

Requesting e-Refund (Direct Deposit)

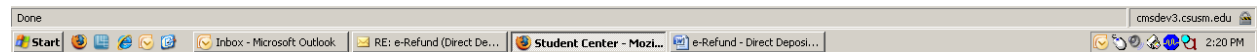
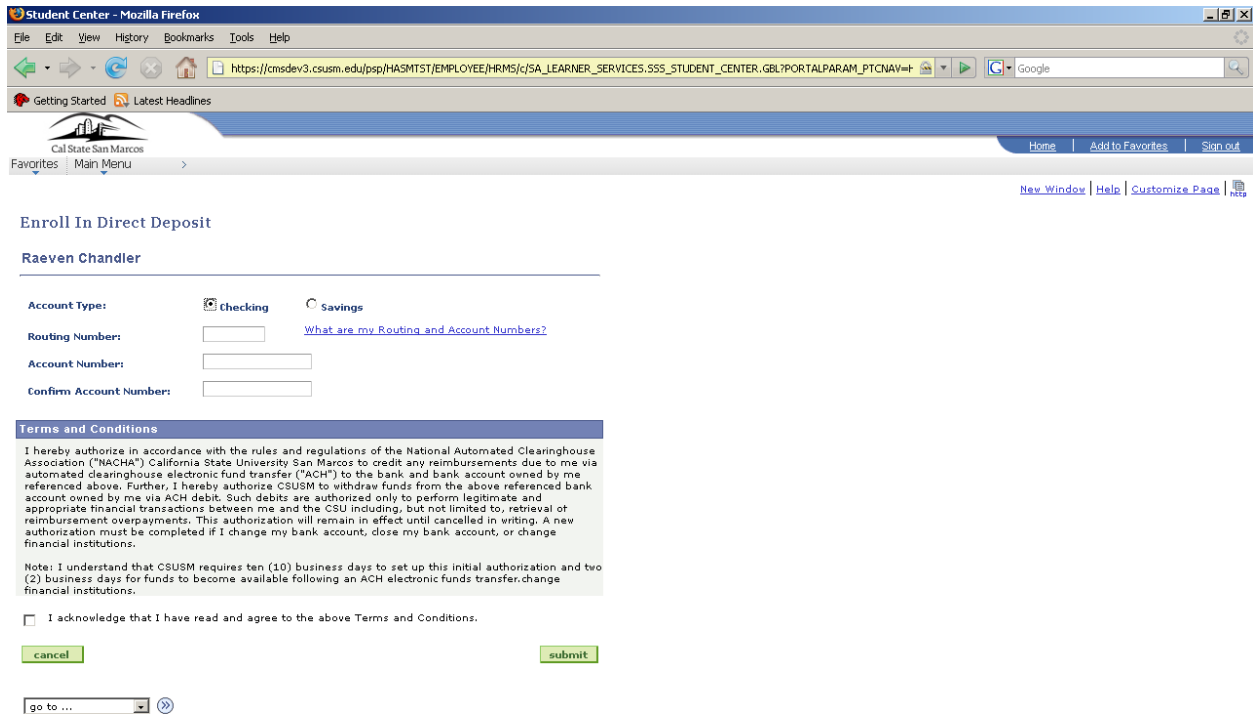


- 1) Click on Self Service then Student Center
- 2) Under the Finances section under My Account click on Enroll in Direct Deposit

The screenshot displays the 'Raeven's Student Center' interface. The 'Academics' section includes a search bar and a message: 'You are not enrolled in classes.' The 'Finances' section features a 'My Account' summary showing a balance of 383.00, with a 'MAKE A PAYMENT' button. The 'Personal Information' section lists contact details for home and mailing addresses. The 'Admissions' section is partially visible. The browser's taskbar at the bottom shows several open windows, including 'Student Center - Mozi...' and 'e-Refund - Direct Depos...'.

You will then be asked to click on checking or savings (checking is the default). Then you will enter your specific information of where you want your funds deposited. You will then read the terms and conditions. Once completed please click in the box to acknowledge agreement to the terms and conditions.

