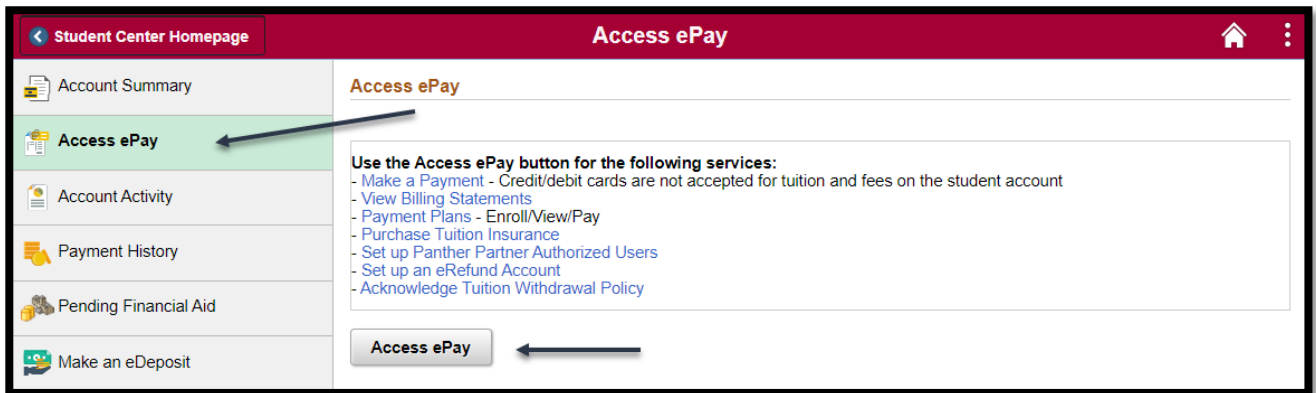




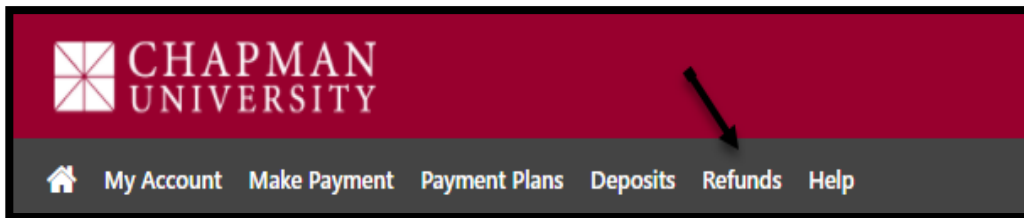
### How to Setup an eRefund Account

*This tutorial covers how to set up an eRefund account for ACH Direct Deposit*

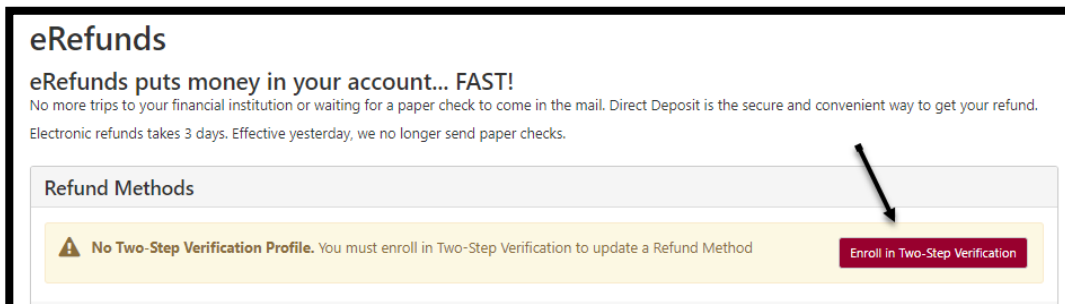
1. Login to the [Chapman University Self Service](#).
2. On the Student Center homepage, select the **Financial Account**.
3. Click on “Access ePay” from the menu, and then select the “Access ePay”.



