CHAPMAN UNIVERSITY

Student Business Services

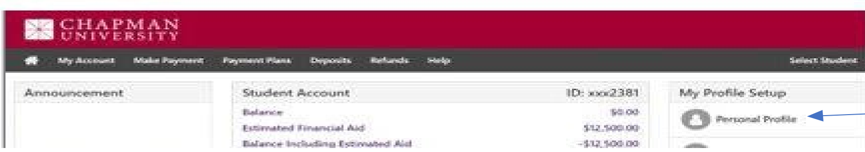
How to Setup Returning Panther Partner Authorized User eRefund Account

This tutorial covers how a Panther Partner can setup a personal eRefund account

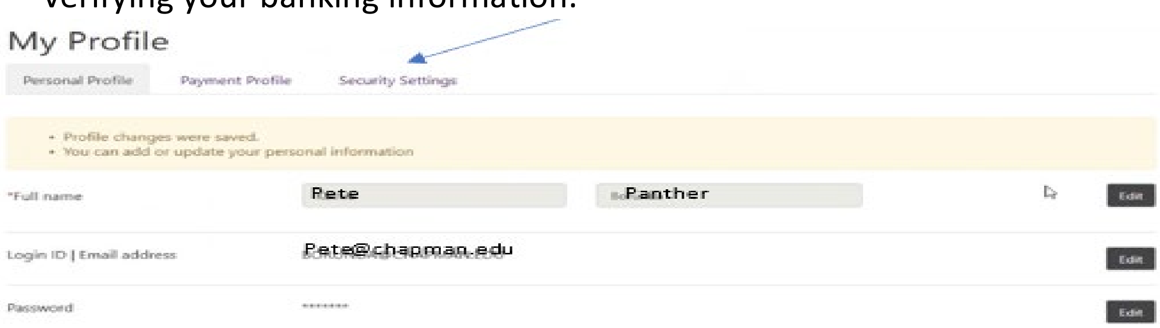
Prior to logging in, please have your birthdate, last 4-digits of your social security number, and your bank routing & account number readily available.

Login to the Chapman University Panther Partner Authorized User ePay Access. **It is a good idea to have your cell phone and banking information with you before you get started.**

1. Once logged in, **Click personal Profile** on the right



2. In My Profile, select the **Security Settings** to proceed with **Two step verification (required)**. Please have your cell phone available; a pass code will be sent to you when verifying your banking information.



