

## Requesting e-Refund (Direct Deposit)



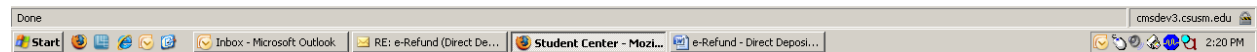
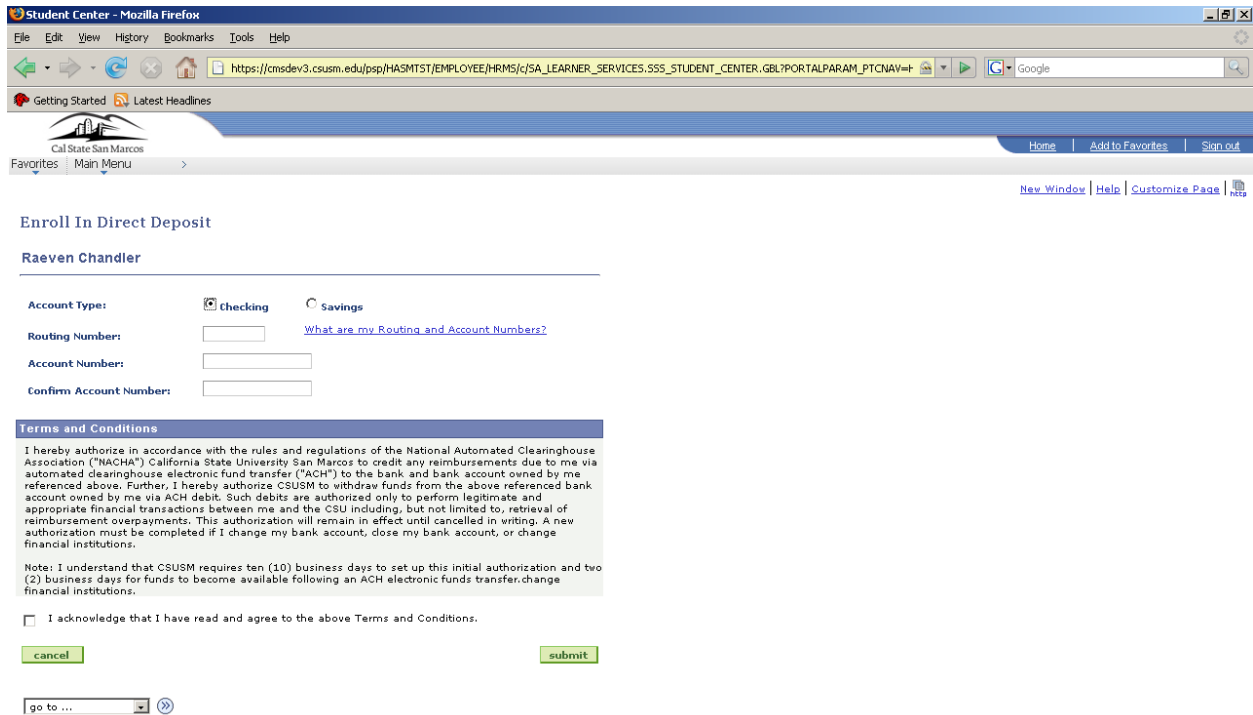
Log into

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

The screenshot shows the 'Raeven's Student Center' interface. The 'Finances' section is active, displaying an 'Account Summary' with a balance of \$383.00. The summary includes a table of due amounts: Due Now (383.00) and Future Due (0.00). A note states: '\*\* You have a past due balance of 383.00. \*\*'. Below the summary is a 'MAKE A PAYMENT' button and a link for 'Important Student Fee Information'. The 'Personal Information' section shows contact details for home and mailing addresses, and a campus phone number. The 'Academics' section shows a message: 'You are not enrolled in classes.' The sidebar on the right contains links for 'SEARCH FOR CLASSES', 'Holds', 'To Do List', 'Enrollment Dates', 'Enrollment Management Services', 'General Information', and 'Important Links'. The browser's address bar shows the URL: https://cmsdev3.csusm.edu/psp/HASMTST/EMPLOYEE/HRMS/c/SA\_LEARNER\_SERVICES.SSS\_STUDENT\_CENTER.GBL?PORTALPARAM\_PTCNAV=...

