

Sign up for eRefunds (Direct Deposit) in the [Payment Portal](#) using your net ID and password to login.

Once you log into the payment portal, you can either click on *Refunds* at the top of the page, or *Electronic Refunds* under “My Profile Setup”.

The screenshot shows the top navigation bar with links for My Account, Make Payment, Payment Plans, Refunds (circled in red), and Help. Below the navigation bar, there are three main sections: 1. Announcements: A welcome message and two notices about departmental approval registration and summer payment plans. 2. Student Account: Shows a balance of \$0.00 with buttons for View Activity and Enroll in Payment Plan. 3. My Profile Setup: A sidebar menu with options for Authorized Users, My Payment Profile, Electronic Refunds (circled in red), and Notifications. There are also sections for Statements and Term Balances.

Once you are on the Refunds page, select *Set Up Account*

The screenshot shows the Refunds page. At the top, there is a navigation bar with links for Payment Plans, Refunds, and Help. The main heading is "Refunds". Below the heading is an icon of a dollar sign and a coin, followed by the text "eRefunds puts money in your account...FAST!". Underneath, there are three lines of text: "No more trips to the bank or waiting for a paper check.", "ALL Fall 2011 Students must re-enroll in Direct Deposit", and "Direct Deposit is the secure and convenient way to get your refund." A green button labeled "Set Up Account" is circled in red. Below this is the heading "Direct Deposit Bank Account" and a table with two columns: "Account Description" and "Actions".

Account Description	Actions
Your direct deposit account for refunds has not been set up.	<a href="#">Set Up Account</a>

Then you will need to do the following:

1. Select the *Account Type* from the drop down menu.
2. Enter the *Routing Number* for your bank (click [View Example](#) to see where to find this number).
3. Enter the *Bank Account Number* for your account at your bank.
4. Confirm your *Account Number* by typing it again.
5. Enter the full name on the account.
6. Enter a description to indicate a note to yourself about which account you used. This will save the information as your refund profile, as well as a payment method for future transactions.
7. Click **Continue**.
8. Check agreement authorizing Texas State to deposit funds.
9. Click **Continue**. You should see confirmation that your e-refund account is set up.

## 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:	<input type="text" value="Checking"/>
*Routing number: ( <a href="#">View example</a> )	<input type="text" value="999888777"/>
*Bank account number:	<input type="text" value="123456789"/>
*Confirm account number:	<input type="text" value="●●●●●●●●"/>
*Name on account:	<input type="text" value="Boko T. Bobcat"/>
<hr/>	
*Save payment method as: (example My Checking)	<input type="text" value="College payment from checking"/>

 **Continue**

Cancel

## Set Up Refund Account

I hereby authorize **Texas State University - San Marcos** 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: **Boko T Bobcat**

Address:

Depository: **WELLS FARGO BANK**

255 2ND AVE SOUTH

MINNEAPOLIS, MN 55479

Routing Number: 111900659

Account Number: xxxx3333

This agreement is dated Wednesday, May 7, 2014.

For fraud detection purposes, your internet address has been logged: 147.26.141.157 at 5/7/14 12:04:34 PM CDT

**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](mailto: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

[Print Agreement](#)

[Continue](#)

[Cancel](#)

***You will receive a confirmation screen that your account information has been accepted into the system.***

## eRefunds

Your new ACH refund account has been saved.



### eRefunds puts money in your account...FAST!

Direct Deposit is the secure and convenient way to get your refund.

No more trips to the bank or waiting for a paper check.

**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.**

#### Direct Deposit Bank Account

Account Description	Actions
Boko's Checking	<a href="#">Edit</a>   <a href="#">Remove</a>