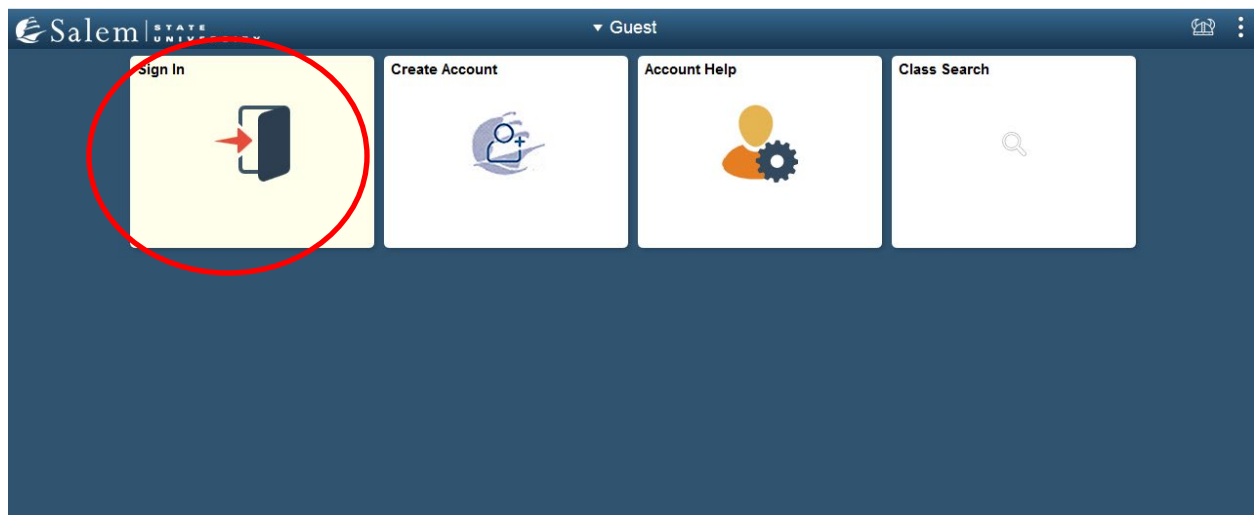


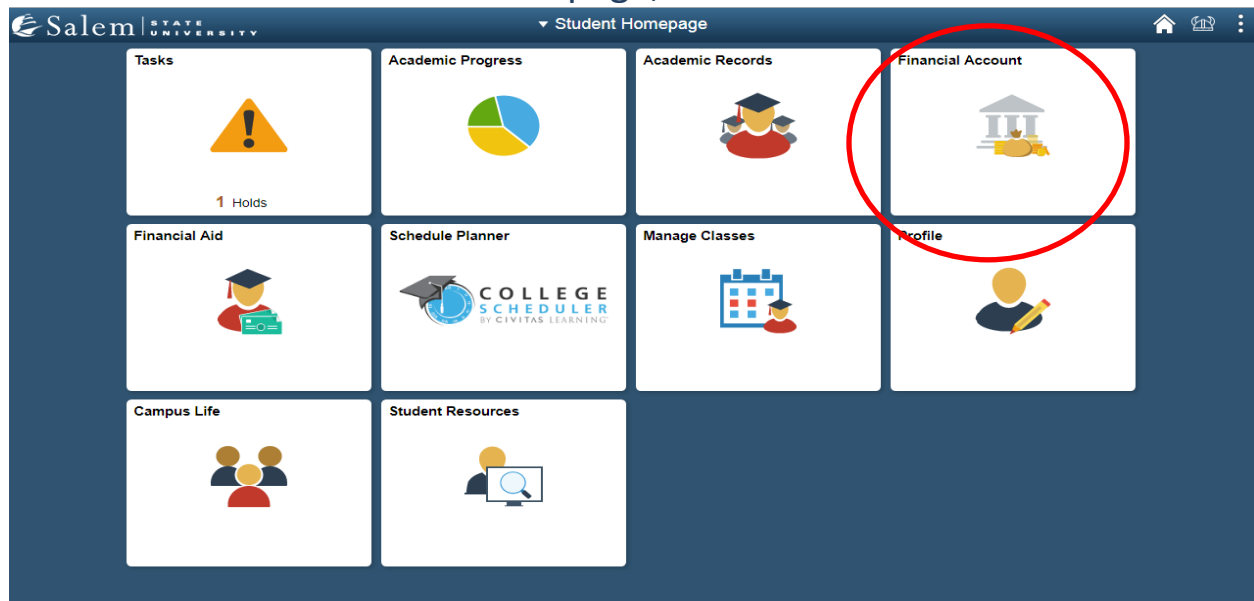
Student Navigation Center

How to: Set up a eRefund (Direct Deposit)

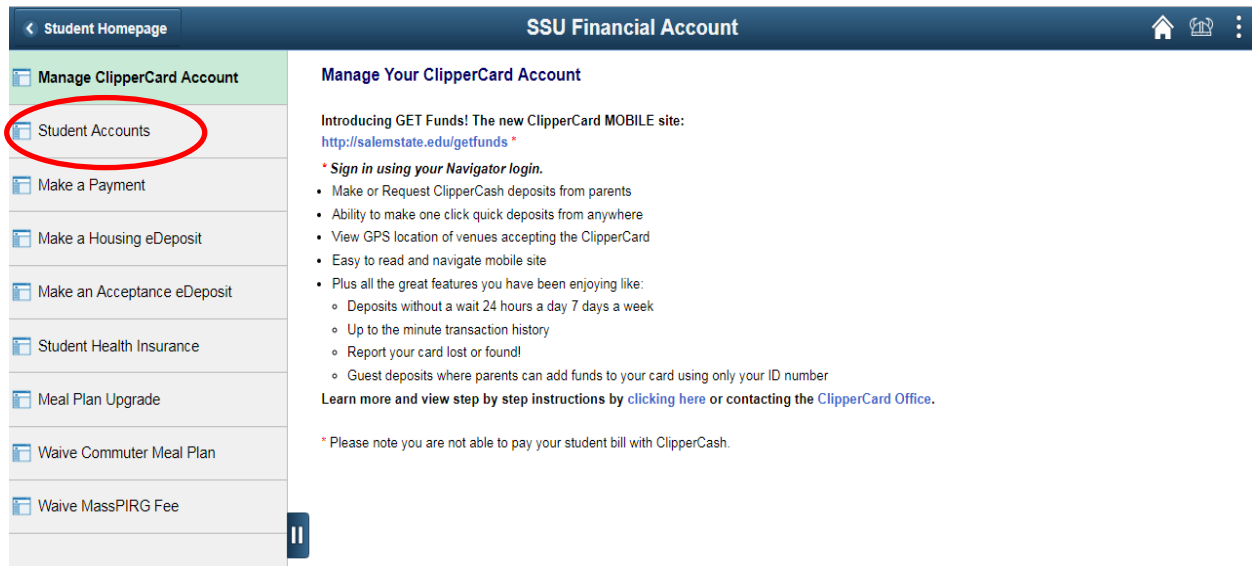
1. Log into Navigator.



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



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



The screenshot shows the 'SSU Financial Account' page. On the left, a vertical menu lists various services. The 'Student Accounts' option is circled in red. The main content area is titled 'Manage Your ClipperCard Account' and contains information about 'GET Funds! The new ClipperCard MOBILE site' with a link to <http://salemstate.edu/getfunds>. It also lists features like making deposits from parents and viewing transaction history.

