

# **eRefunds- How to Set Up Direct Deposit**

## **What is an eRefund?**

eRefund is the terminology to describe electronic refunds and set up of such. As part of the refunding process, UGA requires students to establish direct deposit under the Refund option within their Student Account. The eRefund setup 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 Direct Deposit for Student Account Refunds?**


Refunds that you receive from Student Account can be direct deposited into the bank account of your choice. Use the following steps to guide you in setting up your eRefund. The account can also be used for payment of fees.

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

The image shows two screenshots of the University of Georgia's student account system. The top screenshot is the Athena homepage, featuring a navigation bar with the 'ATHENA' logo and links for 'Sign Out' and 'Help'. Below the navigation bar is a breadcrumb trail 'Home > Athena Homepage'. The main content area includes a large image of a campus archway and four service links: 'Login to Athena' (highlighted with a green box), 'Office of Student Financial Aid', 'Office of the Registrar', and 'Student Account Services'. A 'Privacy' link is at the bottom. The bottom screenshot is the 'UGA Single Sign-On Service' login page, which has a white background with a grey border. It features the University of Georgia logo, a username field, a password field, and 'Login' and 'CLEAR' buttons. Below the login fields are links for 'Trouble logging in?', 'About SSO', and 'About Us'. At the very bottom, it states 'This site is operated by Enterprise Information Technology Services' and provides a 'Privacy Policy' link.

ATHENA [Sign Out](#) [Help](#)

[Home](#) > [Athena Homepage](#)



**Login to Athena**  
Log in with your MyID and Password to view your information.


**Office of Student Financial Aid**  
Visit the Office of Student Financial Aid website.


**Office of the Registrar**  
Visit the Office of the Registrar website.

**Student Account Services**  
Visit the Bursar and Treasury Services website.

[Privacy](#)

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 UNIVERSITY OF GEORGIA

  
UNIVERSITY OF  
GEORGIA  
UGA Single Sign-On Service

Username:

Password:

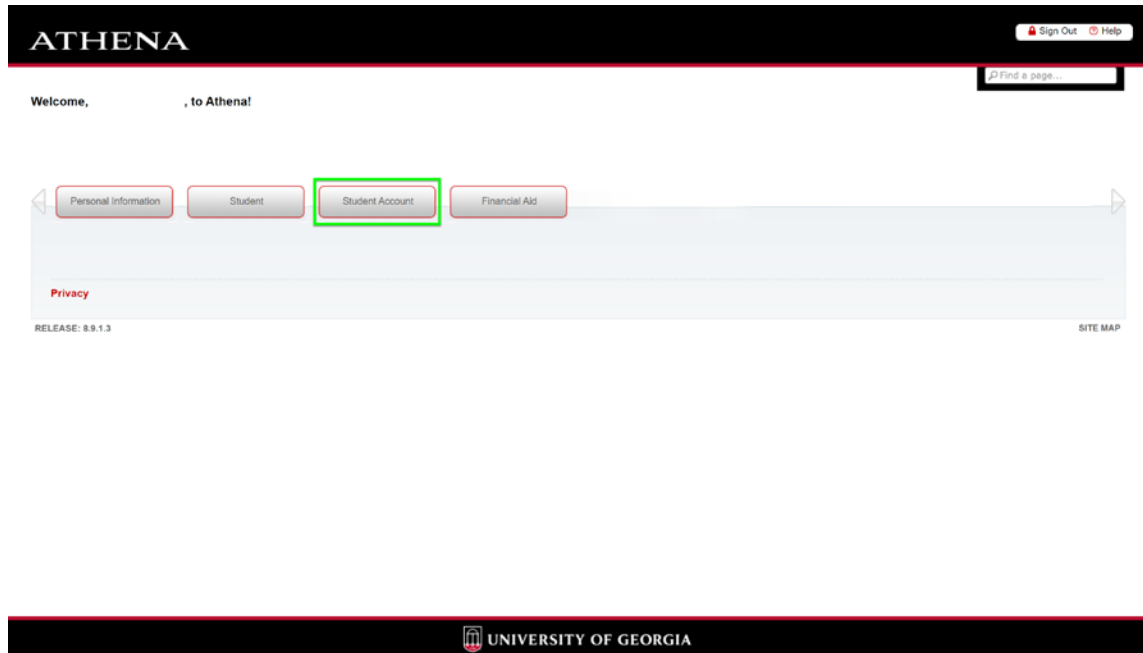
[Login](#) [CLEAR](#)