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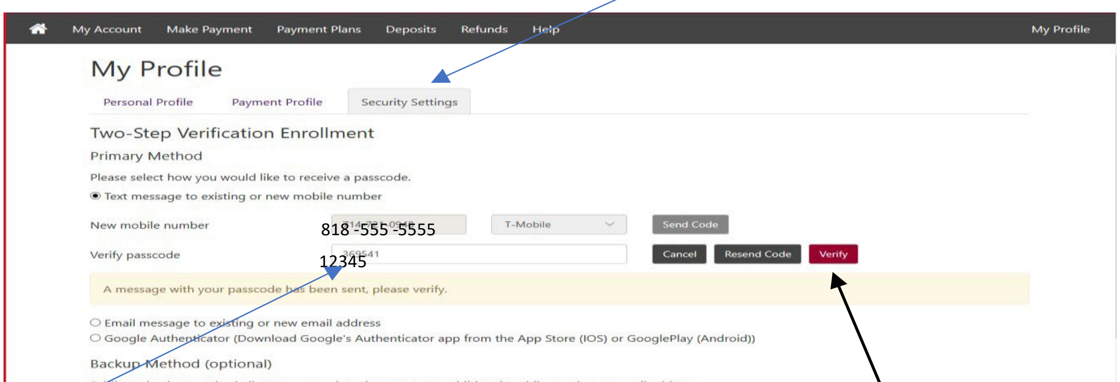
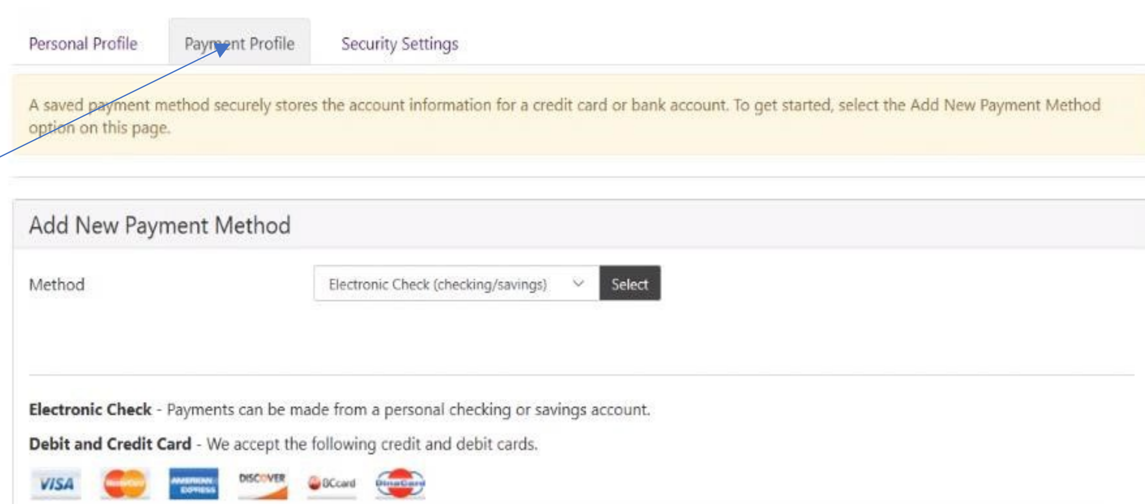
3. **Enter** your **phone number** and provider and **select Send Code**. A **passcode will be sent to your cell phone**; enter it under Verify Password and Select Verify Button



4. **Select** the **Payment Profile** tab and **enter your banking information** under **New Payment method,** (See **Steps 6 and 7 to edit existing payment method**). Please be advised that debit and credit cards are not accepted at Chapman University for payment or refund purposes. **Proceed to Step 8 to enter a New Payment Method**



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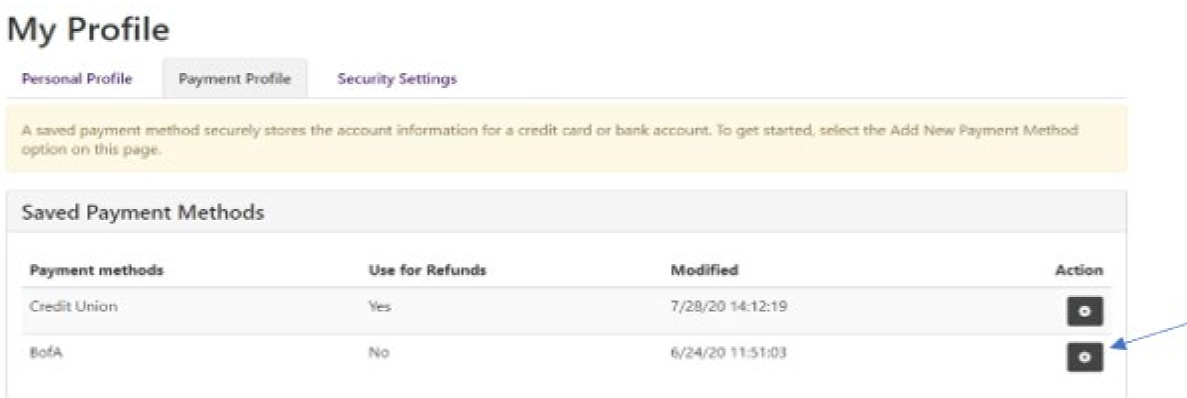
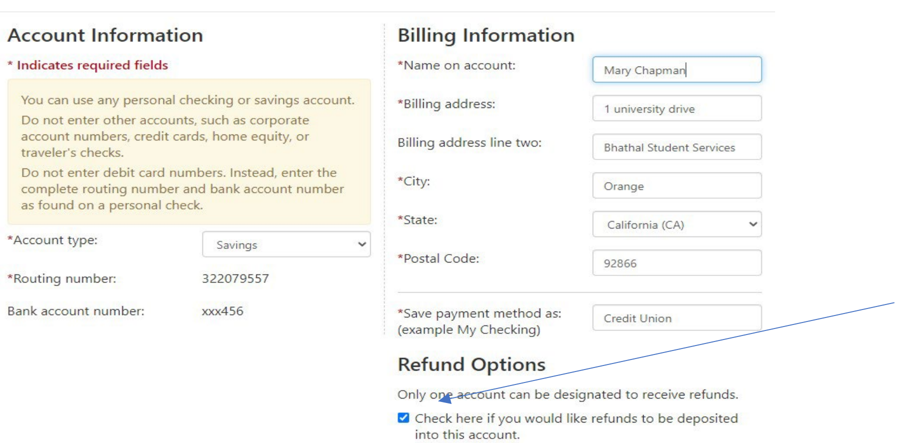
5. You can **edit** a **previously saved payment method**. Select **Action**, then Edit or Delete



