

Transact: eRefunds – Enrolling and Withdrawing

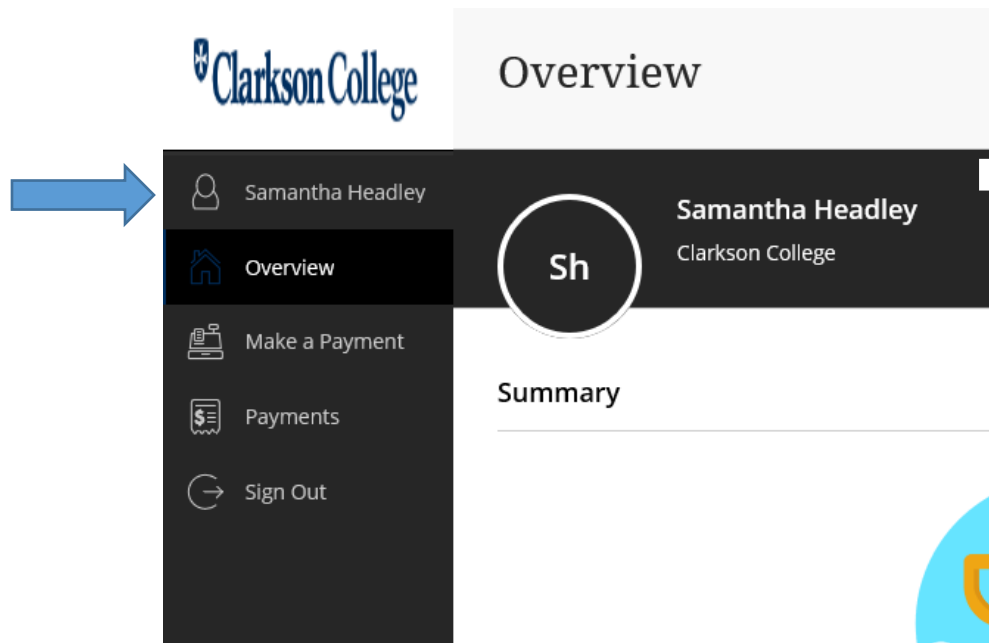
Students can now elect for refunds to be automatically deposited in to their bank account, making refunds a much easier and quicker process.

Throughout this document, you will be provided with detailed instructions on how to enroll for electronic refunds as well as [edit or withdrawal from the program](#).

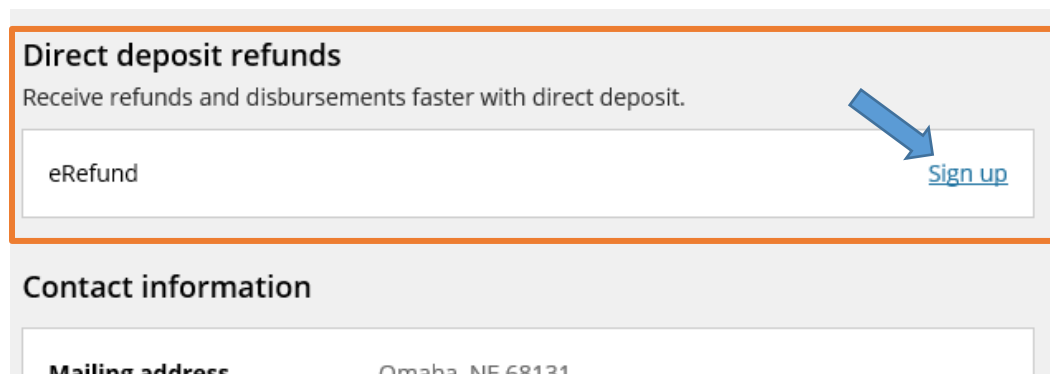
***If you have any questions about logging into either Self Service or Transact, please refer to the document titled, [Logging In and Viewing Important Account Information](#).*

Step 1) Log into Self Service, Transact.

