CHAPMAN UNIVERSITY

Student Two-Step Verification Enrollment - ePay

For any questions or assistance, please contact: **ePay@chapman.edu**

Updates to your ePay Refund or Personal Profile email account will REQUIRE two-step verification.

Instructions:

Go to **My.chapman.edu** and log in with your Chapman University username and password.

- Select "**Student Self-Service**"
- click on "**Student Center**".

Click "**Access ePay**".

Click "**Security Settings**".

Select your preferred option for receiving your verification code. (**Text or Non-Chapman Email**)

For a verification code via TEXT, select "**Text Message to existing or new mobile number**".

Enter your preferred **mobile number** and **carrier information** and click "**Send Code**".

Enter the code sent via text in the "**Verify Passcode**" field and click "**Verify**".

Or...

To have your code sent via email, enter your **full personal email address** and click "**Send Code**".

- Do Not use your Chapman University email address.

Go to your email and **copy the passcode** that was sent and paste it in the "**Verify Code**" field.

Click "**Verify**".

All Done!