6. By Selecting Edit you will be prompted to review the account and billing information previously provided, **Click** the **Refund Option box** before hitting Continue



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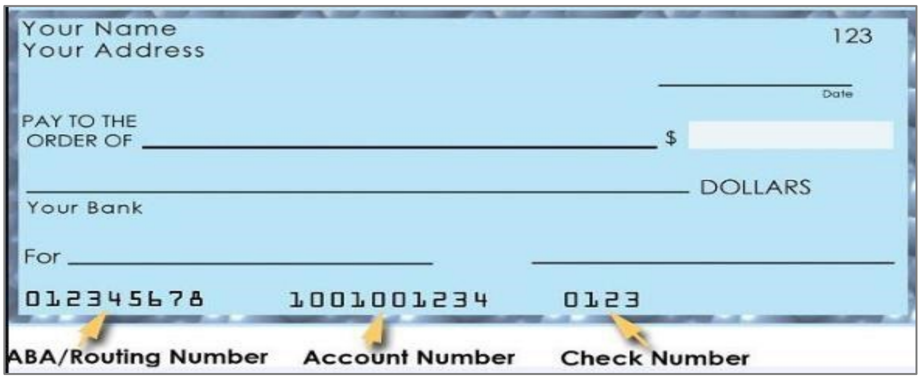
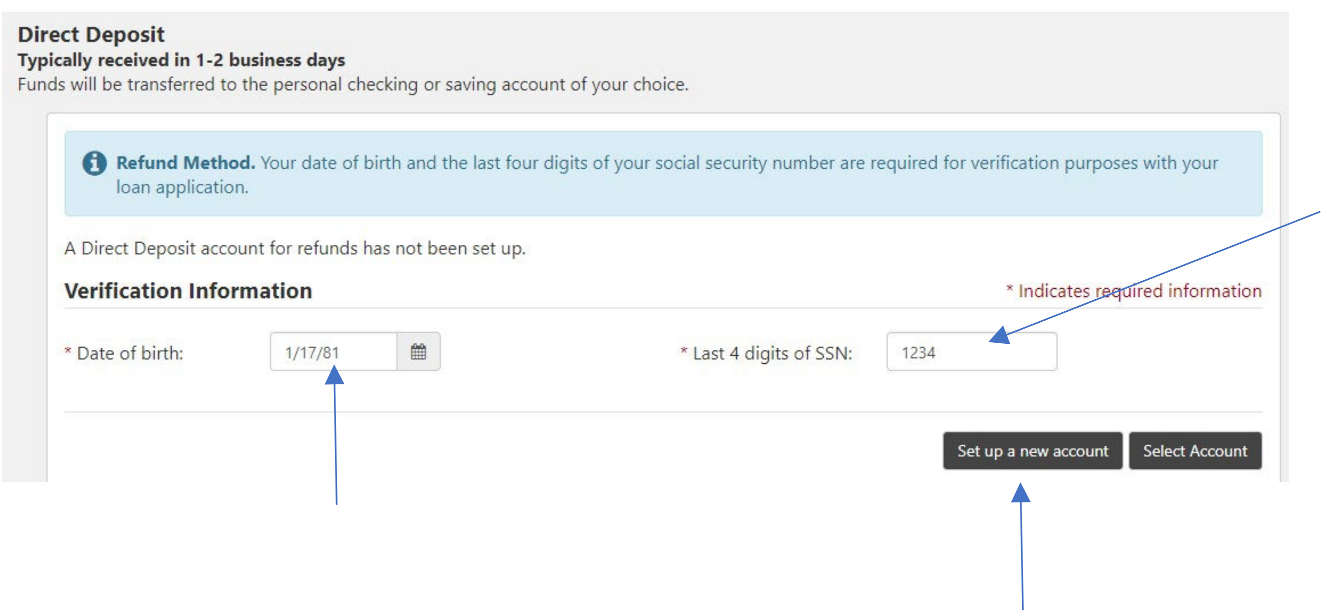
7. Have your preferred United States (no foreign banks) bank routing number, account number, and billing address ready.