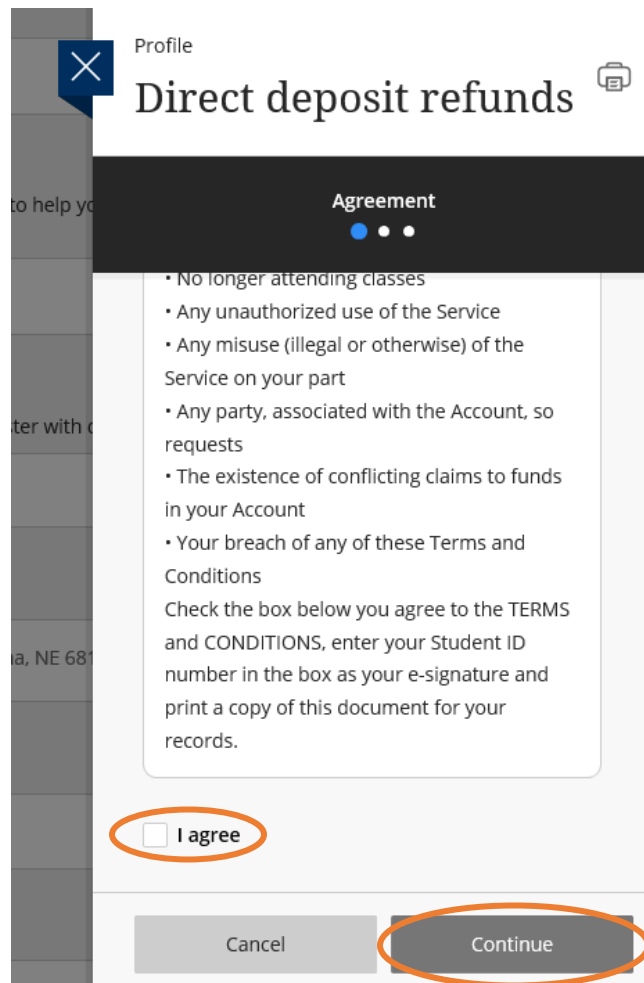
Step 2) Once logged in, select your profile tab located in the vertical menu of your Transact account. Your profile tab is the tab titled “Your Name”



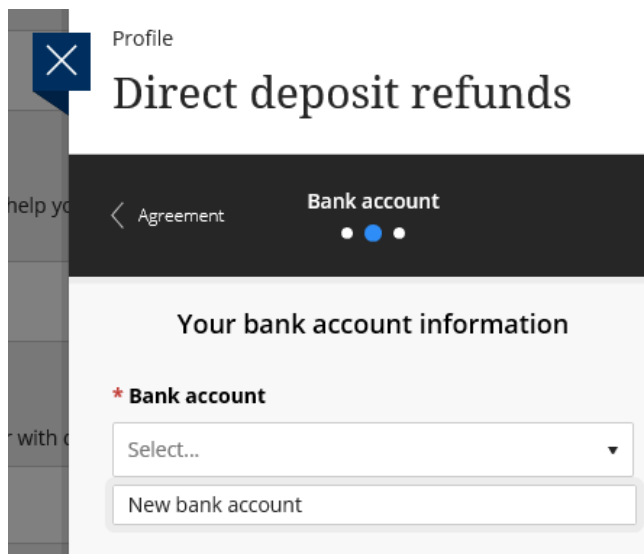
Step 3) Under Direct deposit refunds, click “Sign up” across from eRefund



Step 4) Review the agreement and check “I agree” and click “Continue.”



Step 5) Select from the Bank account drop down. If you have no saved bank account information, select “New Bank Account.”



Step 6) Enter in all required information:

**Your personal account number and your bank's routing number can be found at the bottom of your check (*illustrated below*) or this information can be provided to you from your bank.

