ATHENA Student Account Refund Profile Setup

What is a Refund Profile?

UGA allows for online viewing and refunding of a student’s account for payments and Financial Aid through Touchnet’s Student Bill + Payment application. This also allows for refunding directly to the bank account of the student’s choice. **Only one (1) account can be set up as the eRefund account.**

How do I set up a Refund Profile?

Refunds that you receive can be direct deposited into the bank account of your choice. Use the following steps to guide you in setting up a refund profile. This account can also be used for payment of fees.

1. Login to Athena.uga.edu to access your Student Account
ATHENA Student Account Refund Profile

ATHENA

Welcome, [Name] to the new Athena!

- Personal Information
- Student
- Financial Aid
- Faculty Services
- Work/Life Administration

Banner:
- Registration:
  - View your registration status, class schedules, and add or drop classes
- Student Records:
  - View your grades and transcripts
- Student Account:
  - Fall 2014 balances are due August 3, 2014
- My Programs:
  - Use and change your maps, minors, certificates, and areas of emphasis

Release 8.6
Site Map

University of Georgia

EITS

Central Authentication Service (CAS)

Enter your UGA MyID and Password
Your UGA MyID:

Password:

Log in

Forgot your password?

UGA's Single Sign-on for Web Services

CAS provides a common login experience for users accessing UGA web services with their MyID credentials through a one-time login.

Information about CAS is available at CAS informational webpage.

Units wishing to use CAS for departmental systems may request access on the CAS informational webpage.

Contact the EITS Help Desk for assistance with CAS.

Security Information:
Your CAS login will be active for the next hour.

Passwords are an important part of computer security. Anyone using the University of Georgia computing systems is required to select and maintain strong passwords according to the University's Password Policy and Password Standard.

By logging in via CAS, you agree to abide by the University's Policies on the Use of Computers.
2. Click **eRefunds** from the Menu bar.

![eRefunds interface](image1)

3. Click the **Set up Account** link in the Actions section or the green Set up Account button to add a bank account for direct deposit.

The eRefunds page will display the account that has been set up for Direct Deposit in the section labeled Direct Deposit Bank Account. As shown below, no account has been set up.

![eRefunds account setup](image2)
The Set Up Refund Account box will appear.

4. **Select** your account type, **enter** your bank routing number, checking account number and name on the account. In the **Save payment method as:** field, enter a name specific to the account being used. Example: Mom’s Checking

*This saved method can also be selected next time you wish to make a payment so the name you select should designate the account.*
5. Review the agreement and click the □ I Agree to authorize the depositing of funds into the account. Click continue to finalize the process.

6. A message will appear showing that the ACH refund account has been saved. You will also be able to see that the account is listed in the Direct Deposit Bank Account box.
Review Direct Deposit Account and Other Saved Payment Method Accounts

Once you have set up a direct deposit account, you can choose to review the direct deposit account along with your other saved payment method accounts.

1. Click My Profiles from My Account on the Menu bar.

2. Click Saved Payment Methods.
   
   The payment methods you have saved will be shown. The payment method saved as the Refund account will show “Yes” in the Use for Refunds column.

3. Click the Edit link in the Action column to see the detail of the account information and make changes.

   OR

   Click the Delete link in the Action column to remove the bank account from the Saved Payment Methods.