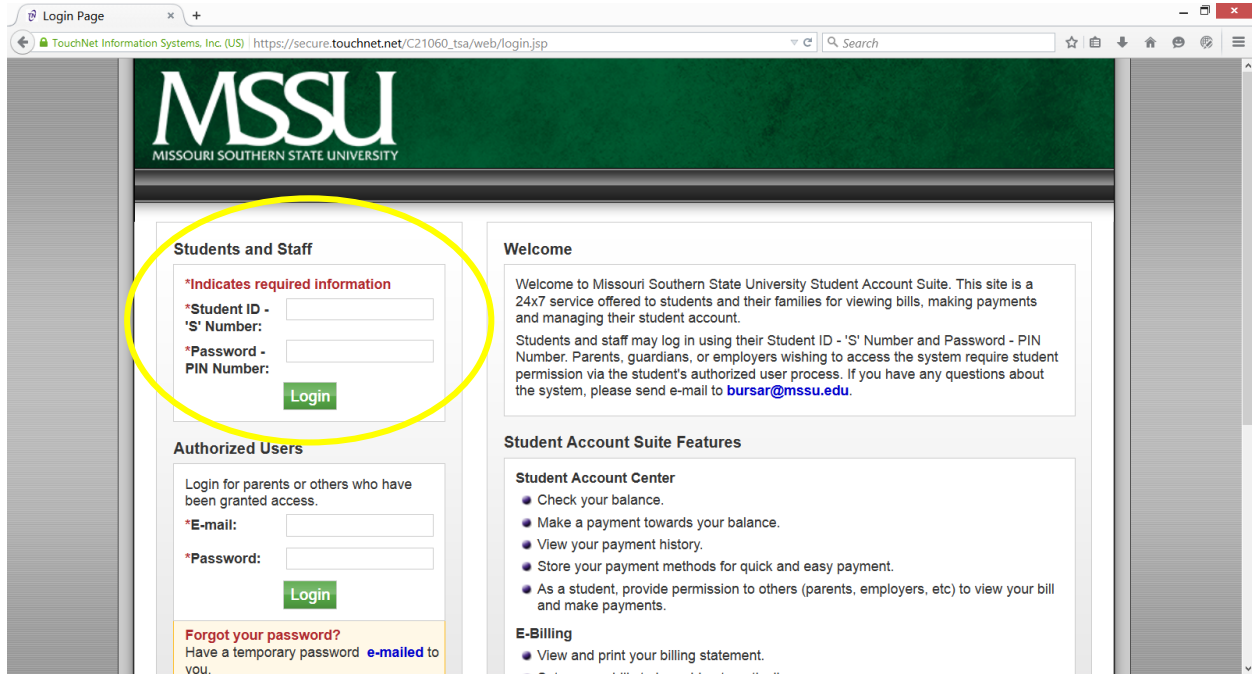
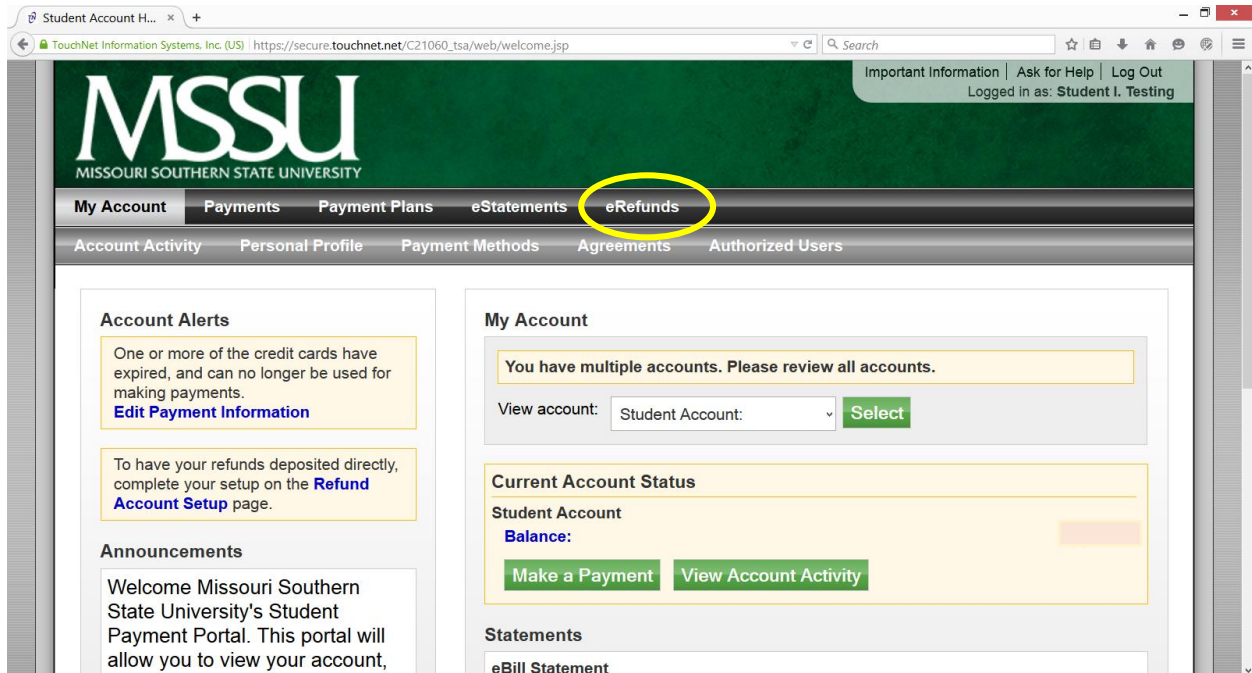


