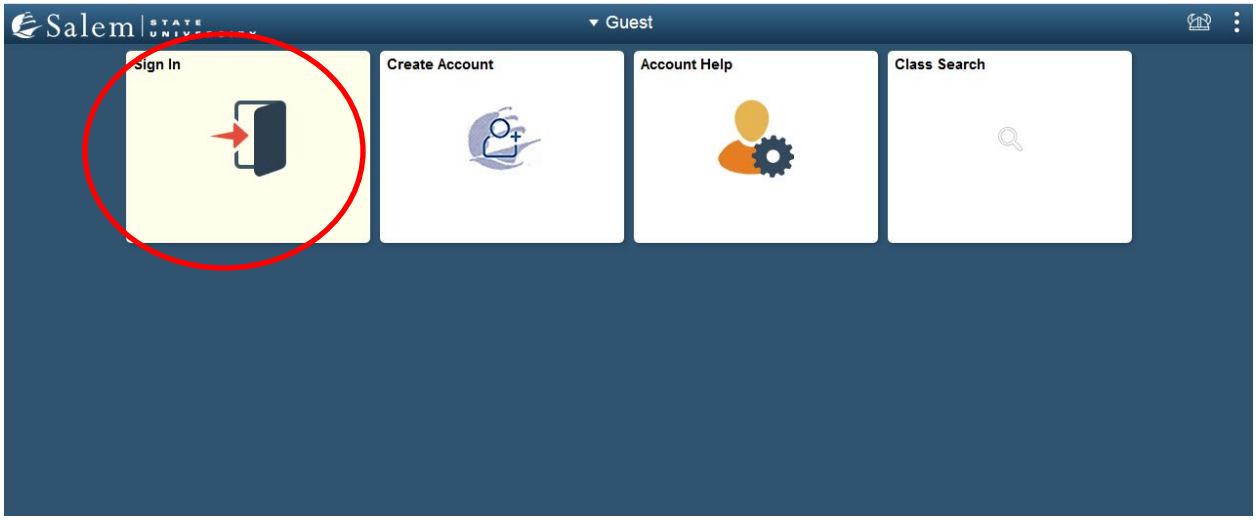
navcenter@salemstate.edu
Phone: 978.542.8000
Fax: 978.542.8520

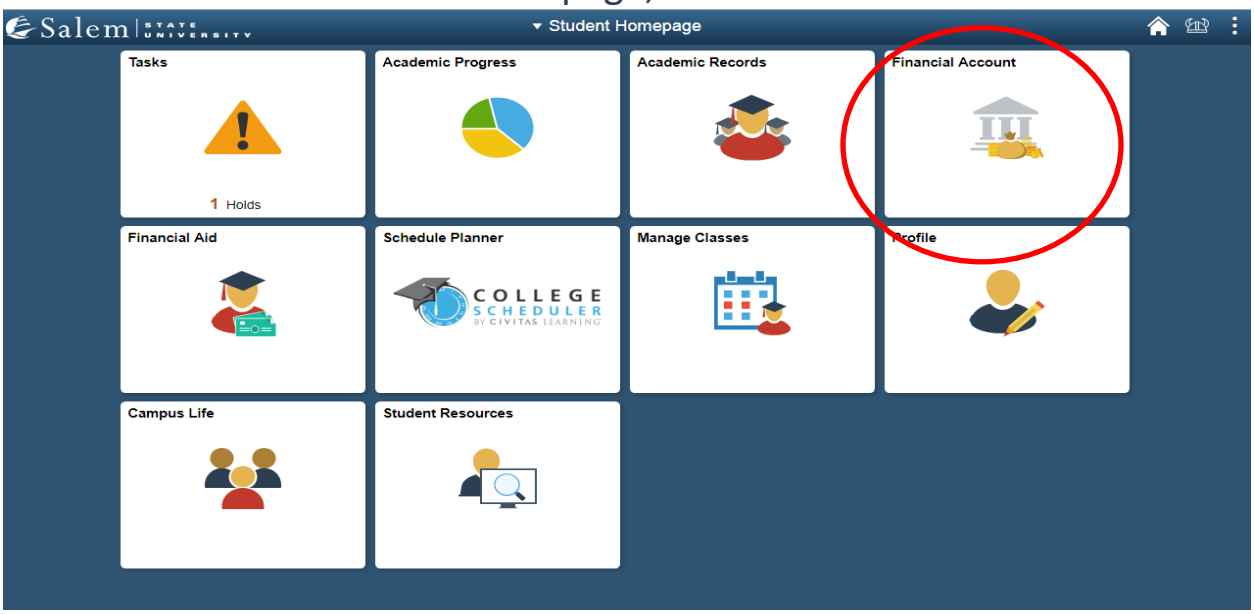
Student Navigation Center

How to: Set up a eRefund (Direct Deposit)