Profile

Direct deposit refunds

help yo < Agreement Bank account

* **Account holder name**

* **Account type**

Checking

Savings

* **Routing transit number** ⓘ

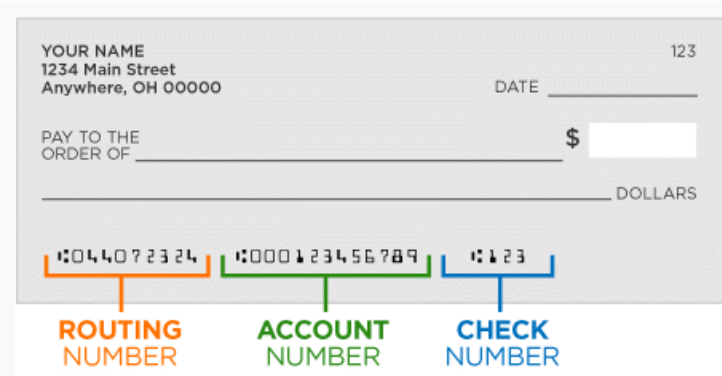
* **Bank account number** ⓘ

* **Confirm bank account number**

Bank account nickname ⓘ

Maximum 17 characters

Cancel Continue



<https://smartasset.com/checking-account/how-to-find-your-routing-and-account-numbers-on-a-check>

Step 7) Review all account information and click “Complete” to finish enrollment

Profile

Direct deposit refunds

< Bank account **Review**

Last step! Let's make sure we have your correct information.

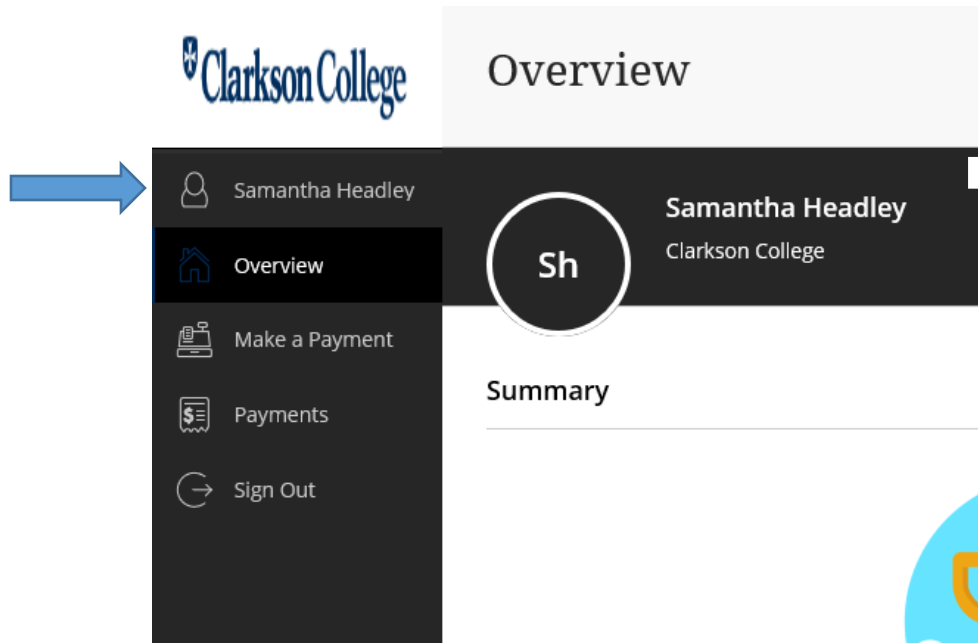
Bank account details [Change](#)

Account holder name	Sam Headley
Account type	Checking
Routing transit number	121042882
Bank account number6789
Bank	WELLS FARGO BANK NA, MINNEAPOLIS, MN

