

How to sign up for eRefund

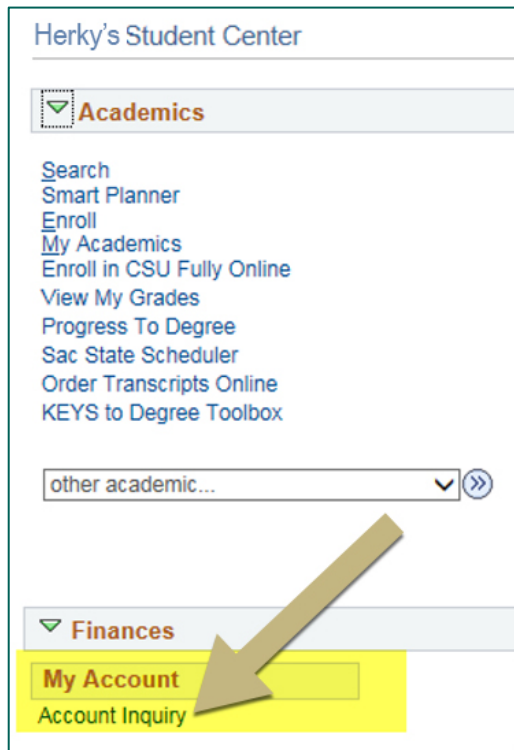


First, set up 2-Step verification with Duo to protect your bank account information. [\[click here to visit IRT's Duo page\]](#)

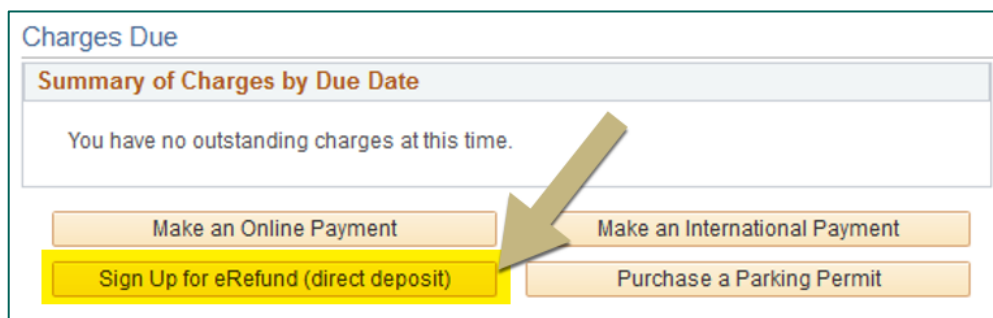
All eRefund participants must have Duo activated for security purposes.

Log into your **My Sac State** and navigate to the **Student Center**.

From your Student Center under the **FINANCES** section click on **ACCOUNT INQUIRY**

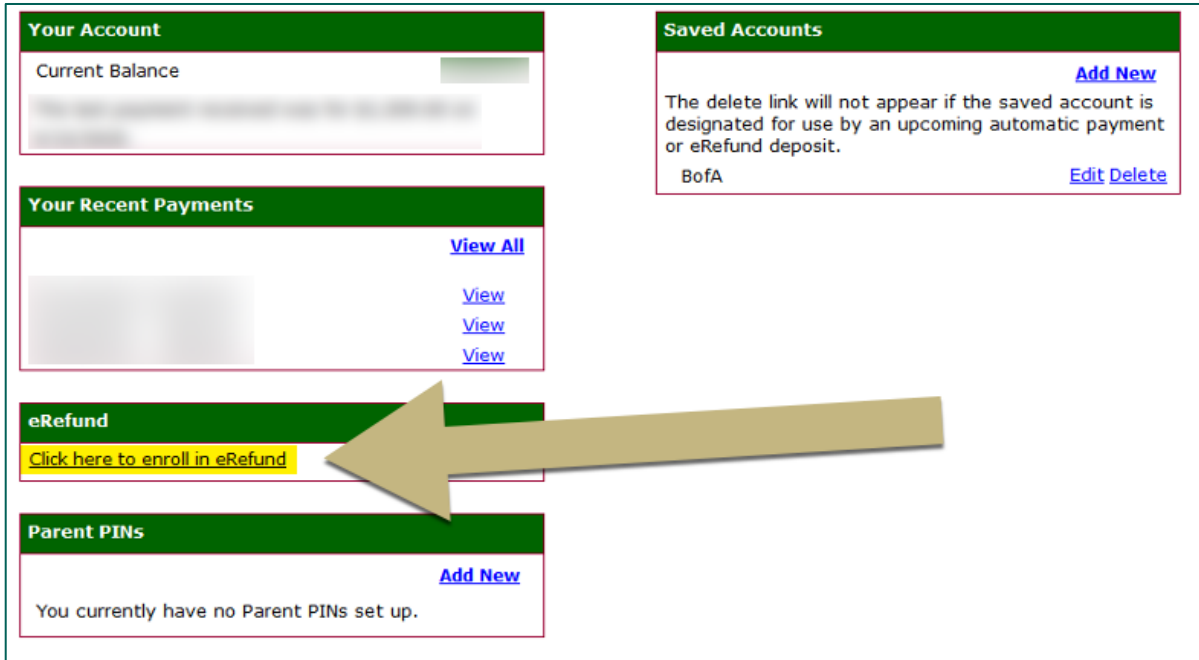


Click on the **Sign Up for eRefund (direct deposit)** button below your Charges Due. This will take you to CashNet.