8. **Confirm** your **date of birth** and the **last 4 digits of your social security number**. When done, **Select "Set up a new account"** to proceed to banking information.



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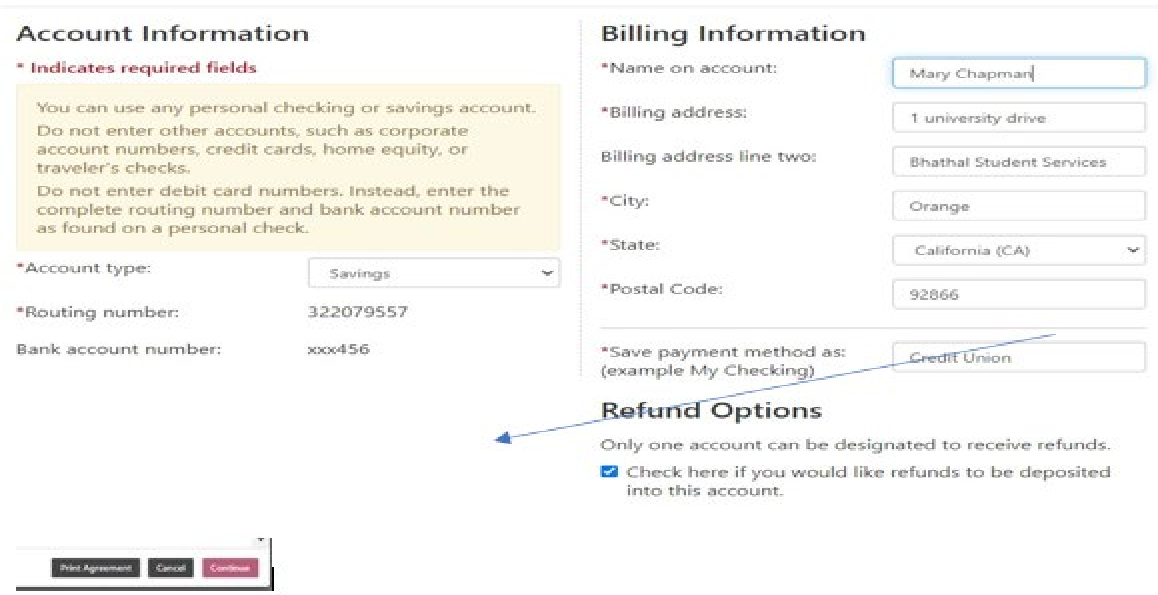
9. **Enter** your **Checking or Savings account information**, **billing information**, and select the **Refund option box**. A refund is only available once the 2-step verification process has been completed. **Click Continue**



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:	Savings
*Routing number:	322079557
Bank account number:	xxx456

Billing Information

*Name on account:	Mary Chapman
*Billing address:	1 university drive
Billing address line two:	Bhathal Student Services
*City:	Orange
*State:	California (CA)
*Postal Code:	92866
*Save payment method as: (example My Checking)	Credit Union