[Trouble logging in?](#)

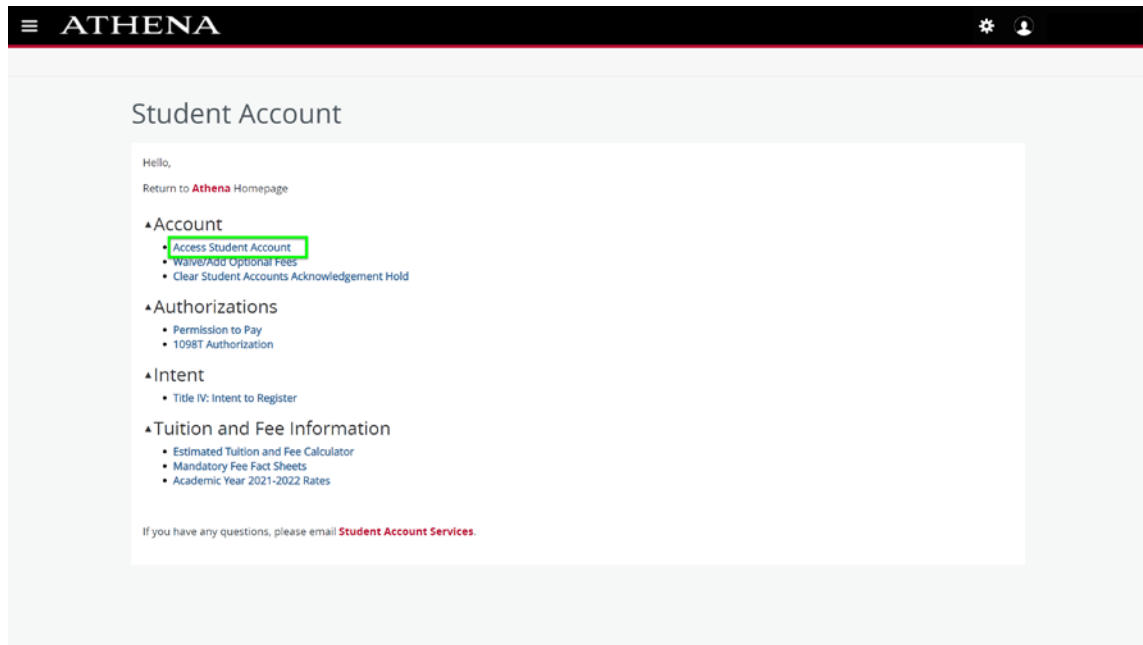
[About SSO](#) | [About Us](#)

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[Privacy Policy](#)

## 2. Select Student Account



## 3. Select Access Student Account



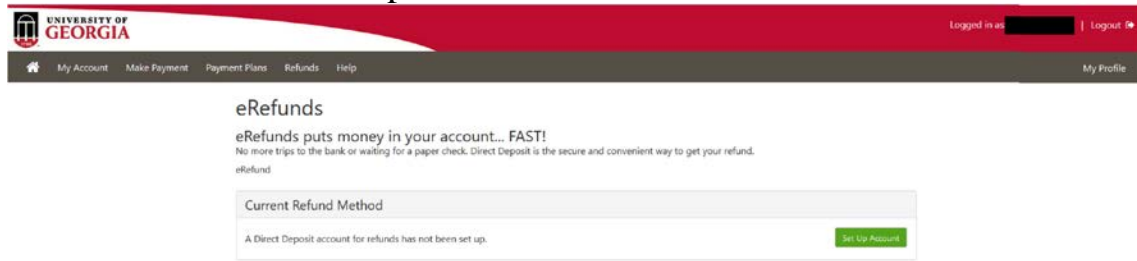
4. Enter your MyID and password again.

The screenshot shows the 'UGA Single Sign-On Service' login page. At the top is the University of Georgia logo. Below it are two input fields labeled 'Username:' and 'Password:'. There are 'Login' and 'CLEAR' buttons. A link 'Trouble logging in?' is below the buttons. At the bottom are links 'About SSO' and 'About Us'. A footer note states 'This site is operated by Enterprise Information Technology Services. Privacy Policy'.