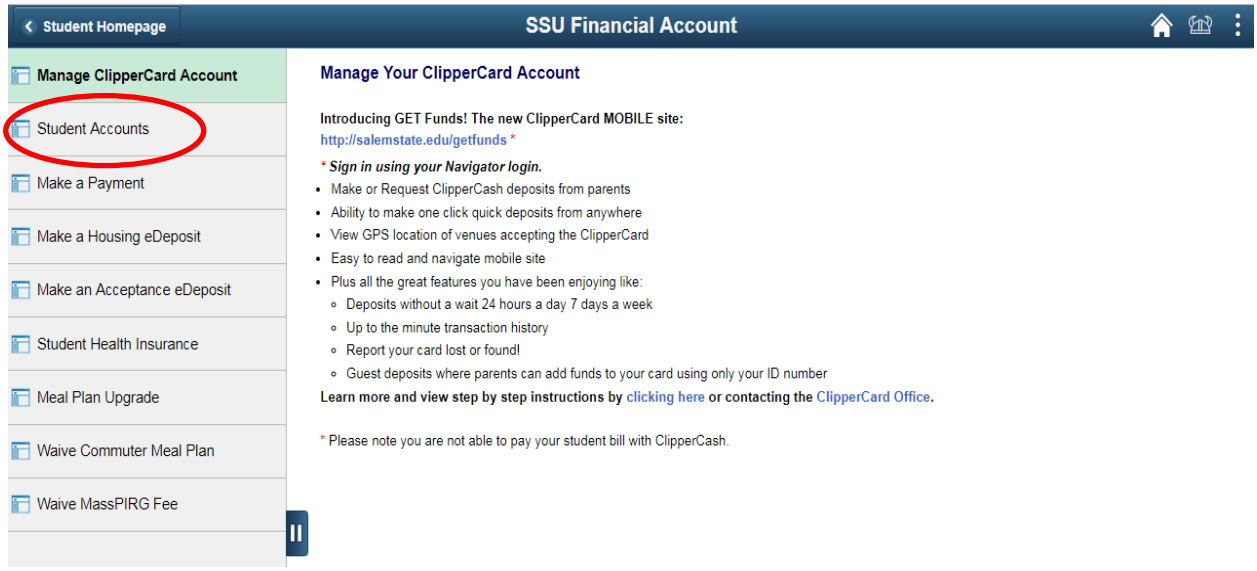
1. Log into Navigator.



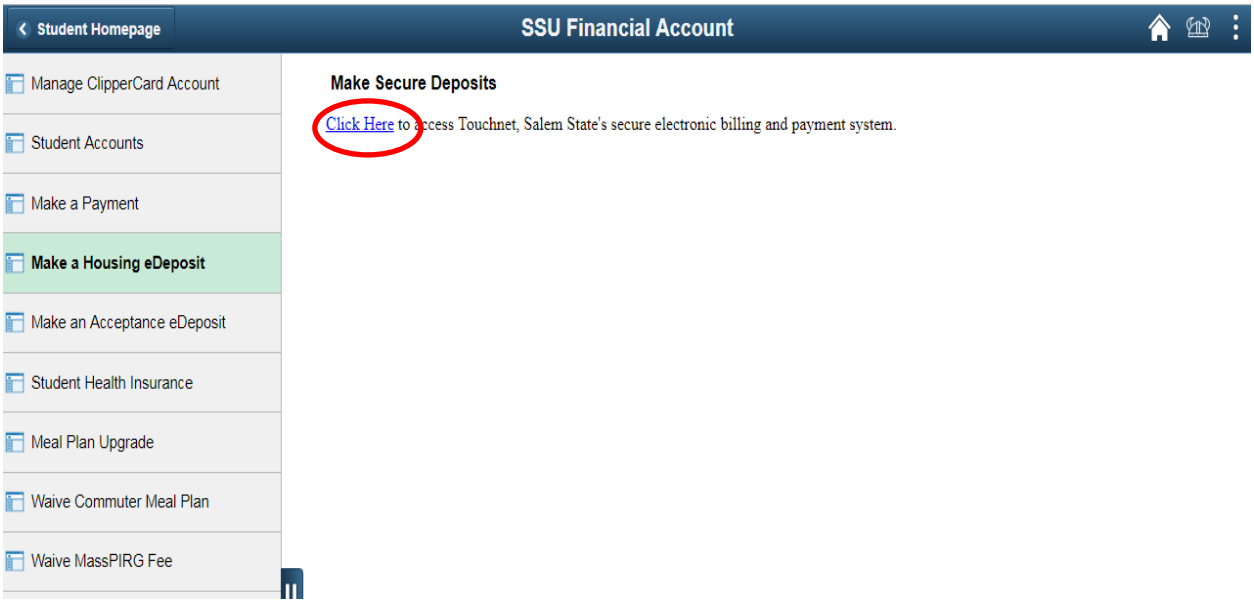
2. Once at the Student Homepage, click on “Financial Account”.



