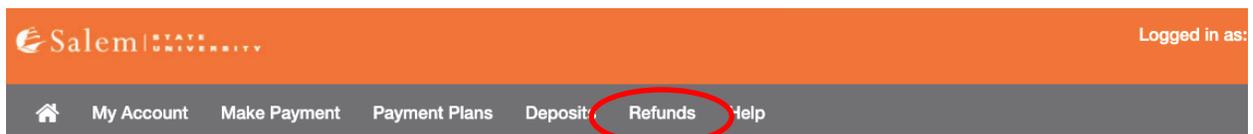


- Text message to existing or new mobile number
- Email message to existing or new email address
- Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

8. After verifying your primary method, you can either set up a backup method or continue to click on “Refunds” at the top bar menu.



My Profile

Personal Profile Payment Profile **Security Settings**

Two-Step Verification Enrollment

Primary Method

Passcode communications will be sent to

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

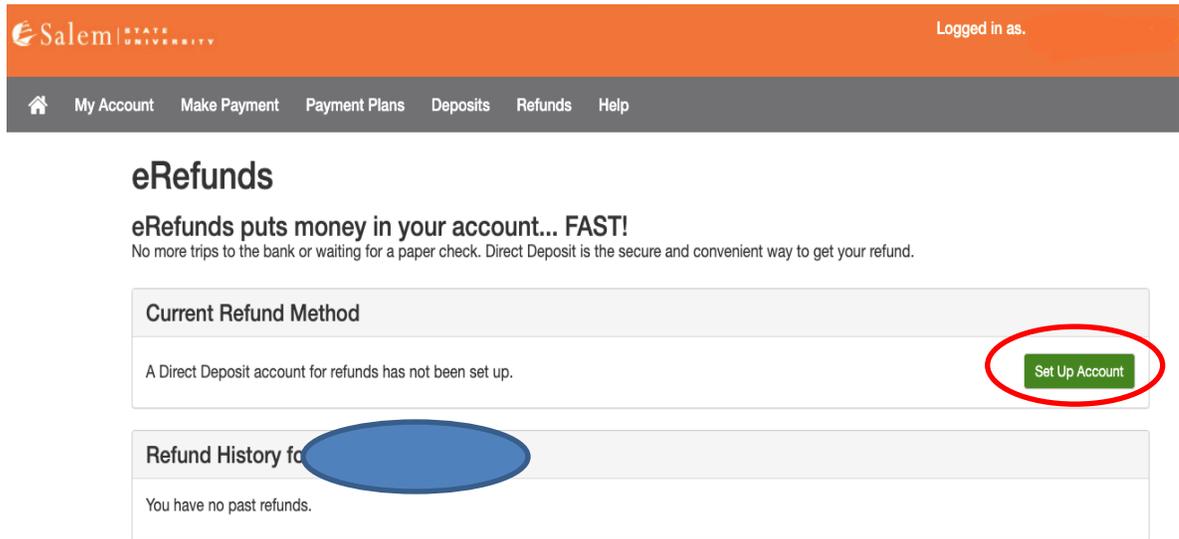
- Text message to existing or new mobile number
- Email message to existing or new email address

New email address

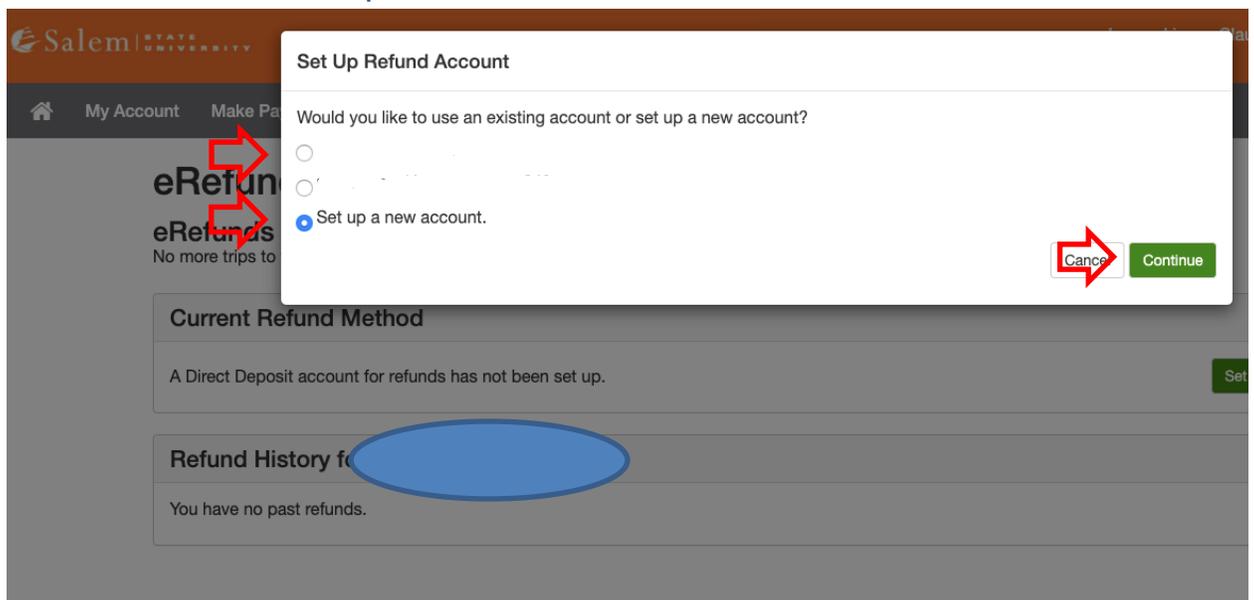
Send Code

- Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

9. In the "e-Refunds" page, click on "set up account".



10. You be able to pick what account you want to use for your e-Refund. If you already have that account saved, you can choose one of those or set up a new account. Then click continue.



11. If you need to set up a new account, you will need to fill this information out. Once completed, 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 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:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

*Save payment method as:

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

12. You will be redirected to this page, confirming that your e-Refund account has been set up.

Salem STATE BANK Logged in as:

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#)

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 - xxxxx

Refund History for

You have no past refunds.