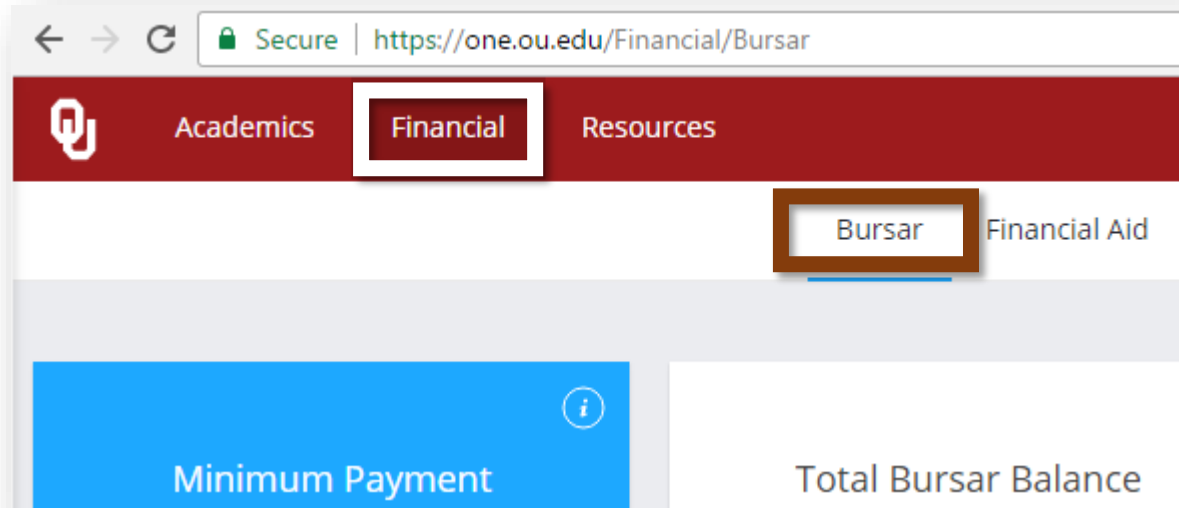


Set up eRefunds

Section 1: Logging In to ONE

Login to one.ou.edu using your OU Net ID and password. After you log in, click “Financial”.



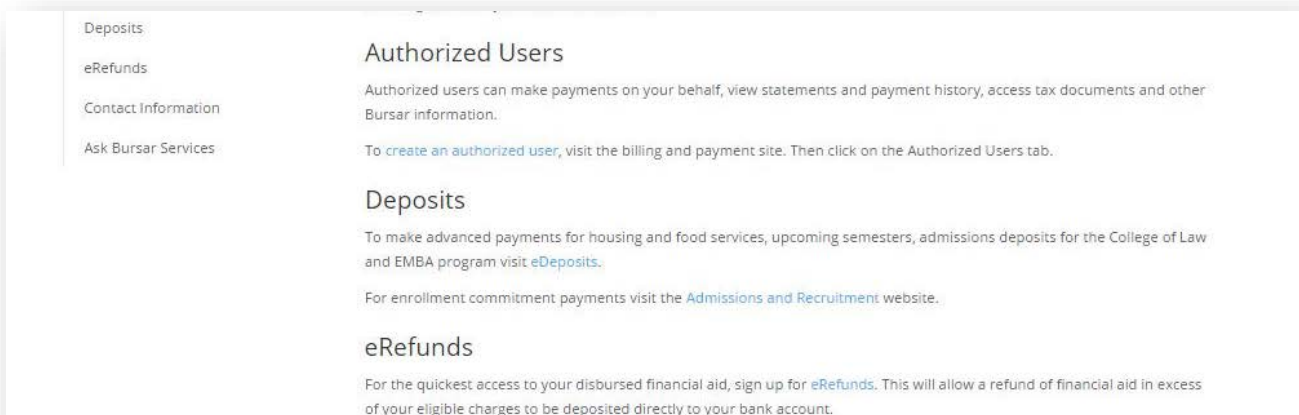
Section 2: Add Bank Account Information

Why Should I Add Bank Account Information?

Adding a bank account to your Bursar account will allow you to use that account to make payments and receive refunds.

Accessing the eRefund Profile

Click on the eRefunds link near the center of the page.



Add Two-Step Verification

The eRefund process has added two-step verification to add even more security to your eRefund profile. Select “Security Settings” and then select whether you would like your secure passcode sent to your e-mail address or phone number. You can add a new phone number or e-mail address if you would like. Once you provide this information, you will then be asked to verify your e-mail address or phone number by entering the passcode that was sent to you.

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.

Current Refund Method

You must enroll in Two-Step Verification to add a Refund Method. Please proceed to [Security Settings](#) My Profile to enroll.

