

Signing Up for E-Refunds

1. Go to your *Student Portal > My Student Account > Pay with Touchnet*.
 2. Enroll in Two-Step Verification if you have not done so already. This can be found under *My Profile > Security Settings*. Follow the prompts to add a verification method. If you've enrolled in Two-Step Verification, please proceed to the next step.
 3. Under *My Profile Setup* on the right side of the homepage, go to *Electronic Refunds*. Or select *Refunds* on the menu bar at the top.
 4. Follow the prompts to add an account for direct deposit.
 - a. Note: You will need to add a checking/savings account using a routing number and account number. Please contact your bank for assistance in locating this information. Debit/credit card numbers cannot be entered as a refund method.
-

You can view existing payment accounts by going to *My Profile > Payment Profile*. Your saved payment accounts, including any accounts designated as a refund account, will be listed.

**Refund account information is only available to the student. Authorized users cannot view or change refund account information.*