SSU Financial Account

Manage Your ClipperCard Account

Introducing GET Funds! The new ClipperCard MOBILE site:
<http://salemstate.edu/getfunds> *

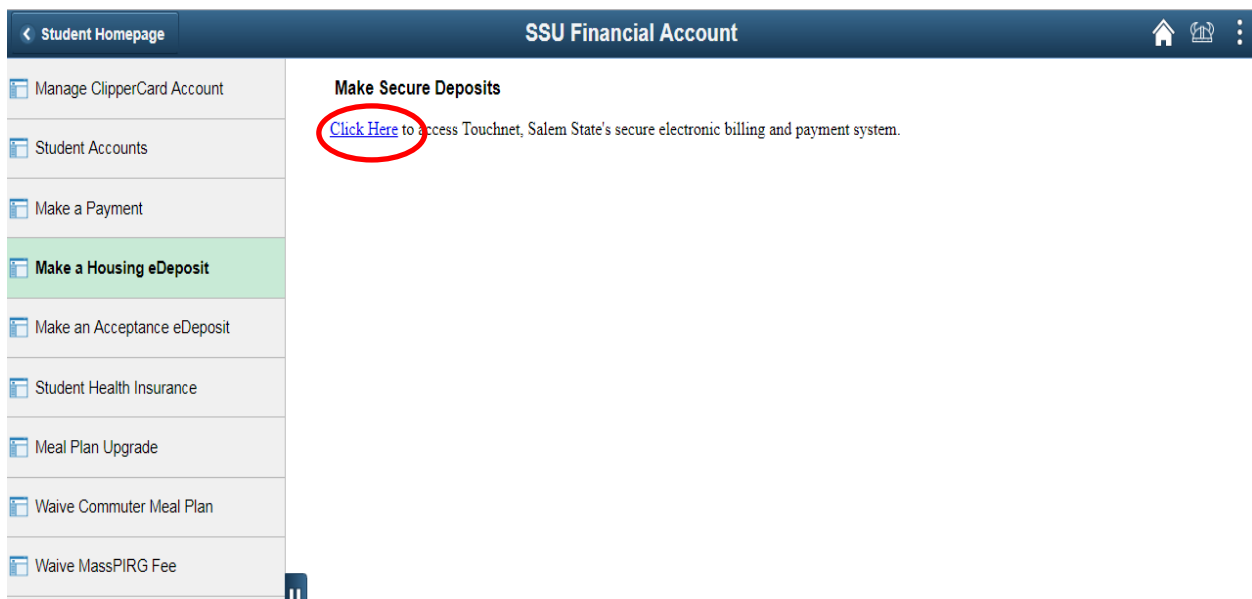
* Sign in using your Navigator login.

- Make or Request ClipperCash deposits from parents
- Ability to make one click quick deposits from anywhere
- View GPS location of venues accepting the ClipperCard
- Easy to read and navigate mobile site
- Plus all the great features you have been enjoying like:
 - Deposits without a wait 24 hours a day 7 days a week
 - Up to the minute transaction history
 - Report your card lost or found!
 - Guest deposits where parents can add funds to your card using only your ID number

Learn more and view step by step instructions by [clicking here](#) or contacting the ClipperCard Office.

* Please note you are not able to pay your student bill with ClipperCash.

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



The screenshot shows the 'SSU Financial Account' page. In the left menu, 'Make a Housing eDeposit' is highlighted. In the main content area, under the heading 'Make Secure Deposits', the text 'Click Here' is circled in red. The text indicates that clicking this link will access Touchnet, Salem State's secure electronic billing and payment system.

SSU Financial Account

Make Secure Deposits

[Click Here](#) to access Touchnet, Salem State's secure electronic billing and payment system.

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.

The screenshot displays the TouchNet home page for Salem State University. The top navigation bar includes the university logo, a login status indicator ("Logged in as: Salem State Student | Logout"), and a menu bar with items: Home, My Account, Make Payment, Payment Plans, Deposits, Refunds (circled in red), and Help. Below the menu bar, the page is divided into three main sections. On the left is an "Announcement" box regarding Spring Financial Aid disbursements. The center section contains two yellow informational boxes about payment profiles and direct deposit setup, followed by a "Student Account" summary showing a balance of \$2,000.00 and buttons for "View Activity", "Enroll in Payment Plan", and "Make Payment". On the right is a "My Profile Setup" sidebar with links to "Authorized Users", "Personal Profile", "Payment Profile", "Security Settings", "Consents and Agreements", and "Electronic Refunds".

