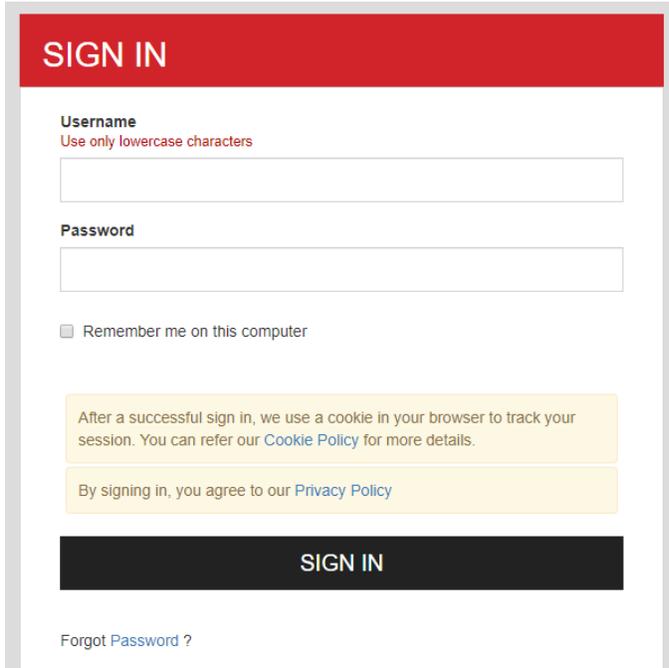


Instructions to sign up for Electronic Refunds

To enter your banking information for any type of refund, ie financial aid disbursements, Tuition & Fee refunds, and/or Room & Board refunds, please follow these steps.

1. Log into [MyCardinal Connect](#)

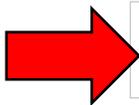


The screenshot shows a 'SIGN IN' form with a red header. It includes fields for 'Username' (with a note 'Use only lowercase characters') and 'Password'. There is a 'Remember me on this computer' checkbox. Below the fields are two yellow informational boxes: one about cookies and one about the privacy policy. A black 'SIGN IN' button is at the bottom, with a 'Forgot Password?' link below it.

2. Select Student Finance. **DO NOT select Banking Information**

Hello, Welcome to Colleague Self-Service!

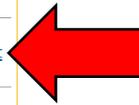
Choose a category to get started.



 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
 Course Catalog Here you can view and search the course catalog.	 Grades Here you can view your grades by term.
 Graduation Overview Here you can view and submit a graduation application.	 Enrollment Verifications Here you can view and request an enrollment verification.
 Academic Attendance Here you can view your attendances by term.	

3. Then, select “Make a Payment”. You will be directed to the Secure Payment Center.

Account Summary		
View a summary of your account		
Account Overview		
Amount Overdue	\$0.00	
Total Amount Due	\$0.00	Make a Payment
Total Account Balance	\$0.00	Account Activity
Spring 2020	\$0.00	
Fall 2019	\$0.00	



4. Select Continue to Payment Center

Make a Payment
Use this page to make a payment on your account

You are moving to the...
Secure Payment Center

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

Account Alerts
No alerts at this time

Announcements
Welcome to your Student Account Center!
Here you can view bills and recent account activity as well as make payments and fund payments profiles. In addition, you can set up your parents or guardians to access your site and make payments on your account.

My Account
Current Account Status
Balance: \$20,790.00
Estimated Financial Aid: \$4,000.00
Balance Including Estimated Aid: \$16,800.00
[Make a Payment](#) [View Account Activity](#)

Logged in as: Your Name Here

5. On the right hand side of the screen, you will find My Profile Setup. Select Electronic Refunds.

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings
- Consents and Agreements**
- Electronic Refunds**

- Before setting up your Refund Profile, you will be required to enroll in Two Step Verification. Click on Security Settings to set this up.

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.

Thank you for setting up your electronic refund. You will not have to set this up each semester. Note: You are responsible for keeping this information up to date to ensure that your refund is processed in a timely manner.

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 for [REDACTED]
You have no past refunds.

- Set up Two-Step Verification with either a mobile number or active email address. It will send you a passcode, that you **MUST** enter before completing the refund account setup.

NOTE: To avoid delays, only enter the mobile number or email address that you have access to.

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

New mobile number

AT&T

Send Code

- 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.

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

New mobile number

9036814286

Verizon PCS

Send Code

Verify passcode

260190

Cancel

Resend Code

Verify

A message with your passcode has been sent, please

- 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.

Setup Method

8. Once you have entered your passcode and clicked verify, you will need to go back to the Electronic Refund page. You are now ready to enter

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.

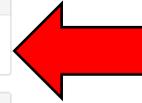
Thank you for setting up your electronic refund. You will not have to set this up each semester. Note: You are responsible for keeping this information up to date to ensure that your refund is processed in a timely manner.

Current Refund Method

A Direct Deposit account for refunds has not been set up. [Set Up Account](#)

Refund History for [REDACTED]

You have no past refunds.



9. This step, allows you to enter you Refund Account Information. *Please be sure to enter the correct Routing and Account numbers and **DO NOT enter Debit Card numbers.*** Then 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:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

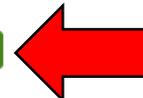
*City:

*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.



10. The new pop-up will summarize the information you entered and as long as it is correct and you understand the terms, check off the box for "I Agree" and click "Continue." You can also print the agreement if you'd like.
11. "Your new ACH refund account has been saved" should appear indicating you have successfully created your Touchnet account.