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

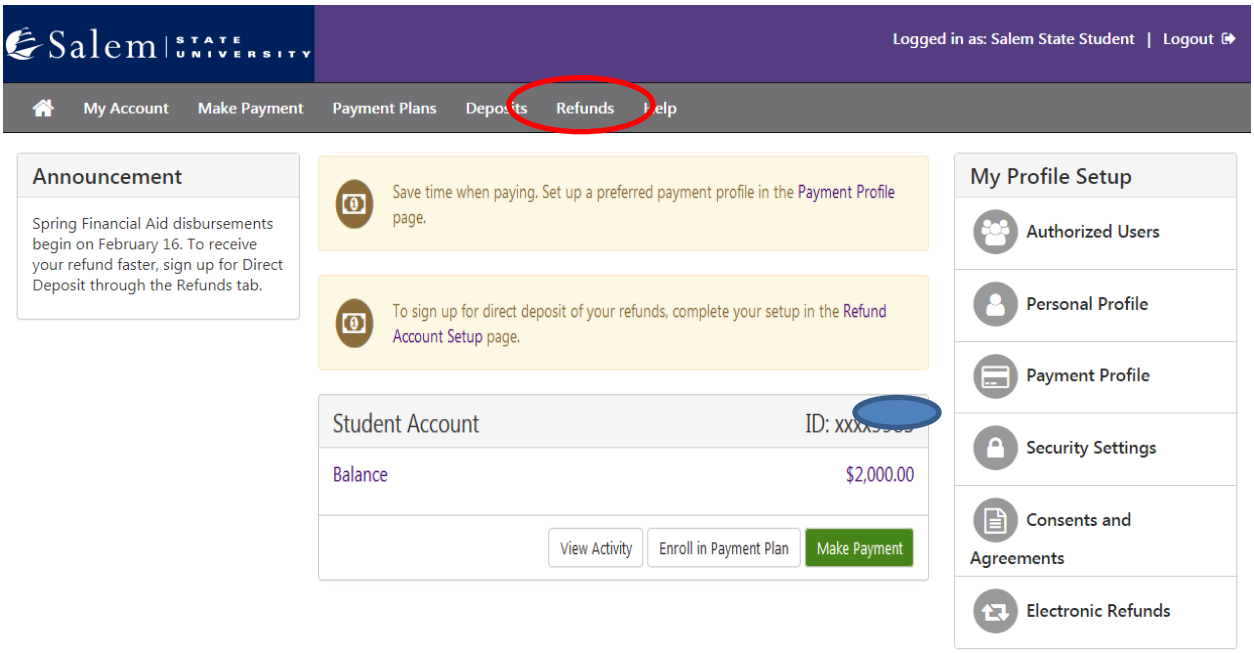


4. Click on the “Click Here” link to access TouchNet.

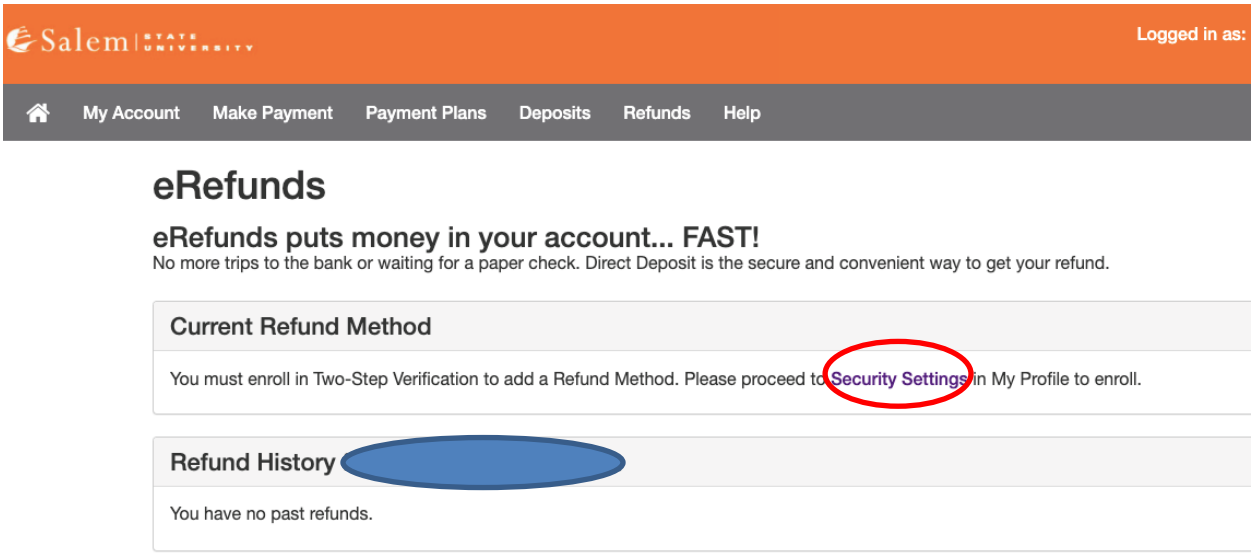


5. Complete required Multi-Factor Authentication (MFA) steps. If this is your first time logging