

# ATHENA Student Account Refund Profile Setup

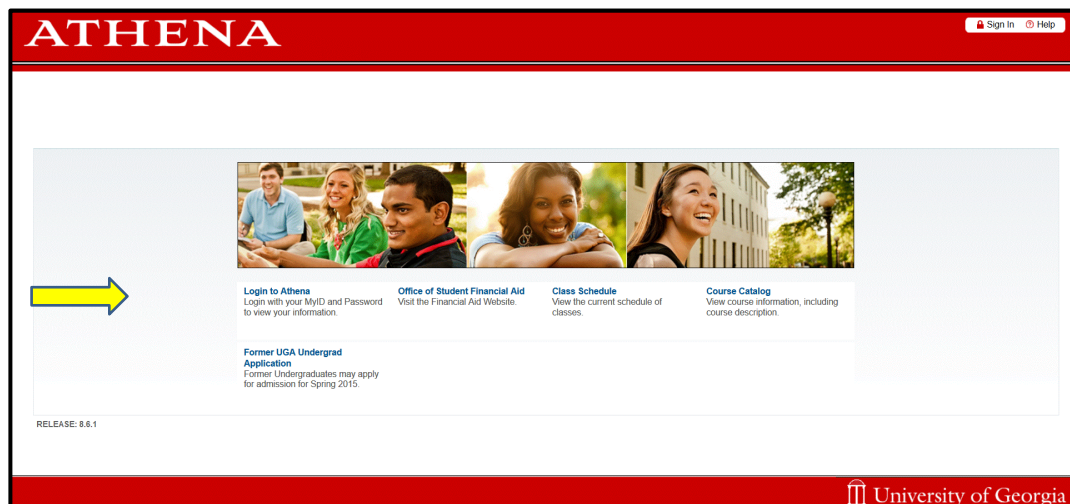
## What is a Refund Profile?

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

1. Login to [athena.uga.edu](http://athena.uga.edu) to access your Student Account.



UNIVERSITY OF GEORGIA Help Desk Systems Status

# EITS

## CENTRAL AUTHENTICATION SERVICE (CAS)

**Enter your UGA MyID and Password**

Your UGA MyID:

  
 Password:
  

[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. ↗](#)

# ATHENA

Sign Out Help

Welcome, ██████████ to the new Athena! Find a page...

Personal Information

Update addresses, contact information, and emergency contact information; View name change information and social security number change information.

Student

View holds; Register; Access your student account; View your academic records

Financial Aid

Apply for Financial Aid; Review your financial aid status and eligibility; Accept or decline any award offers; View loan applications.

Faculty Services

Faculty can enter grades and view class rolls; Advisors can view student information and clear advisement

WebTailor Administration

Customize the Web pages for your institution; Update user roles.

RELEASE: 8.5.2 SITE MAP

Install the latest version of Athena software
University of Georgia

Welcome, [redacted] to the new Athena!

Find a page...

Home > Student

- Personal Information
- Student
- Financial Aid
- Faculty Services
- WebTailor Administration

<b>Registration</b> Check your registration status, class schedule, and add or drop classes	<b>Student Records</b> View your holds, grades and transcripts	<b>Student Account</b> Fall 2014 balances are due August 8, 2014.	<b>My Programs</b> View and change your majors, minors, certificates and areas of emphasis.
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RELEASE: 8.6

SITE MAP

Welcome, [redacted] to the new Athena!

Find a page...

Home > Student > Student Account

- Personal Information
- Student
- Financial Aid
- Faculty Services
- WebTailor Administration

<b>Registration</b> Check your registration status, class schedule, and add or drop classes	<b>Student Records</b> View your holds, grades and transcripts	<b>Student Account</b> Fall 2014 balances are due August 8, 2014.	<b>My Programs</b> View and change your majors, minors, certificates and areas of emphasis.
<ul style="list-style-type: none"><li>Access Student Account</li><li>Permission to Pay</li></ul>	<ul style="list-style-type: none"><li>1098T Authorization</li><li>Waive/Add Optional Fees</li></ul>	<ul style="list-style-type: none"><li>Payroll Deduction</li><li>View Holds</li></ul>	



RELEASE: 8.6

SITE MAP

UNIVERSITY OF GEORGIA Help Desk Systems Status

# EITS

## CENTRAL AUTHENTICATION SERVICE (CAS)

**Enter your UGA MyID and Password**

Your UGA MyID:

Password:

**Log in**

[Forgot your password?](#)

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- On the homepage of your student account, select **Electronic Refunds** under My Profile Setup.