[Personal Profile](#)

[Payment Profile](#)

[Security Settings](#)

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

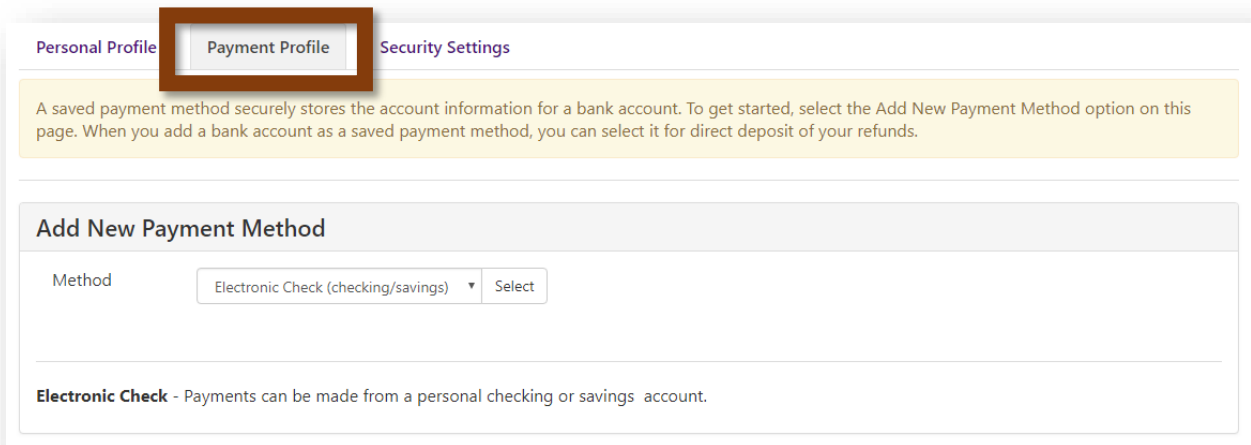
- Text message to existing or new mobile number
- Email message to existing or new email address

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

Add a Payment Method

You may now add your electronic payment information under the “Payment Profile” page. Under “Add new Payment Method,” select “Electronic Check (checking/savings).”



The screenshot shows a web interface with three tabs: 'Personal Profile', 'Payment Profile' (which is highlighted with a brown border), and 'Security Settings'. Below the tabs is a yellow informational box with the 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 this is a section titled 'Add New Payment Method'. It contains a 'Method' label, a dropdown menu with 'Electronic Check (checking/savings)' selected, and a 'Select' button. At the bottom of this section, there is a note: 'Electronic Check - Payments can be made from a personal checking or savings account.'

Bank Account Information

The next screen will allow you to enter your bank account information. If you are using an account with a connected debit card, you cannot enter the debit card number, but the account number that is associated with that debit card. If you decide to store information for more than one personal bank account, then you must select only one to use for eRefunds. The payment system only accepts US bank accounts.

Required Information

The information that you must supply for your bank account is listed below.

Account Type: Select “Checking” or “Savings.”

Routing Number: Your routing number is the nine-digit number on the bottom-left corner of your checks. If you have trouble locating your routing number, either click on “View example” or see the illustration below for an explanation of the sets of numbers on a check.

Account Number: Your account number is the seven-digit number on the bottom of your checks.

Confirm Account Number: Enter your seven-digit account number again.

Name on Account: Enter the name of the person who holds the bank account.

International Address?: If the address associated with the bank account is outside the United States, then check the box by clicking on it.

Billing Address, City, State/Province, and Zip Code: Enter the address, city, state or province, and ZIP code (or postal code) associated with the bank account.

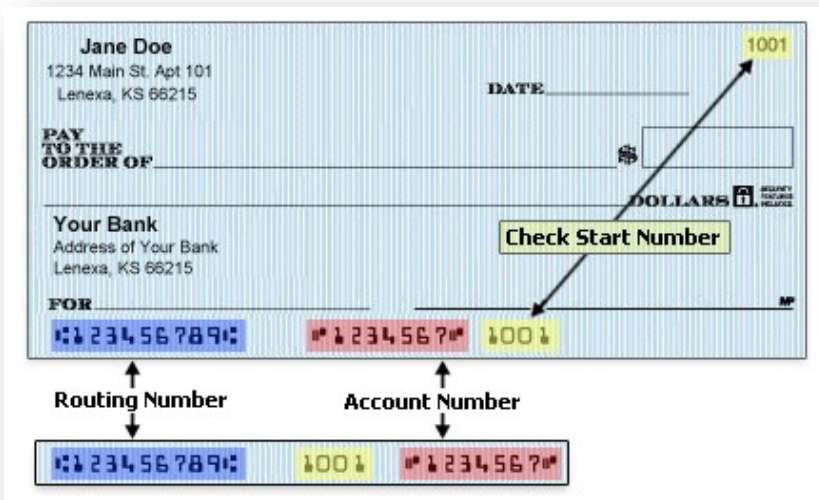
- If “International Address?” is checked, then the state/province menu will not be accessible.

Refund Option: If you want refunds deposited into this bank account, then check the box by clicking on it.

Save payment method as: Give your account a name.

Check Illustration

If you are having trouble locating your routing or account numbers for your bank account on your checks, then consult the following illustration.



- In this illustration, the routing number is nine digits long and appears at the lower left corner of the check. It is in the blue boxes.
- The account number is seven digits long and appears to the right of the routing number. It is in the red boxes.
- When entering your account number, be sure to include all leading zeroes and leave out any special characters or spaces.

Confirm Information

Double-check all your information to make sure that it is correct, select the box to agree to the terms and conditions and then click the continue button. Your bank account information will then be stored in the payment system. You have the option of printing the terms and conditions for your records. If you decide not to submit information for a bank account, then click on the Cancel button to return to the previous screen.

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@ou.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

After agreeing to the terms, you will receive the following message as well as an email confirmation. You can also edit and/or remove the new bank account.

eRefunds

Your new ACH refund account has been saved.