in, you will need to choose a Multi-Factor Authentication option to receive codes to login. Click here for a how-to guide on setting up and using the MFA.

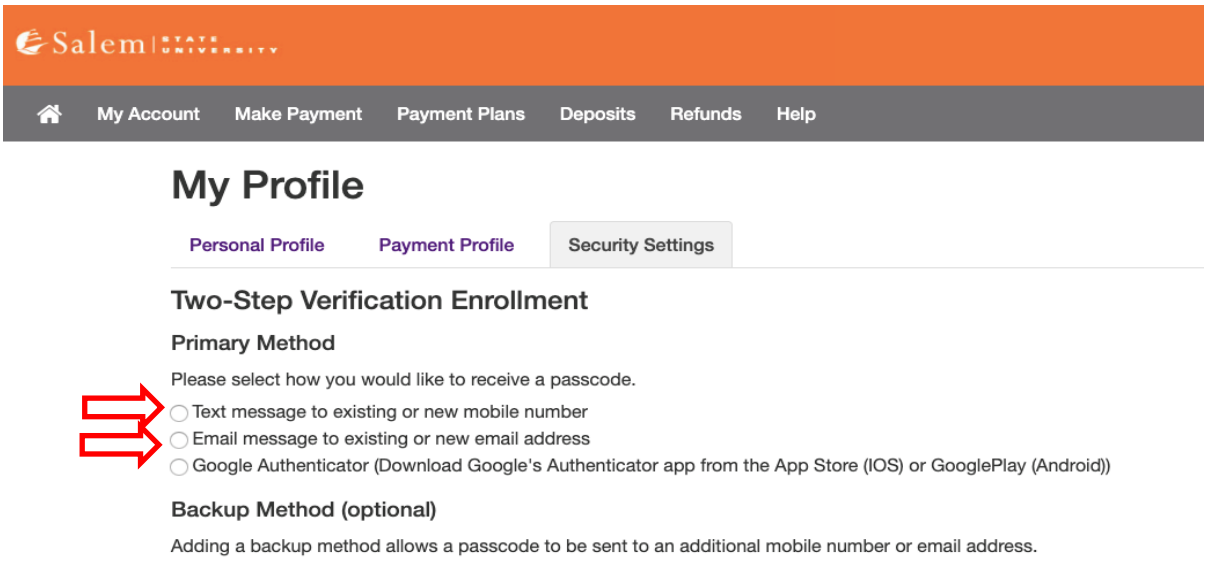
6. Once at the TouchNet home page, click on “Refunds” in the menu bar at the top of the screen.



