

ARE YOU EXPECTING A REFUND THIS SEMESTER?

Avoid the lines in Enrollment Services and sign up to receive your refund directly deposited into an account of your choice. See the instructions below.

STEP 1: Your billing information can be found by access the Student Billing Tools toolbox in the myESU portal. Click on the Pay My Bill link to take you to the new online bill payment system.



Figure 1: New Online Bill Payment System Welcome Snapshot

STEP 2: Click on the My Profiles link from your Welcome page. You will be given 2 Profile options.

- Personal Profile allows you to enter a secondary e-mail address (in addition to your ESU assigned address). E-mails generated by this system will be sent to both addresses. You will receive a notification when a new billing statement is posted to your account.
- Payment Profile allows you to save checking account information of your preferred bank account. You can have refunds sent to whichever bank account profile you choose. You can add a new bank account profile or edit an existing one to accept refunds. To use an account for refunds, check the Refund Option box on its "Bank Account Information" screen. Please note that electronic checks require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

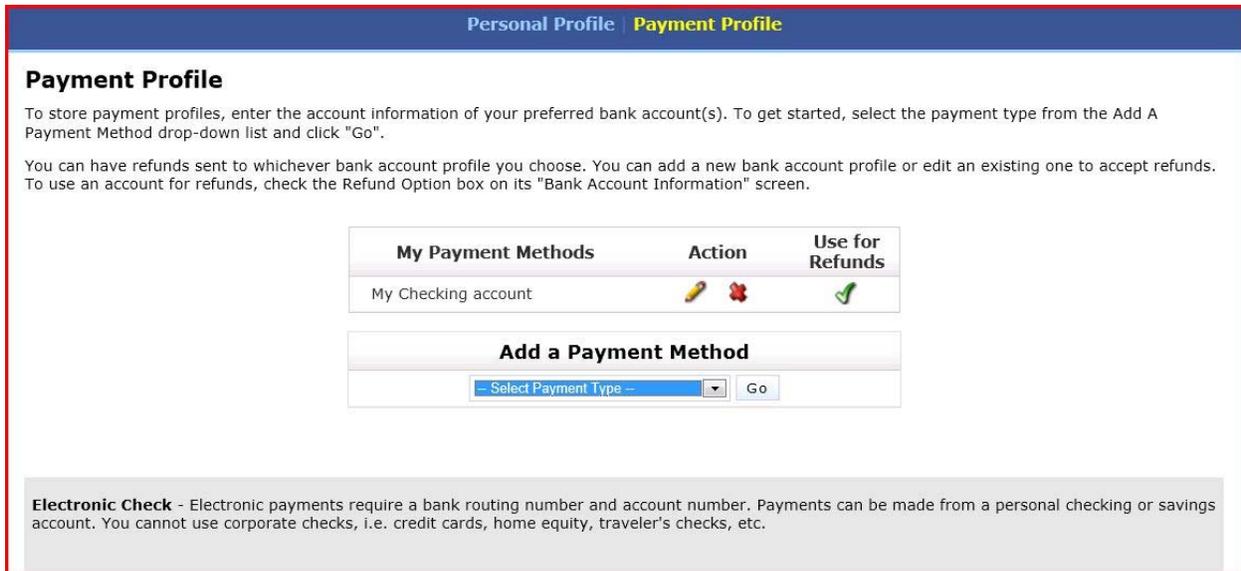


Figure 2: Payment Profile Introduction Page Snapshot

STEP 3: You need to add a Payment Method. Click the drop down arrow under the Add a Payment Method section of the page and select Electronic Check (checking/saving). Click the Go button.



Figure 3: Payment Profile Details Page Snapshot

STEP 4: Complete the fields below that are displayed in Figure 3 above if this is the first time you are setting up this account.

- Account Nickname
- Account Type
- ABA Routing Number
- Account Number
- Name on Account

STEP 5: To setup this account to receive refunds electronically, select the check box under the Refund Option. Click the Save button before navigating to another page. Please note that only one bank account may be designated to receive refunds.