My Account Make Payment Payment Plans Refunds Help

**Announcement**

**Reminder:**

To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup page](#).

**Student Account** ID: [REDACTED]

**Balance** \$4,655.00

Make Payment
View Activity
Enroll in Payment Plan

**Statements**

Your latest 1098-T Tax statement  
2016 1098-T Statement [View](#)

**My Profile Setup**

- Authorized Users
- My Payment Profile
- Electronic Refunds**
- Notifications

3. On the Refunds page, 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 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.

After selecting Set up Account, the Set Up Refund Account box will appear.

Refunds

eRefunds puts money in your account... FAST!  
No more trips to the bank or waiting for a paper check.  
\*\*payments made by credit card will be refunded to credit cards used for payment  
Direct Deposit is the secure and convenient way to get your refund.

[Set Up Account](#)

Account Description	Actions
Your direct deposit account for refunds has not been set up.	<a href="#">Set Up Account</a>

Refund History for  
You have no past refunds.

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. Examples: My Checking or Mom's Checking
  - This saved method can also be selected the next time you wish to make a payment.

Set Up Refund Account

Account Information  
Indicates required fields

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.

\*Account type:

\*Routing number:   
(View example)

\*Bank account number:

\*Confirm account number:

\*Name on account:

\*Save payment method as:   
(example My Checking)

[Continue](#) [Cancel](#)

- 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

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I hereby authorize **University of Georgia** to initiate recurring 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 for "NSF" or "Insufficient Funds", I understand that a **\$30.00** return fee will be electronically debited from my account.

Name: |  
 Address: |

Depository: WELLS FARGO BANK  
 MAC N9301-041  
 MINNEAPOLIS, MN 55479  
 Routing Number: [REDACTED]  
 Account Number: [REDACTED]

This agreement is dated Monday, June 5, 2017.  
 For fraud detection purposes, your internet address has been logged: [REDACTED] at 6/5/17 4:11:08 PM EDT

**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: [stuacct@uga.edu](mailto:stuacct@uga.edu)  
 Print and retain a copy of this agreement.  
 Please check the box below to agree to the terms and continue.

I Agree


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

- 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.

My Account Make Payment Payment Plans Refunds Help My Profile

## Refunds

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.  
 \*\*payments made by credit card will be refunded to credit cards used for payment  
 Direct Deposit is the secure and convenient way to get your refund.

### Direct Deposit Bank Account

Account Description	Actions
My Checking	<a href="#">Edit</a>   <a href="#">Remove</a>

### Refund History for

You have no past refunds.

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

The screenshot shows the home screen of a web application. At the top is a navigation bar with links: Home, My Account, Make Payment, Payment Plans, Refunds, and Help. Below the navigation bar, there are several sections: an Announcement box with a 'Reminder:' heading; a yellow banner with a bank icon and text: 'To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.'; a 'Student Account' section showing a balance of \$4,655.00 and buttons for 'Make Payment', 'View Activity', and 'Enroll in Payment Plan'; a 'Statements' section with a 'View' button for the latest 1098-T Tax statement. On the right side, there is a 'My Profile Setup' menu with options: Authorized Users, My Payment Profile (highlighted with a yellow arrow), Electronic Refunds, and Notifications.

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

The screenshot shows the 'My Profile' page. At the top is a navigation bar with links: Home, My Account, Make Payment, Payment Plans, Refunds, Help, and My Profile. Below the navigation bar, there is a 'My Profile' heading and three tabs: Personal Profile, Notifications, and Payment Profile (selected). Below the tabs, there is a yellow banner with text: 'A saved payment method securely stores the account information for a bank account. To get started, select the Add New Payment Method option on this page. When you add a bank account as a saved payment method, you can select it for direct deposit of your refunds.' Below the banner, there is a 'Saved Payment Methods' section with a table:

My Payment Methods	Use for Refunds	Date Last Modified	Action
My Checking	Yes	6/5/17 16:17:28	Edit   Delete

Below the table, there is an 'Add New Payment Method' section with a dropdown menu labeled 'Select Payment Method' and a 'Select' button. Below the button, there is a note: 'Electronic Check - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.'

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 Methods.