

E-Refund Enrollment Instructions for Students/Parents

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| Responsible Office | Fiscal Affairs |
| Effective Date | July 1, 2010 |
| Responsible Official | Fiscal Specialist III – Accounts Receivable |
| Last Revision | November 11, 2010 |

The University has continued to review and streamline its procedures to enhance customer service to students. Effective July 1, 2010, the University rolled out its e-refund product with success. The benefits of students enrolling in e-refund (direct deposit) are as follows:

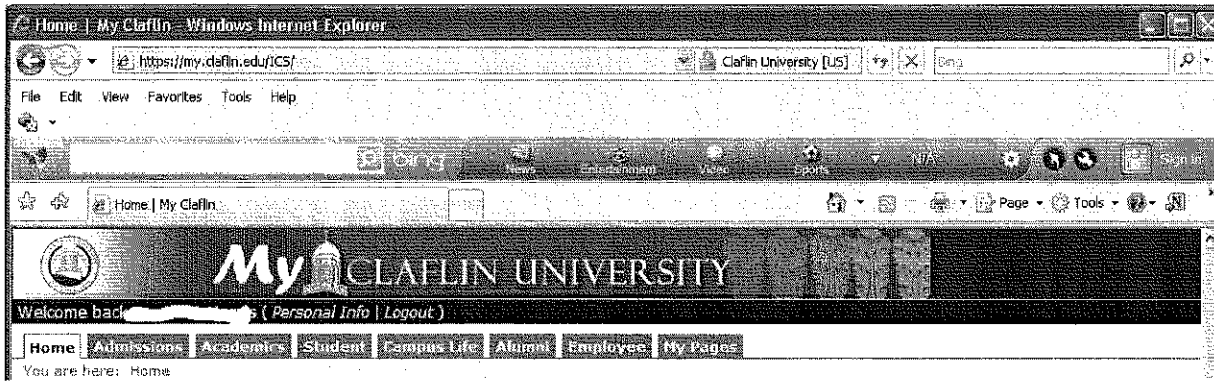
- Swift – student refund is in his/her bank account faster.
- Secure – no lost, delayed or stolen refund checks in the mail.
- Convenient - no need for student to go the bank to deposit refund check.
- No waiting/standing in long lines.
- Student can be anyplace (out of state) and have immediate access to his/her funds.

To better serve our students and parents, please find the instructions to enrolling in e-refund.

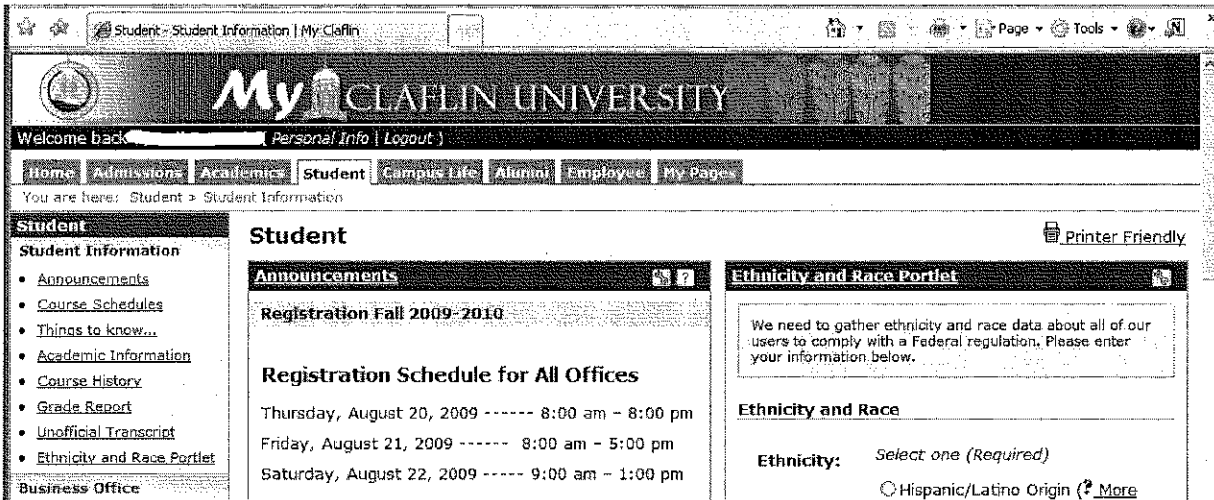
Steps To Enroll in E-Refund

STEP #1: Go to internet explorer and type <https://my.clafin.edu/ICS/>. Then, login with your student id and your password. If you do not have your password, please contact the Enrollment Office.

STEP #2: You will then click the Student tab, which is two tabs from the Home tab.



STEP #3: Then, you will click Business Office (located on the left side under student information).



STEP #4: Next, you will click 'Make an online payment', which you will now be connected to all electronic transactions.



