

Athena Student Account Refund Profile Setup

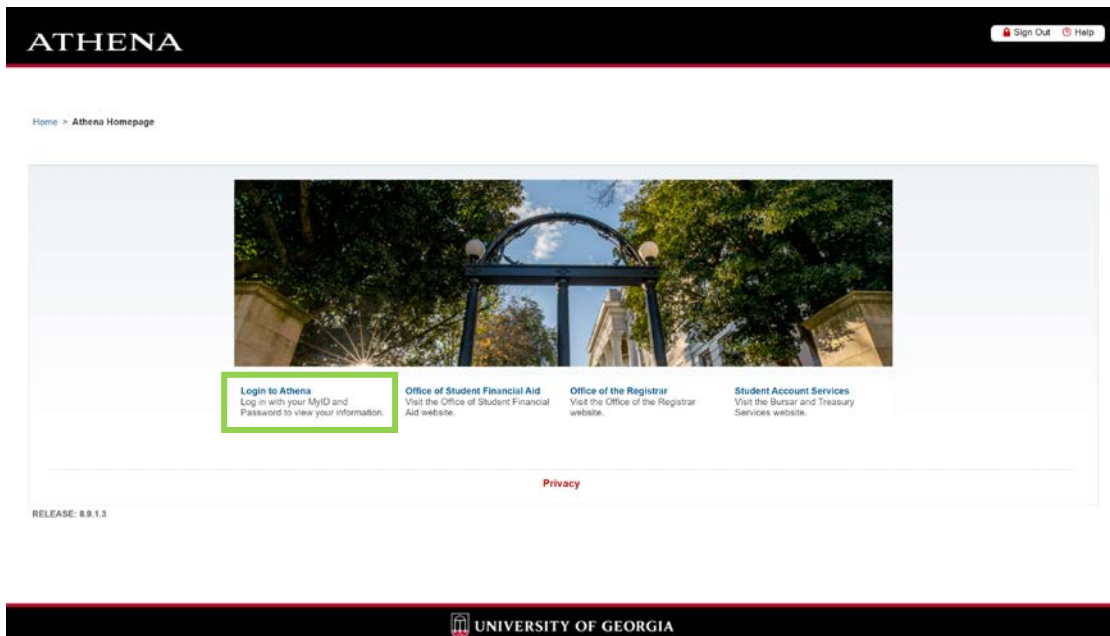
What is a Refund Profile?

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 Refund 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. The account can also be used for payment of fees.

1. Log into Athena, Athena.uga.edu, to access your student account.





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UGA Single Sign-On Service

Username:

Password:

Login

CLEAR

Trouble logging in?

[About SSO](#)

[About Us](#)

This site is operated by Enterprise Information Technology Services.
[Privacy Policy](#)

2. Select Student Account

The screenshot shows the top navigation bar of the ATHENA system. The logo 'ATHENA' is on the left, and 'Sign Out' and 'Help' are on the right. Below the navigation bar, there is a search bar with the text 'Find a page...'. The main content area features a horizontal menu with four items: 'Personal Information', 'Student', 'Student Account', and 'Financial Aid'. The 'Student Account' item is highlighted with a green border. Below the menu, there is a 'Privacy' link and a 'RELEASE: 8.9.1.3' notice. The bottom of the page features the 'UNIVERSITY OF GEORGIA' logo and name.

3. Select Access Student Account

The screenshot shows the 'Student Account' page in the ATHENA system. The page title is 'Student Account'. Below the title, there is a greeting 'Hello,' and a link to 'Return to Athena Homepage'. The main content area is organized into several sections:

- Account**
 - Access Student Account (highlighted with a green border)
 - Waiver/Add Optional Fees
 - Clear Student Accounts Acknowledgement Hold
- Authorizations**
 - Permission to Pay
 - 1098T Authorization
- Intent**
 - Title IV: Intent to Register
- Tuition and Fee Information**
 - Estimated Tuition and Fee Calculator
 - Mandatory Fee Fact Sheets
 - Academic Year 2021-2022 Rates

At the bottom of the page, there is a note: 'If you have any questions, please email [Student Account Services](#).'