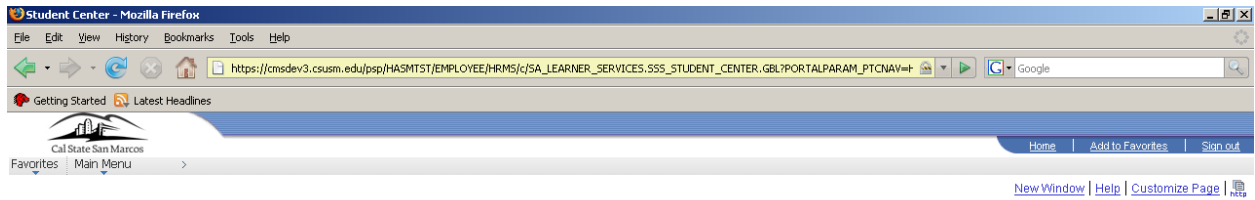
I acknowledge that I have read and agree to the above Terms and Conditions



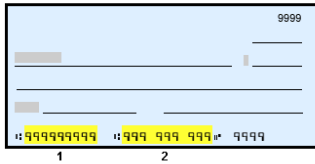
If you are not sure what your routing and account numbers are click on “What are my Routing and Account Numbers?”

You will then see the following screen pointing out where the information is on your check.

Please note: If you are unsure of your routing number please call your bank to confirm. If you enter the wrong information your refund will be rejected by your bank.

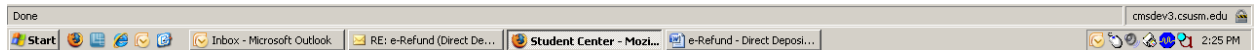


How to identify your Routing and Account Numbers

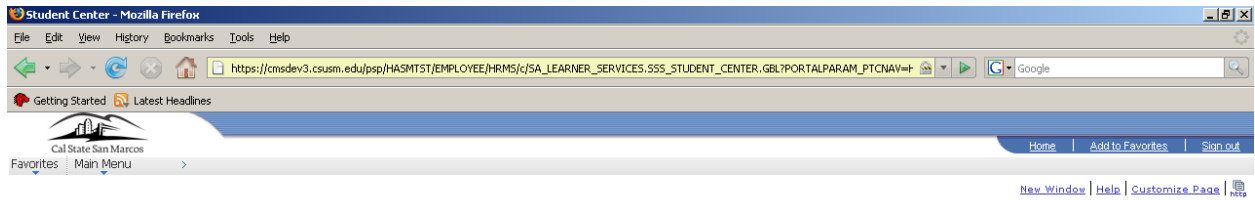


- 1 - Routing Number
- 2 - Account Number

OK Cancel



Once you enter the information you will then be asked to confirm - If the information is correct click on "ok".



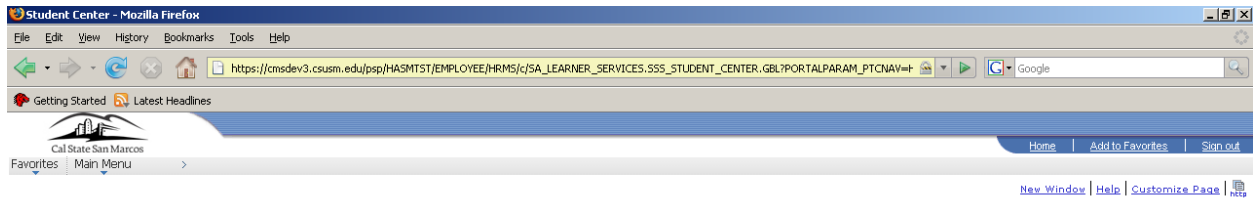
Direct Deposit Confirmation

Confirm you are enrolling in Direct Deposit with the following account information:

Account Type: Checking
Routing Number: 123131234
Account Number: 1234



You will then be given a confirmation message:



Direct Deposit Confirmation

Congratulations you are now enrolled in Direct Deposit with the following account information:

Account Type: Checking
Routing Number: 123131234
Account Number: 1234



Congratulations your refunds will be faster and more secure!!

Please click ok and you will return to your “self service” screen.