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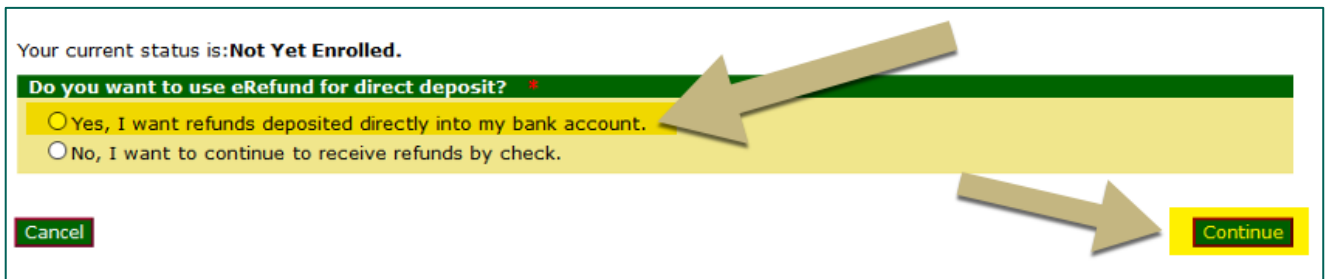
Select the **Click here to enroll in eRefund** link.



The screenshot shows a dashboard with several sections:

- Your Account:** Shows 'Current Balance' with a blurred value.
- Your Recent Payments:** Includes a 'View All' link and three individual 'View' links.
- eRefund:** Contains the link 'Click here to enroll in eRefund', which is highlighted in yellow and pointed to by a large tan arrow.
- Parent PINs:** Shows 'You currently have no Parent PINs set up.' with an 'Add New' link.
- Saved Accounts:** Includes an 'Add New' link, a note about delete links, and an 'Edit Delete' link.

To enroll, click **Yes, I want refunds deposited directly into my bank account.** Click **Continue.**

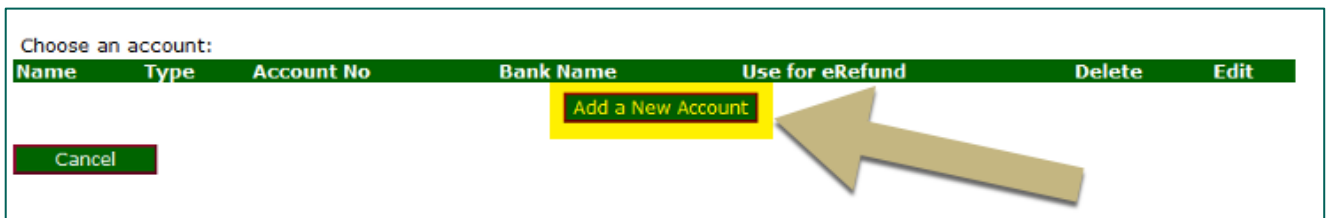


The screenshot shows a question: 'Do you want to use eRefund for direct deposit? *'

- Yes, I want refunds deposited directly into my bank account. (This option is highlighted in yellow and pointed to by a large tan arrow.)
- No, I want to continue to receive refunds by check.

Buttons for 'Cancel' and 'Continue' are visible at the bottom. The 'Continue' button is highlighted in yellow and pointed to by another large tan arrow.

Click the **Add a New Account** button.

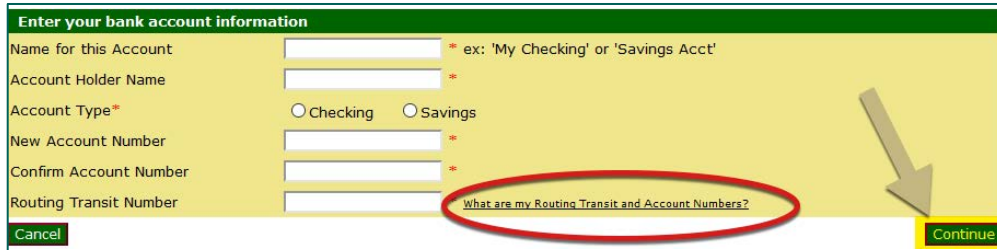


The screenshot shows a table with the following columns: Name, Type, Account No, Bank Name, Use for eRefund, Delete, and Edit. Below the table, there is a button labeled 'Add a New Account' which is highlighted in yellow and pointed to by a large tan arrow. A 'Cancel' button is also visible.




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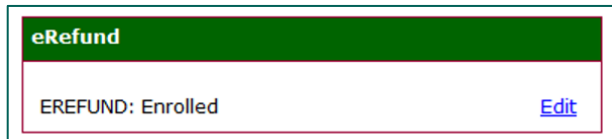
Enter your bank account information. *For assistance on determining routing and account numbers, please click the link (see circled area in image).* Click **Continue** when finished.



Confirm your banking information. Create an Electronic Signature that is 8-15 characters long, including 1 numerical value. Click **Submit**.



Confirm that you are enrolled.



Congratulations! You are now signed up for eRefund.

****Please note – eRefund deposits are not instantaneous.**

When you receive confirmation that we have sent your eRefund, that means that we have notified our bank to send money to your bank. The funds may be available in your account within 48 hours, however, all financial institutions vary so we cannot give you an exact date. Your bank will follow their own process to put the money in your account. If you haven't received your funds within four days, there could be a problem with the account information you provided, or your account has since been closed. If so, your bank will return the money and we will send you a rejection email telling you what to do next. Please wait until you receive the rejection email before changing your account information.

All emails will be sent to your preferred email account as designated in your Student Center.