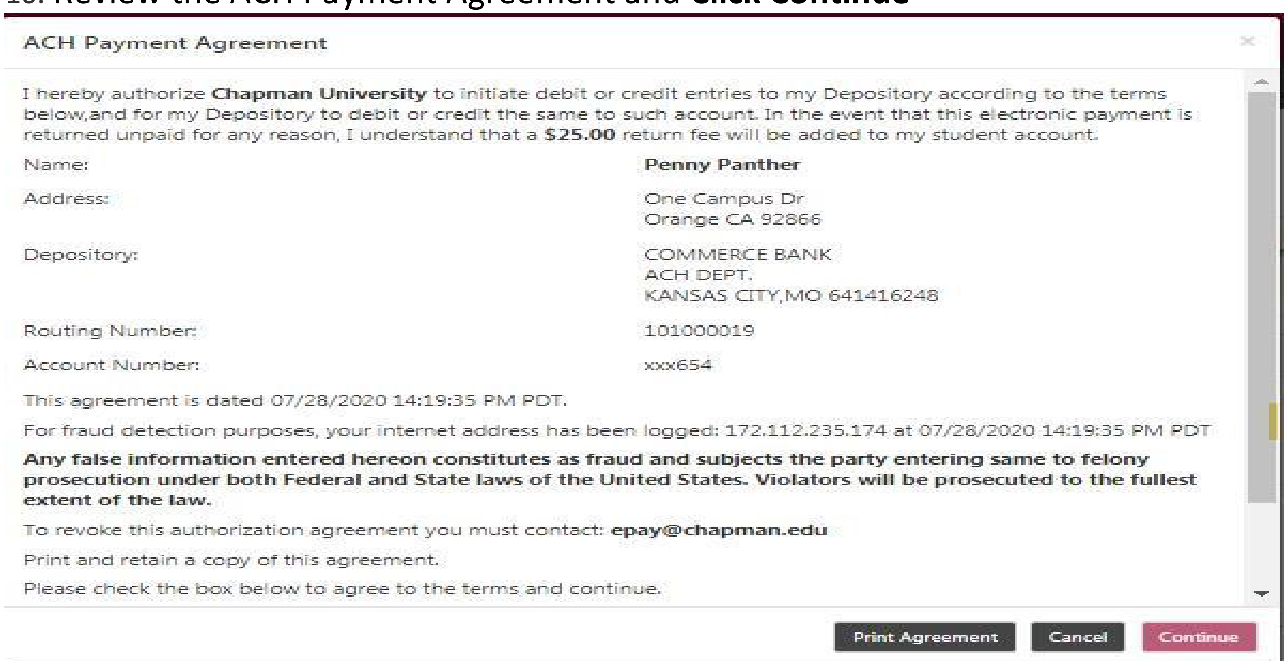
Refund Options

Only one account can be designated to receive refunds.

☑ Check here if you would like refunds to be deposited into this account.

Print Agreement | Cancel | Continue

10. Review the ACH Payment Agreement and **Click Continue**



ACH Payment Agreement

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:	**Penny Panther**
Address:	One Campus Dr Orange CA 92866
Depository:	COMMERCE BANK ACH DEPT. KANSAS CITY,MO 641416248
Routing Number:	101000019
Account Number:	xxx654

This agreement is dated 07/28/2020 14:19:35 PM PDT.

For fraud detection purposes, your internet address has been logged: 172.112.235.174 at 07/28/2020 14:19:35 PM PDT

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**

Print and retain a copy of this agreement.