STEP #5: Now, you are connected to CASHNet. Next, click on the link 'Click here to enroll in

The screenshot shows the CASHNet Student Account Online interface. At the top, there is a navigation bar with links for 'your account', 'view bills', 'make payment', 'Shopping Cart', 'help', and 'my dashboard'. Below this, the page is titled 'Student Account Online'. There are four main sections:

- Your Account:** Shows a current balance of \$5,732.00. A link is provided to 'Click here to make a payment'. It also notes that the last payment received was for \$298.32 on 8/24/2010.
- Your Recent Payments:** A table with three entries:

| Date | Amount | Action |
|------------|----------|----------------------|
| 08/24/2010 | \$298.32 | View |
| 03/15/2010 | \$286.31 | View |
| 02/15/2010 | \$285.31 | View |
- Your Bills:** States 'There are currently no bills for your account.'
- Saved Accounts:** States 'You have no saved payment methods.'

At the bottom left of the page, there is a link: 'Click here to enroll in eRefunds.'

eRefunds.'

STEP #6: In order to receive you funds faster, click the circle in front of 'Yes, I want refunds deposited directly into my bank account ' and then click continue.

The screenshot shows the 'eRefund Signup' page. It starts with the text 'Your current status is: Not Yet Enrolled.' Below this, there is a question: 'Do you want to use eRefund for direct deposit?'. There are two radio button options:

- Yes, I want refunds deposited directly into my bank account.
- No, I want to continue to receive refunds by check.

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

STEP #7: Now, your banking information is required, which will be the routing number and the account number for your checking or savings account.

- Name your Account (Your choice) [ex.: My checking or My savings]
- Type the Account Holder Name
- Click the circle in front of your choice (Checking or Savings) [Only one can be selected]
- Type your account number in once
- Type your account number again (for confirmation)
- Type your routing number
- Then, click Continue

The screenshot shows the 'Student Account Online' interface. At the top, there is a navigation bar with links for 'your account', 'view bills', 'make payment', 'Shopping Cart', 'help', and 'my class'. Below this is the 'eRefund Signup' section, which contains a form titled 'Enter your bank account information'. The form has the following fields and options:

- Name for this Account:** A text input field with a dropdown menu showing 'My Checking' or 'Savings Acct'.
- Account Holder Name:** A text input field.
- Account Type:** Radio buttons for 'Checking' and 'Savings'.
- New Account Number:** A text input field.
- Confirm Account Number:** A text input field.
- Routing Transit Number:** A text input field with a link that says 'What are my Routing Transit and Account Numbers?'.

At the bottom of the form, there are two buttons: 'Continue' and 'Submit'.

STEP #8: Next, you will complete the following.

- Confirm the account information (as shown below).
- Click the box before 'I agree to the eRefund terms and conditions.'
- Enter your 6 or 10 number for electronic signature (no spaces).
- Then, you will click the Submit button.

eRefund Signup

Please confirm the following banking information and agree to the terms below. Clicking on Submit will update your eRefund information.

Account Name: checking
Account Holder Name: [redacted]
Account Type: Checking
Account Number: XXXXXXXX
Routing Transit Number: [redacted]
Bank Name: [redacted]

Please read and indicate your agreement to the following terms and conditions by checking the box below.

Terms and Conditions

[Printable Agreement](#)

I authorize Claflin University to initiate credits to my account indicated above, and if necessary to initiate reversing entries for the purpose of correcting errors. This authorization may be revoked only by withdrawing from the eRefund Program via this web site. For instructions or assistance, contact the Accounting Office at 803-535-5415.

I agree to the eRefund terms and conditions
Enter from 6 to 10 numbers as your electronic signature

Electronic Signature: [input field]

[Submit] [Cancel]

STEP #9: Once you complete, you will have the information to review or edit. If you notice that something is not correct, you can click the edit button. If everything is correct, you can click 'Add a New Account.'

The screenshot shows the 'Student Account Online' page. At the top, there is a navigation bar with a search field and links for 'your account', 'view bills', 'make payment', 'Shopping Cart', 'help', and 'my claflin'. Below the navigation bar, the page title is 'Student Account Online'. The main content area is titled 'eRefund Signup'. It displays the message 'Your current status is: Enrolled.' with a 'Go Back' button. Below this, it says 'Your current eRefund account:' followed by a table with one row of account information and an 'Edit' button.

| Name | Type | Account No | Bank Name |
|----------|----------|------------|------------|
| checking | Checking | XXXXXXXX | [redacted] |

STEP #10: After this is done, you can confirmed that you have enrolled by the following picture. Under eRefund it will state 'Enrolled.'

Student Account Online

Your Account

Current Balance \$0.00

[Click here to make a payment](#) (Credit balances are not displayed)

The last payment received was for \$298.32 on 8/24/2010.

Your Recent Payments

| | | |
|------------|----------|----------------------|
| 08/24/2010 | \$298.32 | View |
| 03/15/2010 | \$286.31 | View |
| 02/15/2010 | \$286.31 | View |

eRefundeRefund: Enrolled [Edit](#)**Your Bills**

There are currently no bills for your account.

Saved Accountschecking [Edit](#)