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

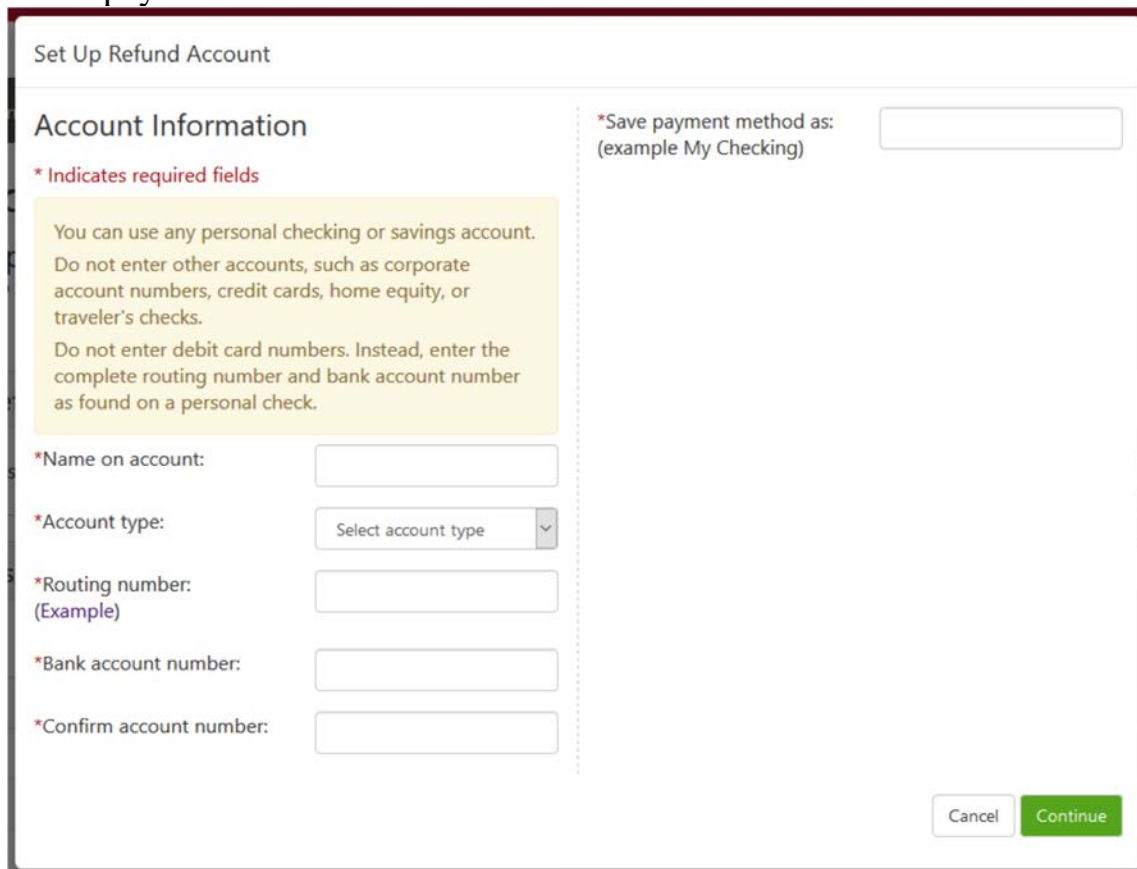
The screenshot shows the student account homepage. A yellow arrow points down to the 'Refunds' link in the top navigation bar. Another yellow arrow points to the 'Electronic Refunds' link in the 'My Profile Setup' sidebar. The main content area includes an 'Announcement' box, a 'Student Account' section with a balance of \$0.00 and buttons for 'View Activity', 'Enroll in Payment Plan', and 'Make Payment', and a 'Statements' section with a 'View Statements' button. The footer includes the University of Georgia logo and a 'powered by touchnet' logo.

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.



The screenshot shows the University of Georgia eRefunds interface. At the top, there's a red header with the university logo and navigation links. Below the header, the 'eRefunds' section is visible, with a sub-header 'Current Refund Method'. A message states: 'A Direct Deposit account for refunds has not been set up.' A green button labeled 'Set Up Account' is positioned to the right of this message.

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.



The screenshot displays the 'Set Up Refund Account' form. It features a section titled 'Account Information' with a yellow box containing instructions: 'You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.' Below this, there are five required fields: '\*Name on account:', '\*Account type:' (a dropdown menu), '\*Routing number: (Example)', '\*Bank account number:', and '\*Confirm account number:'. To the right of these fields is a field labeled '\*Save payment method as: (example My Checking)'. At the bottom right, there are 'Cancel' and 'Continue' buttons.

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](mailto: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 AgreementCancelContinue

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.