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

Print Agreement | Cancel | Continue

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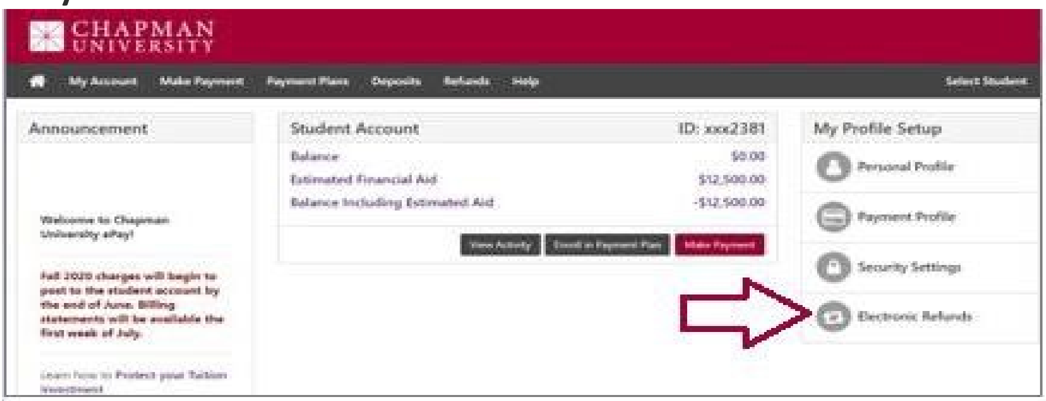
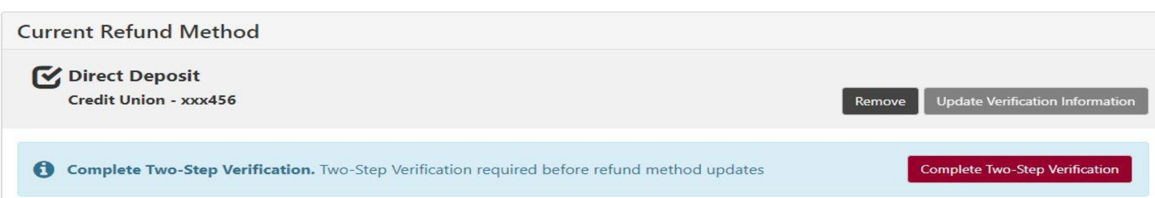
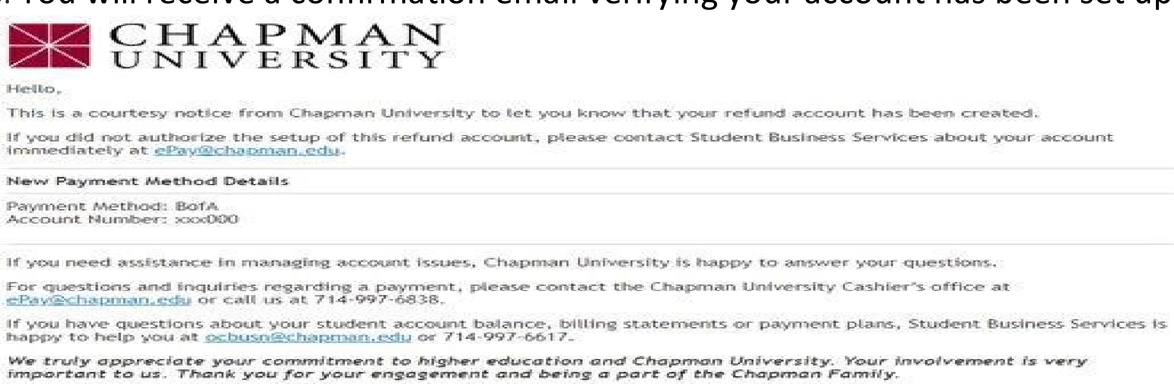
11. Return to the home page, **click Electronic Refunds** in the right-hand column to **review your bank account information**.



12. Need to make changes to your information? Complete the two-step verification once again and then make changes



13. You will receive a confirmation email verifying your account has been set up.



CHAPMAN UNIVERSITY

Hello,

This is a courtesy notice from Chapman University to let you know that your refund account has been created.

If you did not authorize the setup of this refund account, please contact Student Business Services about your account immediately at ePay@chapman.edu.

New Payment Method Details

Payment Method: BofA
Account Number: xxx000

If you need assistance in managing account issues, Chapman University is happy to answer your questions.

For questions and inquiries regarding a payment, please contact the Chapman University Cashier's office at ePay@chapman.edu or call us at 714-997-6838.

If you have questions about your student account balance, billing statements or payment plans, Student Business Services is happy to help you at ocbusn@chapman.edu or 714-997-6617.

We truly appreciate your commitment to higher education and Chapman University. Your involvement is very important to us. Thank you for your engagement and being a part of the Chapman Family.