

Sign up for eRefunds (Direct Deposit) for Parent PLUS Loans\* in the [Authorized User Payment Portal](#) using your Authorized User email and password to login.

**Important Information:** eRefunds for Authorized Users is *only* for Parent PLUS Loan refunds. **No other types of refunds will be issued to the Authorized User.** The Authorized User email must match the email using during the application process for the parent loan and you must provide date of birth and last four digits of the social security number in the personal profile.

1. Select Personal Profile

The screenshot shows the Texas State Student Business Services portal. At the top, there is a header with the university logo and contact information. Below the header is a navigation bar with options like 'My Account', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. The main content area is divided into several sections: 'Announcement' with a welcome message and payment due date; 'Student Account' showing a balance of \$0.00; 'Statements' with a link to view the latest eBill Statement; 'My Profile Setup' with options for 'Personal Profile', 'Payment Profile', 'Electronic Refunds', and 'Notifications'; and 'Term Balances'.

2. Enter all required information in addition to **date of birth** and the **last four digits of SSN**:

The screenshot shows the 'Authorized User Profile Setup' form. It includes a warning message: 'For security reasons, please change your password.' The form is divided into two main sections: 'Name and E-mail Address' and 'Password Change'. The 'Name and E-mail Address' section contains fields for 'Your login ID' (with a placeholder '@GMAIL.COM'), '\*First Name', '\*Last Name', 'Email address', and 'Secondary email address'. The 'Date of birth' and 'Last 4 digits of SSN' fields are highlighted with green boxes. The 'Password Change' section contains fields for '\*Enter your new password' (with a note: '(minimum 7 characters and at least one number or special character)') and '\*Confirm your new password'. At the bottom right, there are 'Cancel' and 'Save' buttons.

### 3. Select Electronic Refunds

The screenshot shows the Texas State Student Business Services website. The header includes the university logo, contact information (601 University Drive, J. C. Kellam Room 188, San Marcos, Texas 78666, PH: 512-245-2544, cashiers@txstate.edu), and a 'Logged in Student Account' status with a 'Logout' link. A navigation bar contains 'My Account', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. A yellow notification bar states 'Profile changes were saved.' The main content area is divided into three columns. The left column has an 'Announcement' section with a welcome message and a red warning: 'Payment for spring 2018 is due by January 11, 2018 at 6pm; a payment plan is available.' Below this is information about financial aid refunds being processed on Wednesdays. The middle column features a 'Student Account' summary with ID: xxxxx0226 and Balance: \$0.00, along with buttons for 'View Activity' and 'Enroll in Payment Plan'. Below that is a 'Statements' section with a 'View' button for the latest eBill Statement (12/1/17). The right column has a 'My Profile Setup' menu with options: 'Personal Profile', 'Payment Profile', 'Electronic Refunds' (highlighted with a mouse cursor), and 'Notifications'. At the bottom of this column is a 'Term Balances' section.

### 4. Select Set Up Account

The screenshot shows the 'eRefunds' page on the Texas State Student Business Services website. The header and navigation bar are identical to the previous screenshot. The main content area has a heading 'eRefunds' and a sub-heading 'eRefunds puts money in your account... FAST!'. Below this is a paragraph explaining that direct deposit is the secure way to get a Parent PLUS loan refund and that eRefunds are for Parent PLUS loan refunds only. Another paragraph states that to get started, the user's Personal Profile must include their date of birth and the last four digits of their Social Security Number. A return policy for electronic payment transactions is also provided. The page features two main sections: 'Current Refund Method', which shows a message 'A Direct Deposit account for refunds has not been set up.' and a green 'Set Up Account' button; and 'Refund History for', which shows 'You have no past refunds.'

5. Select **Account Type**  
Enter **Routing Number**  
Enter **Bank Account Number**  
Confirm **Account Number**  
Enter **Name**  
Enter **Name for Save Payment Method**  
Select **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.

\*Name on account:

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

Preferred payment method [What is this?](#)

\*Account type:

\*Routing number: (Example)

\*Bank account number:

\*Confirm account number:

6. Check agreement and select **Continue**.

Set Up Refund Account

I hereby authorize **Texas State University** to initiate recurring credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$30.00** return fee will be added to my student account.

Name: **Ima Bobcat**

Address:  
Depository: RANDOLPH BROOKS FCU  
ONE RANDOLPH BROOKS PARKWAY  
LIVE OAK, TX 782332416  
Routing Number: 314089681  
Account Number: xxxx8905

This agreement is dated Monday, January 8, 2018.

For fraud detection purposes, your internet address has been logged: 147.26.144.241 at 1/8/18 3:21:53 PM 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: **cashiers@txstate.edu**

Print and retain a copy of this agreement.

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

I Agree

**You will receive a confirmation screen indicating that your account information has been accepted.**

**TEXAS STATE**  
Student Business Services

601 University Drive  
J. C. Killam Room 188  
San Marcos, Texas 78666  
Ph: 512-245-2544  
cashiers@txstate.edu

Logged in  
Student Account: [ ] Logout

My Account Make Payment Payment Plans Refunds Help

## eRefunds

Your new ACH refund account has been saved.

**eRefunds puts money in your account... FAST!**  
Direct deposit is the secure way to get your Parent PLUS loan refund. Please note that eRefunds are for Parent PLUS loan refunds only.

To get started, be sure your Personal Profile includes your date of birth and the last four digits of your Social Security Number. This information is required for refunds.

Return policy for electronic payment transactions: If your electronic payment is returned by the bank unpaid for any reason, a \$30 return fee will be added to your student account.

**Current Refund Method**

My checking - xxxx8905 [ ]

**Refund History for**

You have no past refunds.