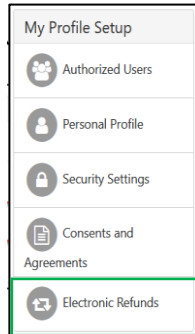


ePayments:

Electronic Refunds - Quick Reference Guide

Setting up Electronic Refunds

To access ePayments, you will need to log into your MyPortal, then under **Shortcuts**, select **Make a Payment**. Once in the ePayments portal, click **Electronic Refunds**. When selecting this you will be prompted to go through Two Step Verification – see instructions for those.

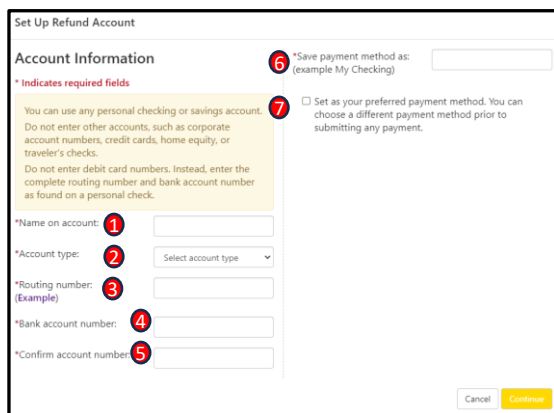


Set up Access

The eRefunds page will guide you in setting up your information to allow the funds to be direct deposited to your checking or savings account.



- 1) Name on Account
- 2) Account Type
- 3) Routing Number
- 4) Bank Account Number
- 5) Confirm Account Number
- 6) Save payment method as
- 7) Set as Preferred Payment Method
- you can change this later



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: **1**

*Account type: **2**

*Routing number: **3**
(Example)

*Bank account number: **4**

*Confirm account number: **5**

6 Save payment method as:
(example My Checking)

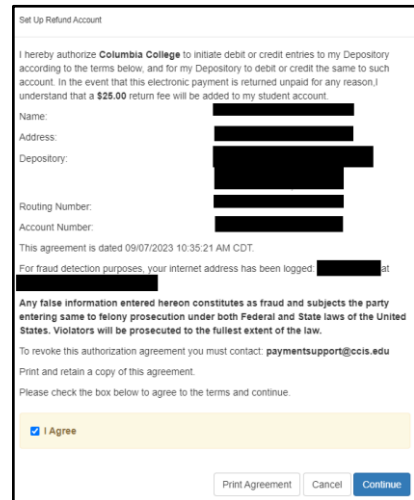
7 Set as your preferred payment method. You can choose a different payment method prior to submitting a payment.

Cancel Continue

eRefund Authorization & Confirmation

The refund account agreement will be supplied as below. It is the same standard message that would appear on setting up a payment; however, this information cannot be used to make payments towards the account unless you, the student, authorize that.

Afterwards, you must click, **I agree**, then **Continue**. This applies to all payment plans and the set up of direct deposit.



Set up Refund Account

I hereby authorize **Columbia College** to initiate debit or 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 **\$25.00** return fee will be added to my student account.

Name:

Address:

Depository:

Routing Number:

Account Number:

This agreement is dated 09/07/2023 10:35:21 AM CDT.

For fraud detection purposes, your internet address has been logged: at

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: paymentsupport@ccis.edu

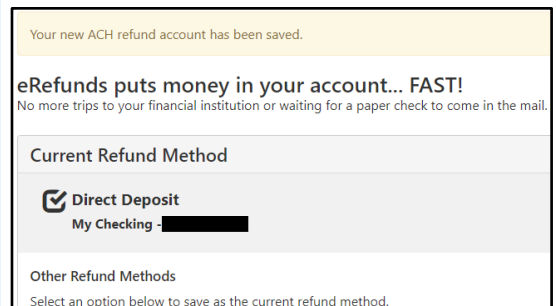
Print and retain a copy of this agreement.

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

I Agree

Print Agreement Cancel Continue

You will see a confirmation message on the next screen.



Your new ACH refund account has been saved.

eRefunds puts money in your account... FAST!
No more trips to your financial institution or waiting for a paper check to come in the mail.

Current Refund Method

Direct Deposit
My Checking -

Other Refund Methods
Select an option below to save as the current refund method.

Finally, a confirmation of the eRefund setup will be sent to your CougarMail.