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

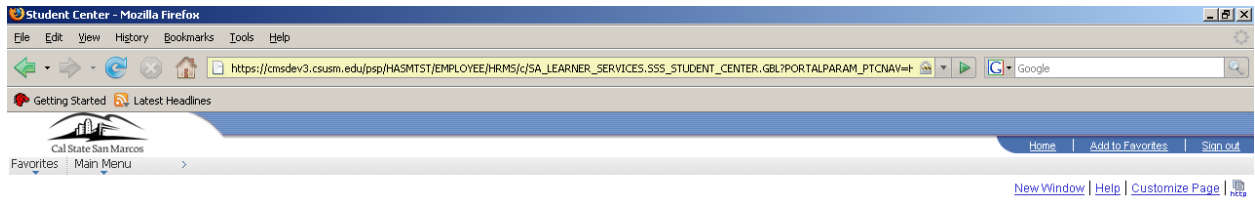


If you are not sure what your routing and account numbers are click on “What are my Routing and Account Numbers?”

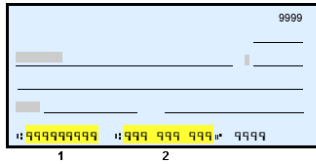
You will then see the following screen pointing out where the information is on your check.

Please note:

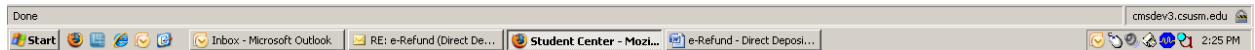
- If you are unsure of your routing number please call your bank to confirm. If you enter the wrong information your refund will be rejected by your bank.
- Your debit card number is not your account number



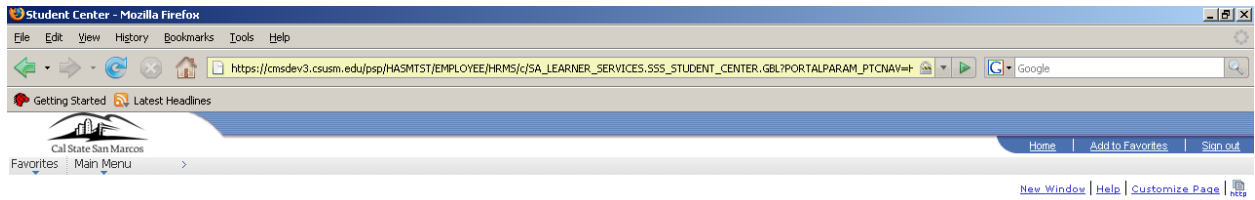
### How to identify your Routing and Account Numbers



- 1 - Routing Number
- 2 - Account Number



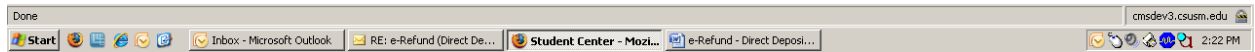
Once you enter the information you will then be asked to confirm - If the information is correct click on "ok".



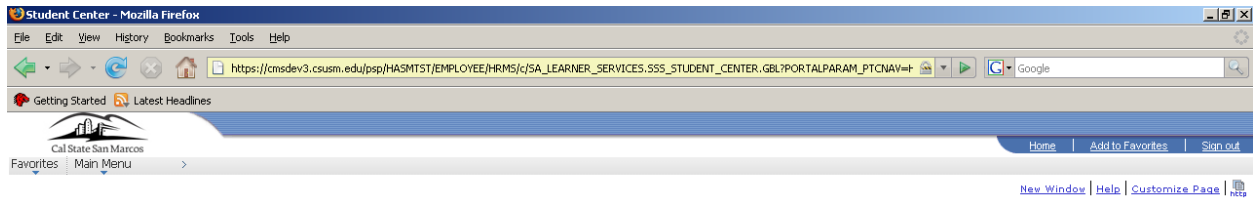
### Direct Deposit Confirmation

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

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



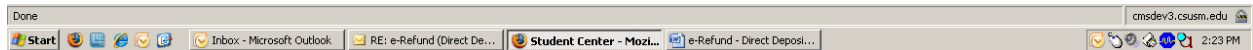
You will then be given a confirmation message:



### 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.