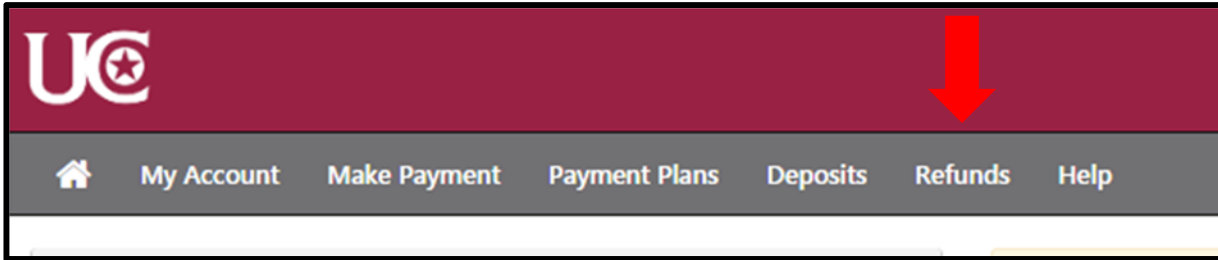
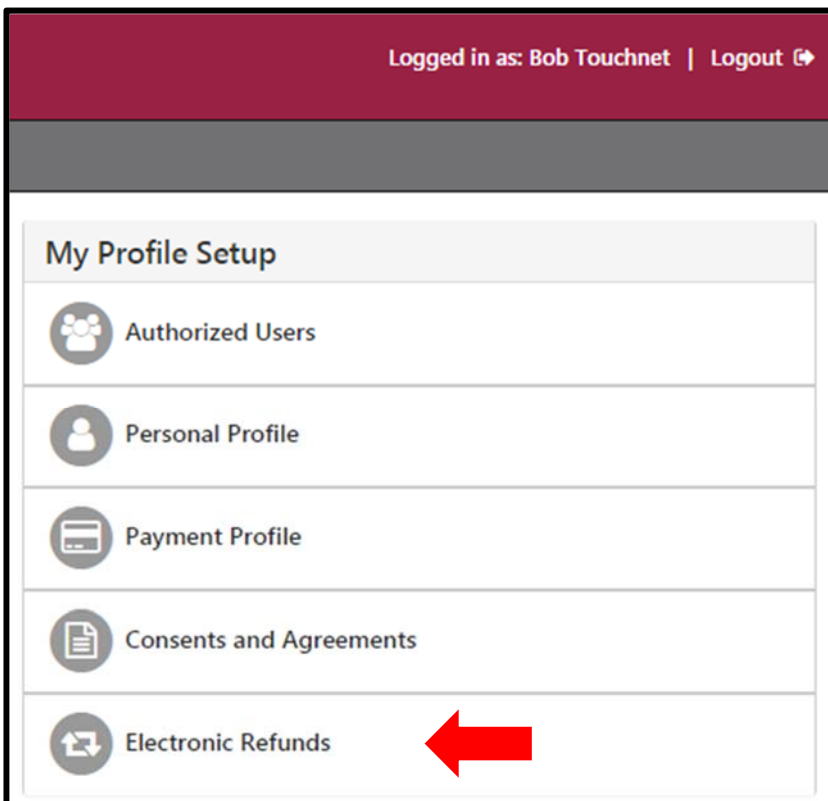


Receiving Student Refunds by Direct Deposit

All UC students now have the option to receive their refund checks by direct deposit instead of by a paper check. (*Only US bank accounts can be setup for refunds.*) There are 2 different links on the payment portal home page that will direct you to the electronic refunds screen. The first is at the top menu bar:



The second is under the **My Profile Setup** menu on the right-hand side of the portal home page:



Select **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.

Paper check will be delivered if no ACH Refund is setup.

Current Refund Method

A Direct Deposit account for refunds has not been set up.

[Set Up Account](#)

Enter all of the required information in the box that opens:

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:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

*Save payment method as:
(example My Checking)

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

***Please note that it is very important to choose the correct account type. If you select checking, but the banking information you enter is actually a savings account, your refund could be delayed as it may not process through the bank correctly. You will receive an email confirmation that your refund account has been created.**

When you return to the **Refunds** menu, you will now see the account you have created:


eRefunds

Your changes have been saved.

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.
Paper check will be delivered if no ACH Refund is setup.

Current Refund Method

Checking - xxxxx6789 

After you receive refunds through the account you have setup, the history of deposits will be displayed:


eRefunds

Your changes have been saved.

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.
Paper check will be delivered if no ACH Refund is setup.

Current Refund Method

Checking - xxxxx6789 

Refund History for Bob Touchnet

Date	Time	Type	Reference Number	Amount(\$)
10/3/19	14:47:36	ACH	1	-50.00

Anytime an electronic refund is issued to you, an automated email from billpayment@ucwv.edu will be sent to your UC email address.