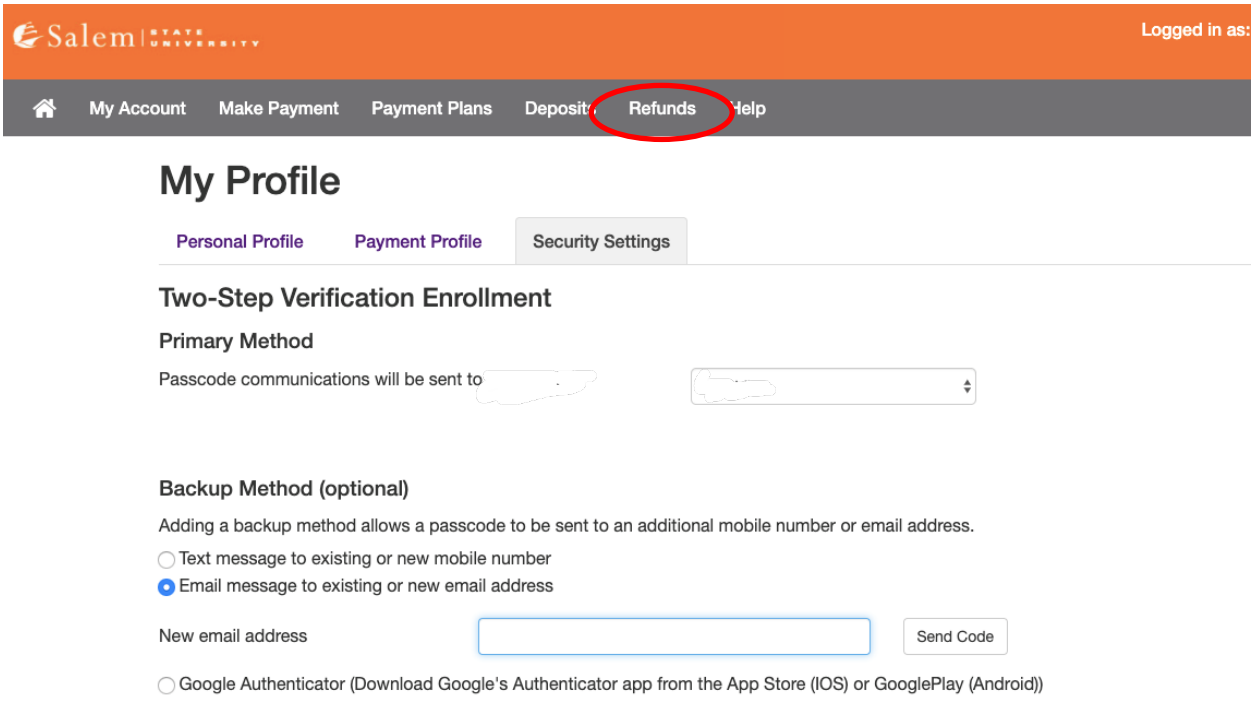
7. The screen will default to the “eRefunds” page, where you will have to do a two-step verification. Click on “Security Settings”.



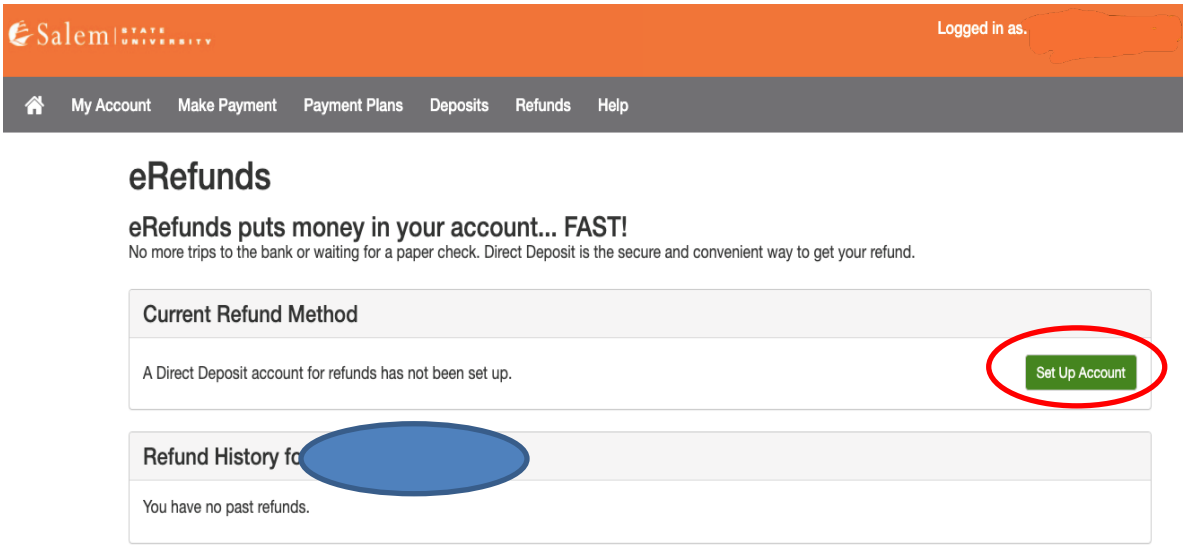
8. On the Security Settings page, you will have to select how you will get your security code for verification either by text, email or Google Authenticator