Salem STATE UNIVERSITY | Logged in as: Salem State Student | Logout

Home | My Account | Make Payment | Payment Plans | Deposits | **Refunds** | Help

Announcement
Spring Financial Aid disbursements begin on February 16. To receive your refund faster, sign up for Direct Deposit through the Refunds tab.

Save time when paying. Set up a preferred payment profile in the [Payment Profile](#) page.

To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Student Account ID: xxxxxxxx
Balance \$2,000.00
[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

My Profile Setup
[Authorized Users](#)
[Personal Profile](#)
[Payment Profile](#)
[Security Settings](#)
[Consents and Agreements](#)
[Electronic Refunds](#)

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

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

You must enroll in Two-Step Verification to add a Refund Method. Please proceed to **Security Settings** in My Profile to enroll.

Refund History

You have no past refunds.

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

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

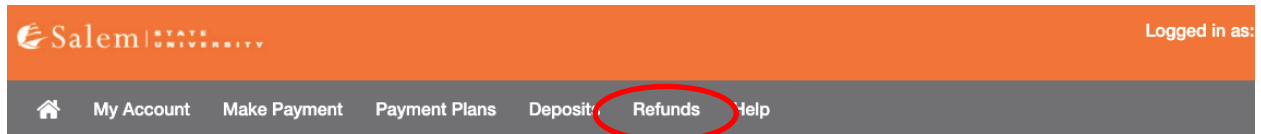
☐ Email message to existing or new email address

☐ 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.

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.



My Profile

[Personal Profile](#) [Payment Profile](#) [Security Settings](#)

Two-Step Verification Enrollment

Primary Method

Passcode communications will be sent to

Backup Method (optional)

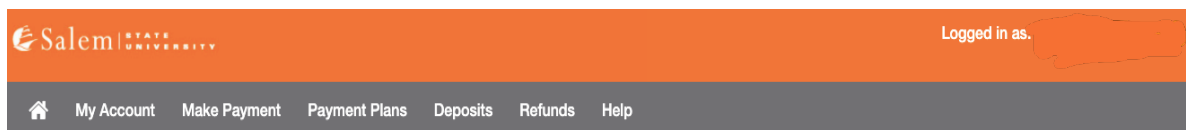
Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

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

New email address

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

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



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](#)

Refund History for

You have no past refunds.



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.


The screenshot shows the Salem State University eRefunds portal. A modal titled "Set Up Refund Account" is displayed in the center. The modal asks, "Would you like to use an existing account or set up a new account?" and provides two radio button options. The first option is "Use an existing account," which is currently unselected. The second option is "Set up a new account," which is selected. Below the options are two buttons: "Cancel" and "Continue." A red arrow points to the "Continue" button. In the background, the portal's header includes the Salem State University logo and navigation links like "My Account" and "Make Payment." The main content area shows the "eRefunds" logo and a section for "Current Refund Method," which states, "A Direct Deposit account for refunds has not been set up." Below this is a "Refund History" section, which is currently empty and highlighted with a blue oval.

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

The screenshot shows the "Set Up Refund Account" form. It is divided into two main sections: "Account Information" and "Billing Information." The "Account Information" section includes a note about using personal checking or savings accounts and not using corporate accounts or credit cards. It also includes a list of required fields: "Account type," "Routing number," "Bank account number," and "Confirm account number." The "Billing Information" section includes fields for "Name on account," "Billing address," "Billing address line two," "City," "State," and "Postal Code." There is also a checkbox for "Save payment method as: (example My Checking)." At the bottom right, there are "Cancel" and "Continue" buttons. The "Continue" button is circled in red.

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



Logged in as: 


My AccountMake PaymentPayment PlansDepositsRefundsHelp

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.