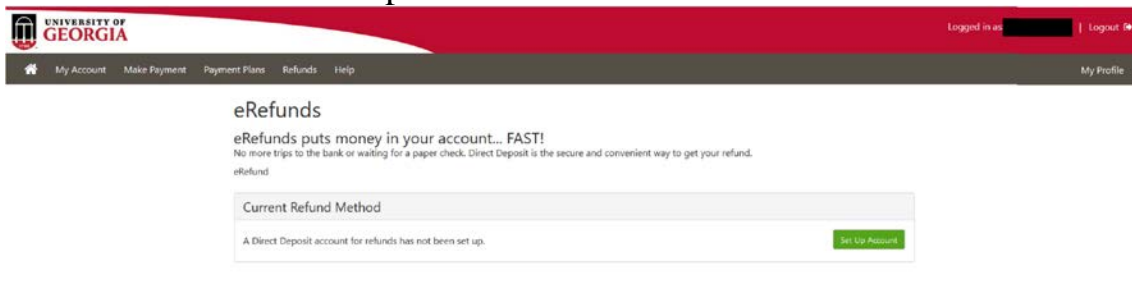
4. Enter your MyID and password again.

The screenshot shows the 'UGA Single Sign-On Service' login page. At the top center is the University of Georgia logo. Below it are two input fields: 'Username:' and 'Password:'. Underneath these fields are two buttons: a red 'Login' button and a grey 'CLEAR' button. Below the buttons is a link that says 'Trouble logging in?'. At the bottom of the login box are two links: 'About SSO' and 'About Us'. Below the login box, centered, is the text 'This site is operated by Enterprise Information Technology Services.' and a link for 'Privacy Policy'.

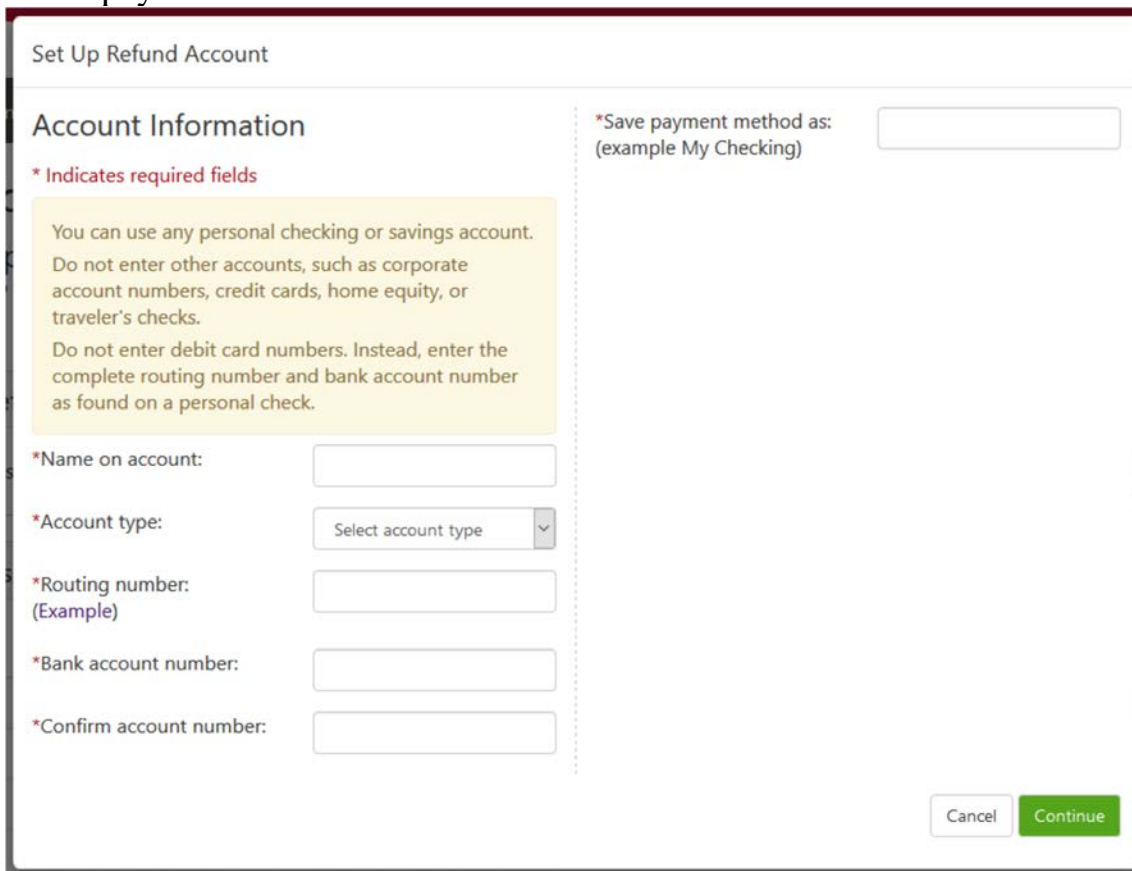
5. On the homepage of your student account, select **Electronic Refunds** under My Profile Setup or **Refunds** on the main bar.