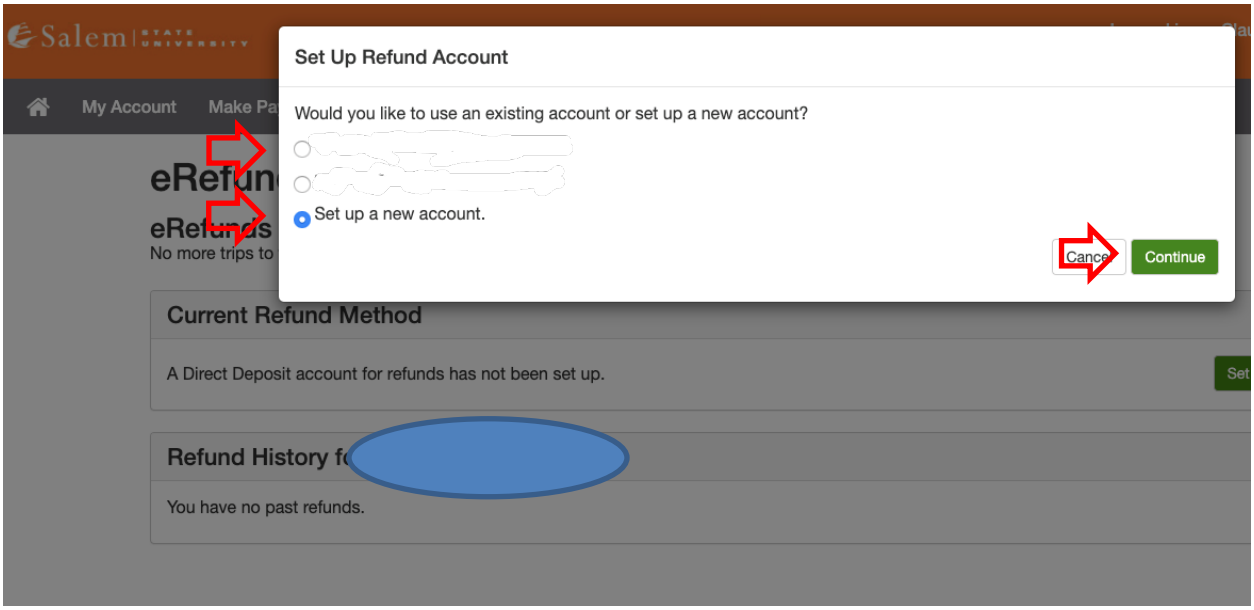
9. After verifying your primary method, you can either set up a backup method or continue to click on “Refunds” at the top bar menu.



