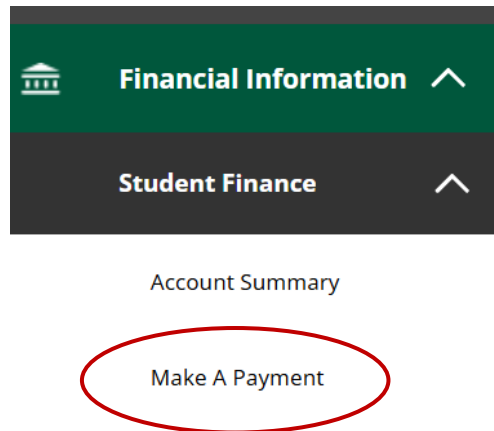


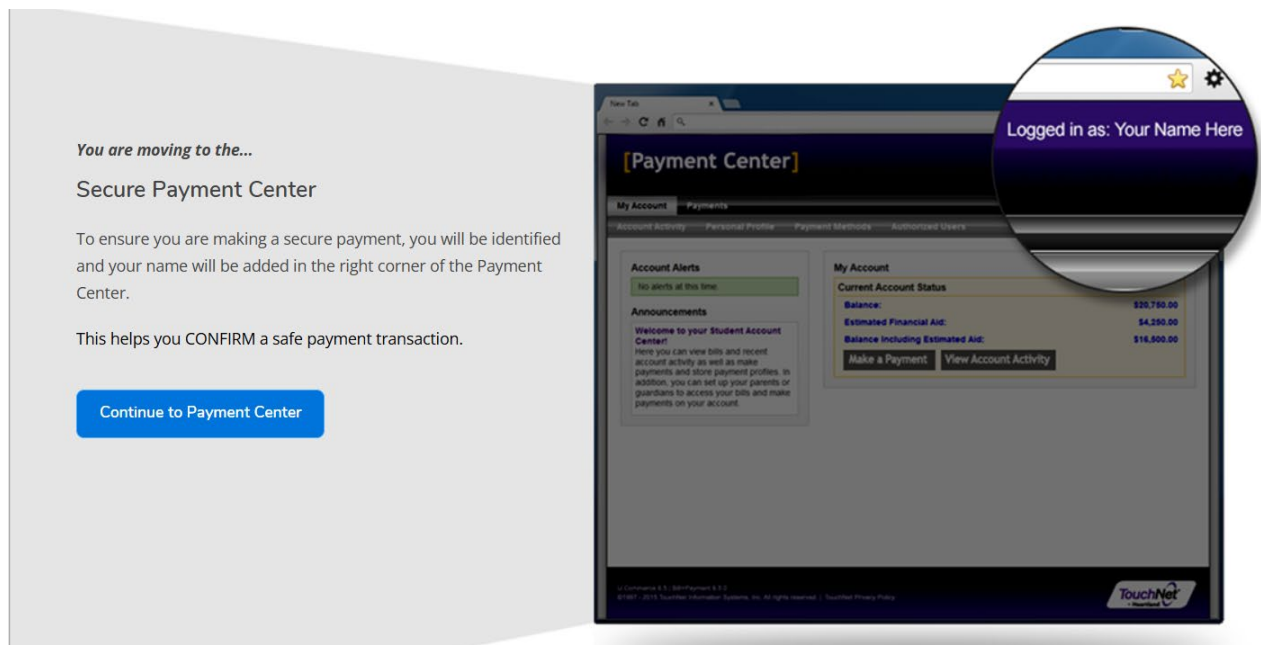
Enrolling in Electronic Refunds

If a refund method is not established or the account is entered incorrectly, a paper check will be mailed to the address we have on record. To get your refund faster, we recommend enrolling in eRefunds today!

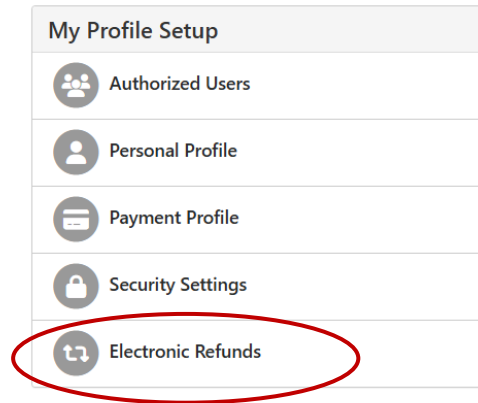
1. After logging in your [Self Service](#), select the three lines in the upper left corner.
2. Select Financial Information, then Student Finance. Select Make a Payment.



3. You will be directed to the Secure Payment Center. Click Continue to Payment Center.



4. Click the **Electronic Refunds** link under **My Profile Setup**



5. Enroll in multi-factor authentication (MFA). It is recommended that your primary method be the Authenticator App. You will scan the QR code to add it to your app.

Multi-Factor Authentication

Multi-factor authentication (MFA) enhances security by requiring multiple proofs of identity.

Select your preferred method for one-time passcode (OTP) delivery.

Primary Method

☒ **Authenticator App (Preferred)**

Suggested authenticator apps include Google Authenticator, Microsoft Authenticator, Authy, Duo and LastPass. Download one of these apps from the App Store or Google Play to get started!

Open the Authenticator app on your device
Select the "+" sign
Choose "Scan barcode"



Or enter this unique key in the Authenticator App: 

Verify passcode

☐ Text message to existing or new mobile number

☐ Email message to existing or new email address

6. Return to your Refund set up by clicking the Refund link at the top

7. Select Set up a new account

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.

Thank you for enrolling in eRefunds!

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 **Select account**

8. Enter the information in the pop-up box and click Continue when finished.

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:

*Routing number:

(Example)

*Bank account number:

*Confirm account number:

Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

*Save payment method as:

Cancel **Continue**

9. Read the information in the Set Up Refund Account pop-up and check the I Agree box. Then click Continue. Information, such as the return fee, applies to payments and payment plans, not to direct deposit.

Set Up Refund Account

I hereby authorize **Methodist 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 **\$30.00** return fee will be added to my student account.

Name:

Address:

Depository: CAPITOL FEDERAL SAVINGS
P.O. BOX 3505
TOPEKA, KS 666053505

Routing Number:

Account Number:

Account Type: Checking

This agreement is dated 2026-05-04 15:44:36 EDT.

For fraud detection purposes, your internet address has been logged: at

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: **studentaccounts@methodist.edu** 15 days prior to your scheduled payment date

Print and retain a copy of this agreement.

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

☒ I Agree

Print Agreement
Cancel
Continue

10. You will receive an email notifying you that your refund account has been created. It will be sent from **Campus Payments (campuspayments@touchnet.com)**

[EXTERNAL] Your refund account has been created



Campus Payments <campuspayments@touchnet.com>
To

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Hello,

Your refund account has been created. If you did not authorize the setup of this refund account, please contact us about your account immediately.

New Payment Method Details

Payment Method: Refund

Account Number:

If you need to change your refund method, please change the information no later than **48 hours** before the refund is processed. You will go back to your Refunds link on the secure payment center and select Set up a new account. You can also Remove the current account as well.