The screenshot shows the student account homepage. At the top is a red navigation bar with the University of Georgia logo on the left and 'Logged in as [redacted] Logout' on the right. Below the navigation bar is a dark grey bar with a home icon and links for 'My Account', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. A yellow arrow points down from the 'Refunds' link. The main content area is divided into three columns. The left column has an 'Announcement' box with a 'Reminder' about payment plan installments. The middle column has a 'Student Account' section showing a balance of '\$0.00' and buttons for 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. Below that is a 'Statements' section with a link to 'View Statements'. The right column has a 'My Profile Setup' section with links for 'Authorized Users', 'Personal Profile', 'Payment Profile', 'Consents and Agreements', and 'Electronic Refunds'. A yellow arrow points right to the 'Electronic Refunds' link. Below the main content area is a red footer bar with the 'powered by touchnet' logo on the right.

6. On the Refunds page, click the **Set up Account** green button to add a bank account for direct deposit. The Refunds 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.



7. After selecting Set up Account, the Set Up Refund Account box will appear. 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. Examples: My Checking or Mom's Checking
 - a. This saved method can also be selected the next time you wish to make a payment.



8. Review the agreement and select the box next to **I Agree** to authorize the depositing of funds into the account. Click continue to finalize the process.

Set Up Refund Account

I hereby authorize **University of Georgia** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid, I understand that a **\$30.00** return fee will be electronically debited from my account.

Name: [REDACTED]

Address:

Depository: WELLS FARGO BANK
MAC N9301-041
MINNEAPOLIS, MN 55479

Routing Number: [REDACTED]

Account Number: [REDACTED]

This agreement is dated 10/31/19 1:18:41 PM CDT.

For fraud detection purposes, your internet address has been logged: [REDACTED]

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: bursar@uga.edu


Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

[Print Agreement](#) [Cancel](#) [Continue](#)

9. A message will appear showing that the ACH refund account has been saved. You will also be able to see that the account is now listed in the Direct Deposit Bank Account box.

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Logged in as [REDACTED] | Logout

[My Account](#) [Make Payment](#) [Payment Plans](#) [Refunds](#) [Help](#) [My Profile](#)

eRefunds

Your new ACH refund account has been saved.