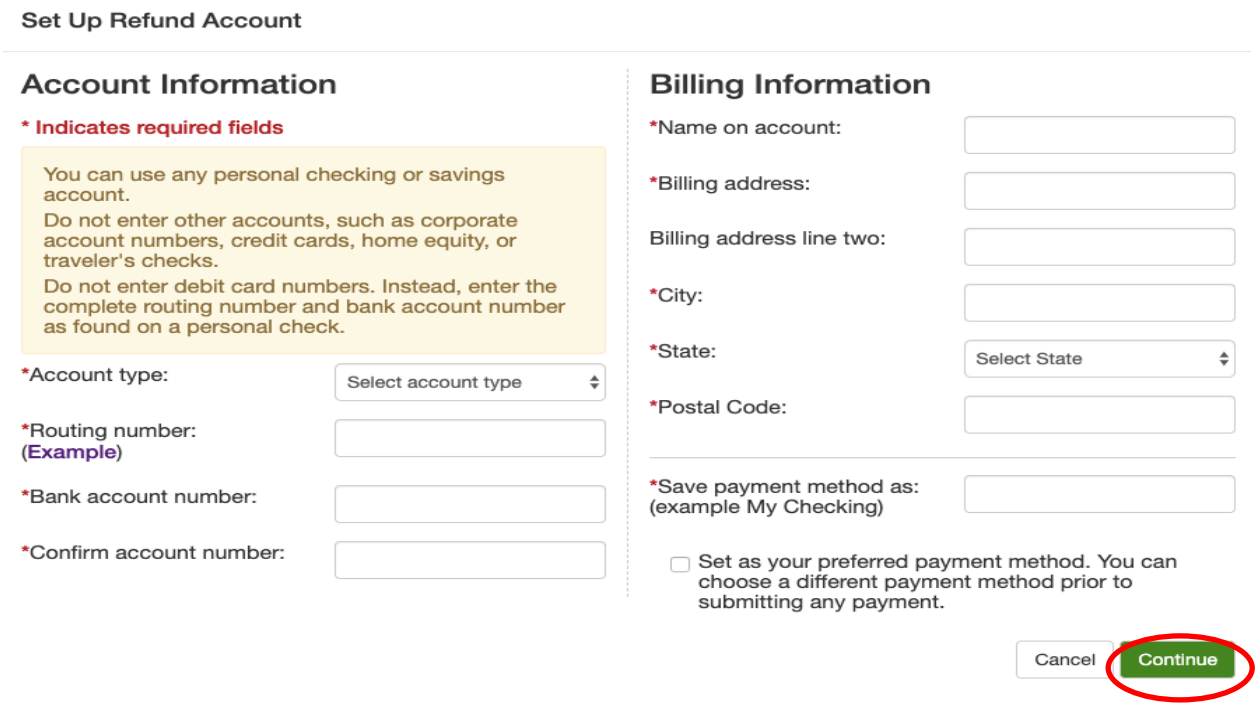
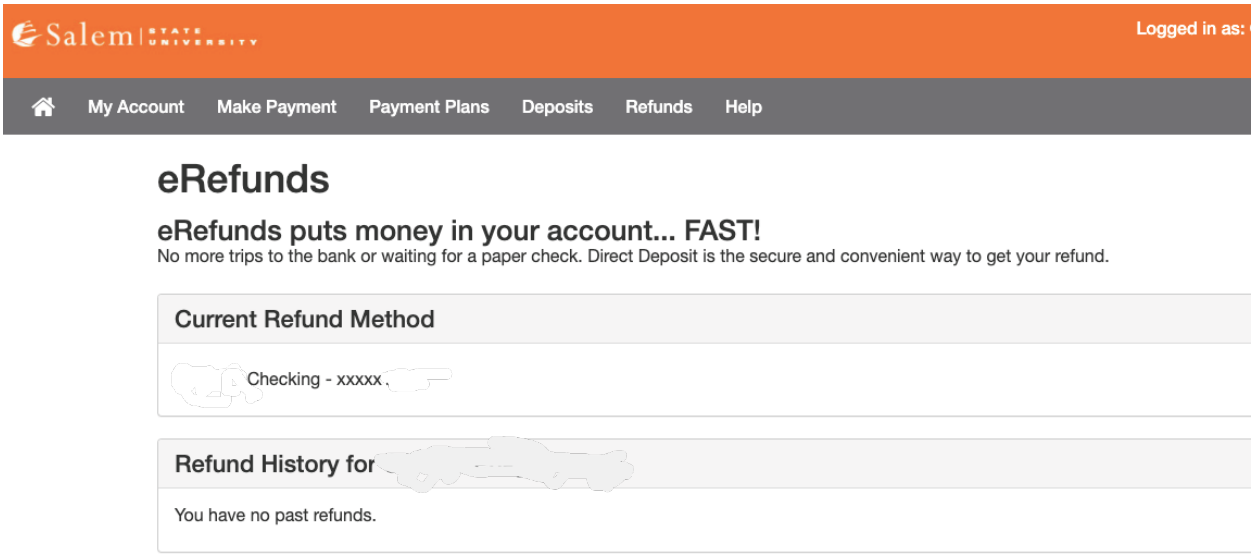
10. In the "e-Refunds" page, click on “set up account”.



11. 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.



12. If you need to set up a new account, you will need to fill this information out. Once completed, click continue



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