

# How to Set Up an Electronic Refund (eRefund) Account

Using the MSSU Payment Portal (<https://www.mssu.edu/paymybill>), select "Student Login".

MISSOURI SOUTHERN STATE UNIVERSITY

Welcome to the Missouri Southern Student Payment Portal

Lion Cub Academy Login

Authorized User

The Missouri Southern State University Student Payment Portal allows students and authorized users to make payments, set up payment plans for current semesters, view 1098-T tax statements, and create electronic refund accounts.

Authorized users must be created through the student's Payment Portal account. Authorized users require a valid email address and will be sent their own unique login information.

If you are in need of assistance, or have questions, please contact the Bursar's Office [417.625.9381](tel:417.625.9381), [bursar@mssu.edu](mailto:bursar@mssu.edu)

Student Login

Then login here, just as you would log in to LioNet or your student email:

MISSOURI SOUTHERN STATE UNIVERSITY

Missouri Southern State University - Lion Access

Enter your Lion Login and Password

Lion Login:

Password:

**Welcome to Lion Access.**

The Lion Access Service provides Single Sign-On service to your MSSU resources.

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

**What is my Lion Login?**

Your Lion Login and Password are the same as used to logon to campus computers.

**Students:**

Lion Login: doej001 (First half of your Lion Email)  
Password: \*\*\*\*\* (PIN assigned with your S#)

**Faculty/Staff:**

Lion Login: doe-j (First half of your Lion Email)  
Password: \*\*\*\*\* (PIN assigned with your S#)

If you do not know your Password please contact the Information Technology helpdesk @[417-659-4444](tel:417-659-4444) or [helpdesk@mssu.edu](mailto:helpdesk@mssu.edu).

Choose "Electronic Refunds" under "My Profile Setup".

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Logged in as: Student I. Testing | Logout

My Account Make Payment Payment Plans Refunds Help

**Announcement**

Welcome Missouri Southern State University's Student Payment Portal. This portal will allow you to view your account, pay your account, set up a payment plan, specify a bank account for electronic refunds, and authorize additional users to view/pay your account for you.

If you have any questions, please contact the Bursar's Office (417)625-9381 or email bursar@mssu.edu.

Go Lions!

To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.

**Student Account** ID: xxxxx7701

Balance \$2,185.29

Make Payment View Activity Enroll in Payment Plan

**Statements**

Your latest 1098-T Tax statement 2016 1098-T Statement View

**Term Balances**

Fall 2017	\$778.11
Spring 2017	\$581.09
Fall 2016	\$729.09
Spring 2016	\$97.00

**My Profile Setup**

- Authorized Users
- My Payment Profile
- Electronic Refunds**
- Auto Bill Pay
- Notifications

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TouchNet

If you haven't set up two-step verification, you will be asked to do so at this point. (If you have already set up two-step verification, you can skip this step.)

MISSOURI SOUTHERN STATE UNIVERSITY

Logged in as: Student I. Testing

My Account Make Payment Payment Plans Refunds Help

## 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.

\*\*Payments made by credit card may be refunded to credit card(s) used for payment\*\*

### Current Refund Method

You must enroll in Two-Step Verification to add a Refund Method. Please proceed to Security Settings in My Profile to enroll.

### Refund History for Student I. Testing

You have no past refunds.

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.

\*\*Payments made by credit card may be refunded to credit card(s) used for payment\*\*

Current Refund Method

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

Set Up Account

Refund History for Student I. Testing

You have no past refunds.

Enter your account information in the form. Be sure to enter the account number backwards in the "Confirm account number" box. At the bottom of the form under "Save payment method as" box enter a nickname for your account. Click Continue.

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Logged in as: Student I. Testing

My Account Make Payment

### 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: Select account type

\*Routing number: (Example)

\*Bank account number:

**RE-ENTER THE ACCOUNT NUMBER IN REVERSE ORDER**

\*Confirm account number:

**Billing Information**

\*Name on account:

\*Billing address:

Billing address line two:

\*City:

\*State: Select State

\*Postal Code:

\*Save payment method as: (example My Checking)

Cancel Continue

Next review the information you entered and read the disclosures. If everything entered is correct and you agree to the disclosures click the box next to "I Agree". Then click "Continue".

MISSOURI SOUTHERN STATE UNIVERSITY

Logged in as: Student I. Testing | Logout

My Account Make Payment Payment Plans Refunds My Profile

### Set Up Refund Account

I hereby authorize Missouri Southern State University to initiate recurring 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 \$15.00 return fee will be added to my student account.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Depository: \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_

This agreement is dated Wednesday, June 14, 2017.  
For fraud detection purposes, your internet address has been logged: \_\_\_\_\_ at 6/14/17 9:46:16 AM CDT

**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: [bursar@mssu.edu](mailto:bursar@mssu.edu)  
Print and retain a copy of this agreement.

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

I Agree

**Continue** Print Agreement Cancel

The next screen will show that the eRefund account has been saved.

If you ever need to change your eRefund account to a new account or if you entered something incorrectly and it cannot be verified, you can update or remove the account by clicking the settings icon.

MISSOURI SOUTHERN STATE UNIVERSITY

Logged in as: Student I. Testing |

My Account Make Payment Payment Plans Refunds Help

## eRefunds

Your new ACH refund account has 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.

\*\*Payments made by credit card may be refunded to credit card(s) used for payment\*\*

Current Refund Method
Alicia's - xxxx784 

Refund History for Student I. Testing
You have no past refunds.

If you have any questions, contact the Bursar's Office (417.625.9381) or email [bursar@mssu.edu](mailto:bursar@mssu.edu).