

# How to Enroll in e-Refund

## Training Description:

e-Refund is the ability for students to have their excess financial aid or excess payment sent to them via direct deposit into their checking or savings account instead of having a physical check mailed to them. Please note that your e-Refund information stays active on your account until you withdraw.

- Select “Enroll in e-Refund” from the Dashboard Menu under “Financials”
- Key in your Routing Number, Account Number, and Confirm Account Number. Click the check box to acknowledge and then select Submit.
  - Your account number (usually 10-12 digits) is specific to your personal account. It's the second set of numbers printed on the bottom of your checks, just to the right of the bank routing number. You can also find your account number on your monthly statement. Contact your bank, credit union, or financial institution for these numbers if you are unsure.

The screenshot shows the 'Enroll In Direct Deposit' page on the CSU, Chico student portal. The left sidebar menu is open to 'Financials', with 'Enroll in e-Refund' selected and marked with a checkmark. The main content area is titled 'Enroll In Direct Deposit' and includes a sub-header 'Any Student'. Below this, there are radio buttons for 'Account Type' with 'Checking' selected. Three input fields are present: 'Routing Number', 'Account Number', and 'Confirm Account Number', all highlighted in yellow. A 'What are my Routing and Account Numbers?' link is next to the Routing Number field. Below the input fields is a 'Terms and Conditions' section with a scrollable text area containing legal disclaimers. At the bottom of the form, there is a checkbox for 'I acknowledge that I have read and agree to the above Terms and Conditions.', a 'Cancel' button, and a 'Submit' button.

- Confirm the information you entered is correct by clicking OK.

The screenshot shows a 'Direct Deposit Confirmation' dialog box. It displays the account information entered: 'Account Type: Checking', 'Routing Number: 111111111', and 'Account Number: 1'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. A mouse cursor is pointing at the 'OK' button.

# How to Cancel in e-Refund

- Select “Enroll in e-Refund” from the Dashboard Menu under “Financials”
- Select “Withdraw from Direct Deposit”

The screenshot shows the 'Enroll In Direct Deposit' page on the CSU, Chico portal. The left sidebar contains a 'Financials' menu with 'Enroll in e-Refund' checked. The main content area has the title 'Enroll In Direct Deposit' and a sub-header 'Any Student'. The form includes the following fields and options:

- Account Type:  Checking  Savings
- Routing Number:  [What are my Routing and Account Numbers?](#)
- Account Number:
- Confirm Account Number:

A yellow button labeled 'Withdraw From Direct Deposit' is positioned to the right of the Routing Number field, with a blue mouse cursor hovering over it. Below the form is a 'Terms and Conditions' section with a checkbox for acknowledgment and 'Cancel' and 'Submit' buttons.

- Confirm that you want to withdraw from e-Refund (Direct Deposit) by selecting “OK”

For further assistance contact Student Financial Services at 530-898-5936 or [cash@csuchico.edu](mailto:cash@csuchico.edu)