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

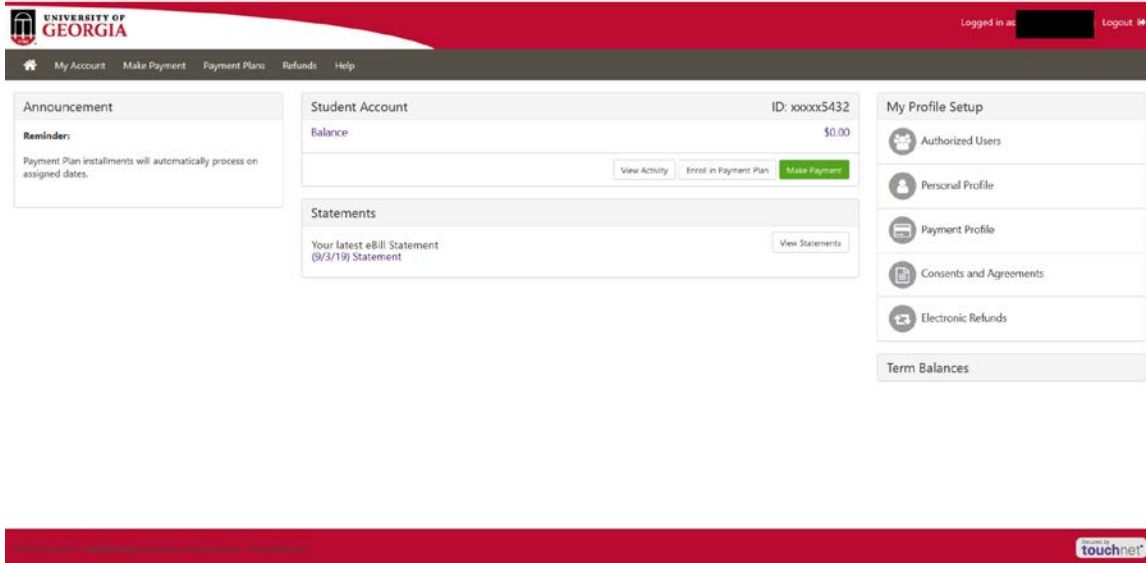
Current Refund Method

[REDACTED]

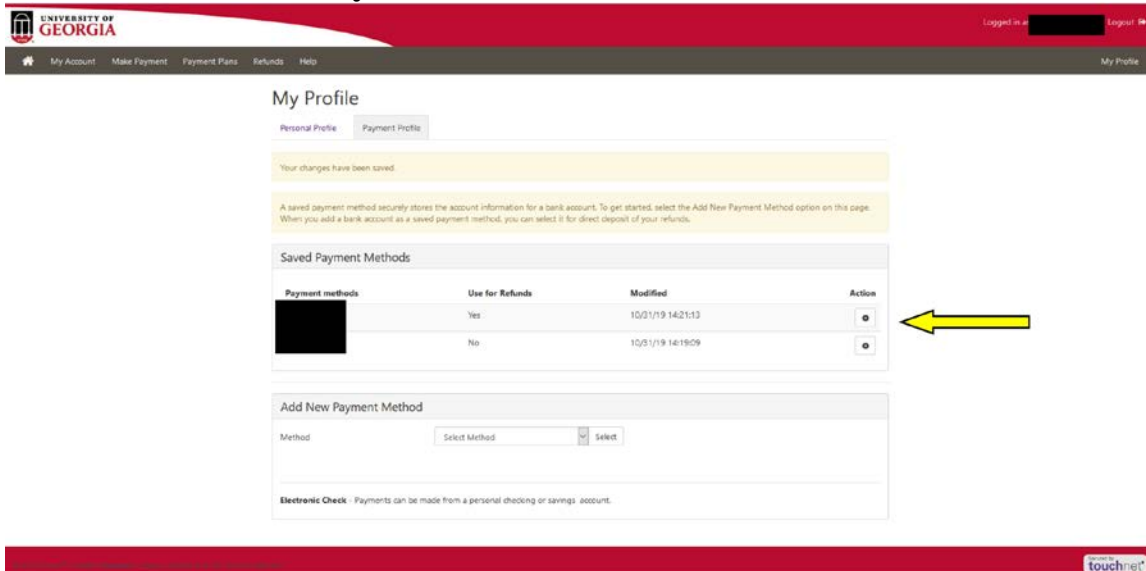
# Review Direct Deposit Account and Other Saved Payment Method Accounts

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.