4. Next choose “Refunds” at the top of the page.



5. Click on “Enroll in the Two-Step Verification.”





### How to Setup an eRefund Account

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6. Select how you would like to receive a passcode and click “send code”. Once you receive the code, enter it, and click “verify”.

**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** (1)

Verify passcode:    Cancel   Resend Code   **Verify** (2)

A message with your passcode has been sent, please verify.

Email message to existing or new email address

Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

7. After completing the Two-Step verification profile, select “Refunds” at the top of the page, and then select “set up a new account”.

My Account   My Profile   Make Payment   Payment Plans   Deposits   Refunds   Help

## eRefunds

**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. Direct Deposit is the secure and convenient way to get your refund. Electronic refunds takes 3 days. Effective yesterday, we no longer send paper checks.

### Refund Methods

**No Refund Method Selected.**

### Direct Deposit

Typically received in 1-2 business days

Funds will be transferred to the personal checking or saving account of your choice.

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

**Set up a new account** (2)   Select Account



### How to Setup an eRefund Account

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8. Enter your personal bank account information and select “continue”.

The screenshot shows a web form titled "Set Up Refund Account". It is divided into two main sections: "Account Information" and "Billing Information".

- Account Information:**
  - A yellow box contains instructions: "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: A dropdown menu with "Checking" selected.
  - \*Routing number: A text box containing "121000358".
  - \*Bank account number: A text box containing "555555555".
  - \*Confirm account number: A text box with a series of dots.
- Billing Information:**
  - \*Name on account: A text box containing "Pete Panther".
  - \*Billing address: A text box containing "One University Dr".
  - Billing address line two: An empty text box.
  - \*City: A text box containing "Orange".
  - \*State: A dropdown menu with "California (CA)" selected.
  - \*Postal Code: A text box containing "92866".
  - \*Save payment method as: A text box containing "Pete Panther".

At the bottom right, there are two buttons: "Cancel" and "Continue". A black arrow points to the "Continue" button.

9. Verify information, click on I agree and continue.

The screenshot shows the "Set Up Refund Account" form at the agreement stage.

I hereby authorize **Chapman University** 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: **Pete Panther**

Address: One University Dr  
Orange CA 92866

Depository: BANK OF AMERICA, N.A.  
8001 VILLA PARK DRIVE  
HENRICO, VA 23228

Routing Number: 121000358

Account Number: xxxxxx5555

This agreement is dated 03/04/2022 12:05:08 PM PST.

For fraud detection purposes, your internet address has been logged: 206.211.145.80 at 03/04/2022 12:05:08 PM PST

**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: [epay@chapman.edu](mailto:epay@chapman.edu)

Print and retain a copy of this agreement.

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

I Agree

At the bottom, there are three buttons: "Print Agreement", "Cancel", and "Continue". A black arrow points to the "Continue" button. Two numbered callouts are present: a "1" next to the "I Agree" checkbox and a "2" next to the "Continue" button.



### How to Setup an eRefund Account

*This tutorial covers how to set up an eRefund account for ACH Direct Deposit*

10. Your ACH Refund account is set up and you will see it under “Current Refund Method”.

The screenshot shows the 'eRefunds' page. At the top, a yellow banner states 'Your new ACH refund account has been saved.' Below this, a heading reads 'eRefunds puts money in your account... FAST!' followed by explanatory text: 'No more trips to your financial institution or waiting for a paper check to come in the mail. Direct Deposit is the secure and convenient way to get your refund. Electronic refunds takes 3 days. Effective yesterday, we no longer send paper checks.'

The main section is titled 'Current Refund Method' and contains a list of methods. The first method is 'Direct Deposit' for 'Pete Panther - xxxxxx5555', which is selected with a checkmark and has a 'Remove' button. Below this, a section for 'Other Refund Methods' asks the user to 'Select an option, below to save as the current refund method.' Underneath, there is a section for 'Direct Deposit (Replace current account)' with the note 'Typically received in 1-2 business days' and 'Funds will be transferred to the personal checking or saving account of your choice.' This section includes a text input field containing 'Pete Panther - xxxxxx5555' and two buttons: 'Set up a new account' and 'Update'.