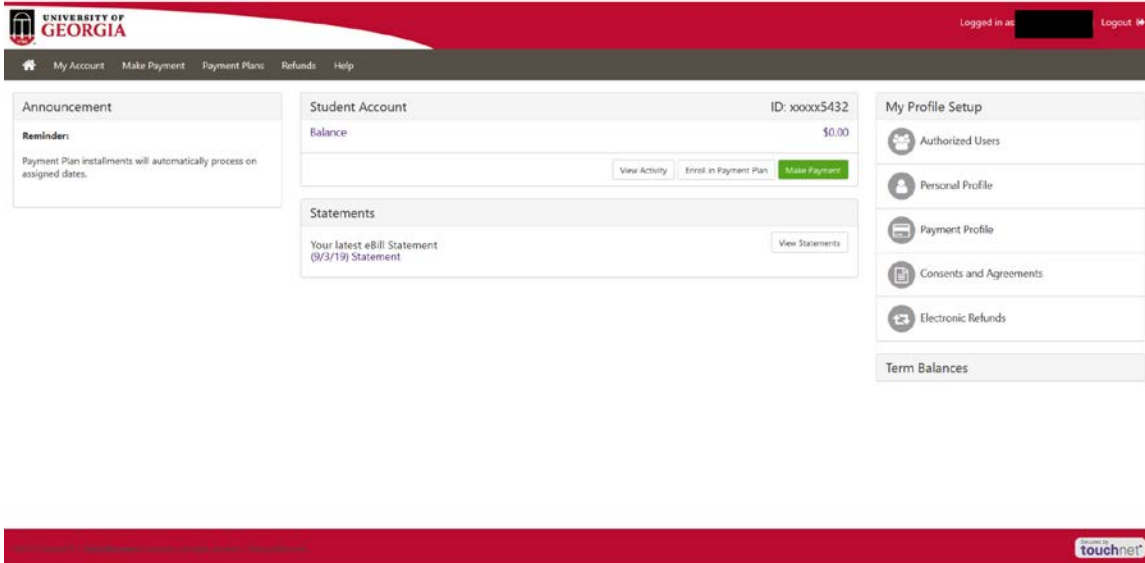
eRefunds puts money in your account... FAST!
No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund.
eRefund

Current Refund Method
[REDACTED]

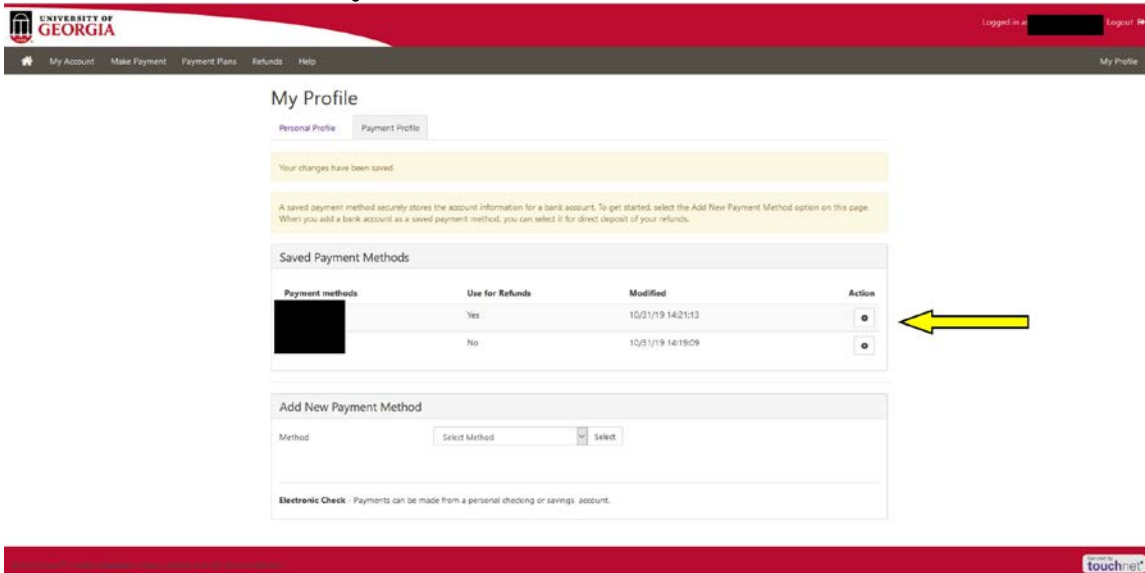
Review Direct Deposit Account and Other Saved Payment Method Accounts

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 **Payment Profile** from My Profile Setup on the home screen.



2. Under **My Profile**, the payment methods that have been saved to your account will be shown under **Saved Payment Methods**.



3. Click the **Edit** line in the Action column to see the detail of the account information and make changes. OR Click **Delete** in the Action column to remove the bank account from the Saved Payment Method.