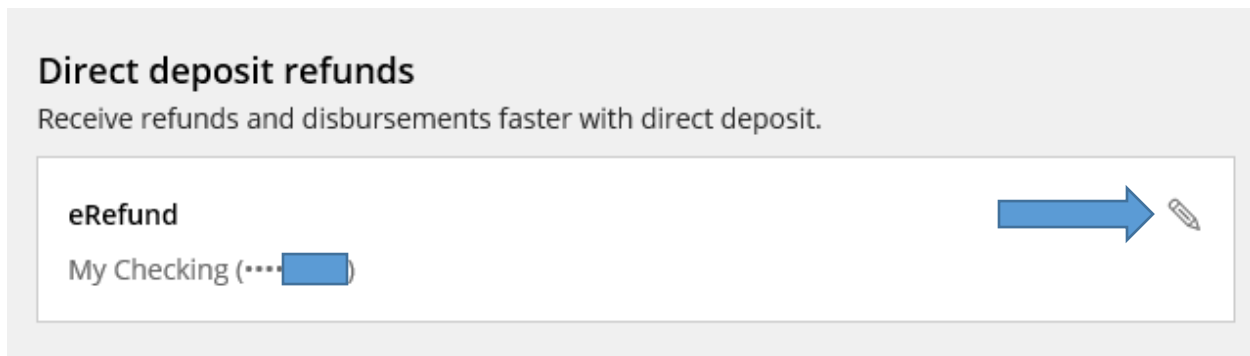
Editing or withdrawing your bank account information can be done at any time.

Step 1) Log into Self Service, Transact.

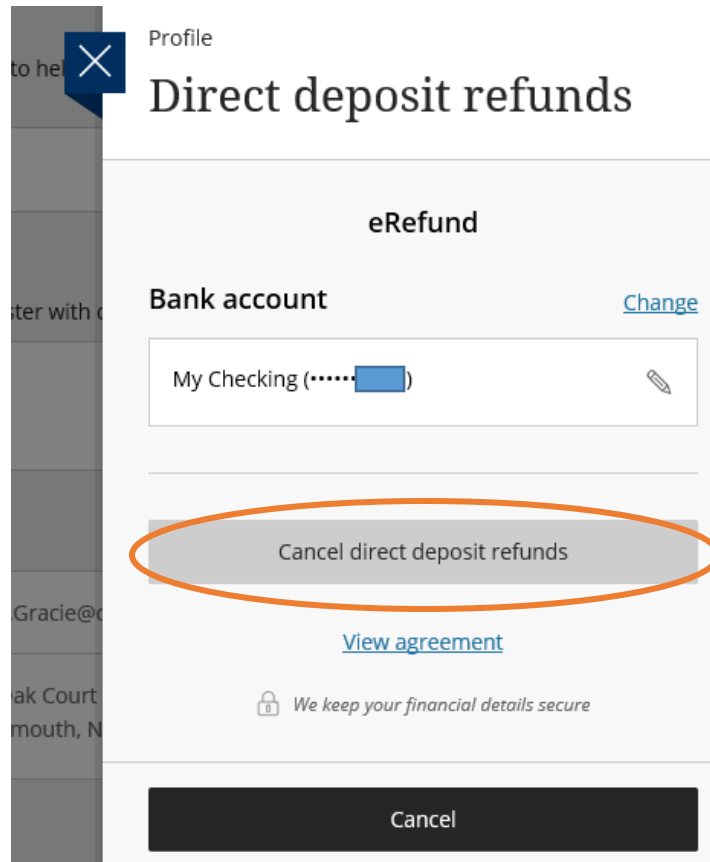
Step 2) Once logged in, select your profile tab located in the vertical menu of your Transact account. Your profile tab is the tab titled “Your Name”



Step 3) Under Direct deposit refunds, click the pencil or edit icon, illustrated below with the blue arrow.



Step 4) Whether updating or withdrawing from the eRefund process, select “Cancel direct deposit refunds as illustrated below.



**If withdrawing, this will be the last step of your process.

**If adding a new account, be sure that the old account has been deleted/withdrawn first. After this is completed, [repeat steps above to add a new account](#).