## How to Set Up an Electronic Refund (eRefund) Account

Go to the MSSU Payment Portal (<https://www.mssu.edu/paymybill>). Login using student id number (be sure to use a capital "S") and your LioNet password.



Choose the eRefunds tab at the top of the screen.



Choose "Set up Account" on the middle right of the page.

The screenshot shows the MSSU (Missouri Southern State University) eRefunds portal. The browser address bar indicates the URL is [https://secure.touchnet.net/C21060\\_tsa/tapp?tapp-stoken=hqtgbsmngDr&Navigate=refund\\_acc](https://secure.touchnet.net/C21060_tsa/tapp?tapp-stoken=hqtgbsmngDr&Navigate=refund_acc). The user is logged in as "Student I. Testing". The navigation menu includes "My Account", "Payments", "Payment Plans", "eStatements", and "eRefunds".

The main content area is titled "eRefunds" and features a promotional message: "eRefunds puts money in your account...FAST!". Below this, it states: "Direct Deposit is the secure and convenient way to get your refund. No more trips to the bank or waiting for a paper check. \*\*Payments made by credit card will be refunded to credit cards used for payment\*\*". A green button labeled "Set up Account" is positioned below the text.

Below the promotional message is a table titled "Direct Deposit Bank Account". The table has two columns: "Account Description" and "Actions". The "Account Description" column contains the text "No account has been set up." The "Actions" column contains a blue link labeled "Set up Account", which is circled in green.

Below the table is a section titled "Refund History for Student I. Testing", which contains the text "No past refunds were found."

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.

The image shows a web browser window displaying a form titled "Set Up Refund Account". The form is divided into several sections:

- Account Information:** Includes a note that personal accounts only are accepted and that debit cards are not. It contains fields for "Account type", "Routing number", and "Bank Account number".
- Confirmation:** A field labeled "Confirm account number:" is circled in green. Above it, the text "RE-ENTER THE ACCOUNT NUMBER IN REVERSE ORDER" is written in red.
- Billing Information:** Includes fields for "Name on account", "Billing address", and "Billing address line two".
- Location:** Fields for "City", "State/Province", and "Postal Code".
- Payment Method:** A field labeled "Save payment method as:" with a subtext "(e.g. Primary Checking)".

At the bottom of the form, there are two buttons: "Continue" and "Cancel".

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".

**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 Thursday, February 18, 2016.

For fraud detection purposes, your internet address has been logged: \_\_\_\_\_ at 2/18/16 12:12:04 PM CST

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

[Print Agreement](#)

[Continue](#) [Cancel](#)

The next screen will show that the eRefund account has been saved and the accounting is awaiting verification. Verification of an account takes up to 72 hours, so you will want to have your eRefund account set up in advance of when your refund is expected.

The screenshot shows the MSSU eRefunds web application. At the top, the MSSU logo and navigation menu are visible. The user is logged in as 'Student I. Testing'. A yellow banner at the top of the main content area displays the message: 'Your new ACH refund account has been saved.' Below this, a section titled 'eRefunds puts money in your account...FAST!' includes a graphic of a dollar sign and a checkmark, and text explaining that direct deposit is secure and convenient. A table titled 'Direct Deposit Bank Account' lists the account description 'Student Account (awaiting verification)' and provides 'Edit' and 'Remove' actions. Below the table, a section for 'Refund History for Student I. Testing' is partially visible.

Refund Accounts

TouchNet Information Systems, Inc. (US) | https://secure.touchnet.net/C21060\_tsa/web/refund\_accounts.jsp

de bonis non

Important Information | Ask for Help | Log Out  
Logged in as: Student I. Testing

MSSU  
MISSOURI SOUTHERN STATE UNIVERSITY

My Account | Payments | Payment Plans | eStatements | eRefunds

**eRefunds**

Your new ACH refund account has been saved.

**eRefunds puts money in your account...FAST!**  
Direct Deposit is the secure and convenient way to get your refund.  
No more trips to the bank or waiting for a paper check.  
\*\*Payments made by credit card will be refunded to credit cards used for payment\*\*

Account Description	Actions
Student Account (awaiting verification)	<a href="#">Edit</a>   <a href="#">Remove</a>

Refund History for Student I. Testing

No past refunds were found.

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 edit or remove the account by choosing “Edit” or “Remove”. (Note: If you remove the account and enter the information about a new account, make sure to change the “Save payment method as” name to a different name than the account you are removing. If you don’t, the system will not allow you to save the new account.)

