Shelton State Community College now offers electronic refunds. Sign in to your myShelton account, and register for e-refunds today! If you are a financial aid student and elect to receive financial aid refunds electronically, the bank account must be in your name.

Sign in to your myShelton account. On the Student tab, click on the **Electronic Payments/Refunds** button.
Sign in the screen below using your A number in the Banner User ID field. The Banner PIN number is usually your six digit date of birth. Once entered, click Login.

After logging in, choose **Refund Account Setup** above Student Account and ID number.

To sign up for direct deposit of your refunds, complete your setup in the **Refund Account Setup** page.

<table>
<thead>
<tr>
<th>Student Account</th>
<th>ID: xxxxx5253</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance</td>
<td>$33.60</td>
</tr>
</tbody>
</table>
Choose **Set Up Account**.

**eRefunds**

*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.
Payments made by credit card will be refunded to credit cards used for payment

<table>
<thead>
<tr>
<th>Current Refund Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Direct Deposit account for refunds has not been set up.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Refund History for Michelle R. Bass</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have no past refunds.</td>
</tr>
</tbody>
</table>

To protect your information, you must enroll in two-step verification to receive refunds electronically. Enter your cell phone number, choose the cell provider, and click **Send Code**. The six digit passcode will come from **no-reply@touchnet.com**.

**My Profile**

<table>
<thead>
<tr>
<th>Personal Profile</th>
<th>Payment Profile</th>
<th>Security Settings</th>
</tr>
</thead>
</table>

**Two-Step Verification Enrollment**

**Primary Method**

Please select how you would like to receive a passcode.

- Text message to existing or new mobile number

**New mobile number** 9999999999  **AT&T**  **Send Code**

- Email message to existing or new email address
- Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

**Backup Method (optional)**

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.
Once you have entered the passcode in the Verify passcode field, click **Verify**.

Once you have entered the correct passcode and clicked Verify, a confirmation screen with the cell phone number and provider will be displayed. If you are satisfied with your security verification, click on **Refunds** located above My Profile.
A prompt will pop up asking for entry of account information. **All fields must be entered.** Once complete, click **Continue.** **Your debit card number is never your account number.**

**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.

<table>
<thead>
<tr>
<th><em>Name on account:</em></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Account type:</em></td>
<td>Select account type</td>
</tr>
<tr>
<td><em>Routing number:</em> (Example)</td>
<td></td>
</tr>
<tr>
<td><em>Bank account number:</em></td>
<td></td>
</tr>
<tr>
<td><em>Confirm account number:</em></td>
<td></td>
</tr>
</tbody>
</table>
If you are unsure where to locate the information, please see the example below.

**ABA Routing Example**

Please enter your banking information as shown in the example above.

- **Routing number** - always comes first and is exactly 9 digits.
- **Account number** - varies in length. May appear before or after the check number. Include any leading zeros, but omit spaces and non-numeric characters.
- **Check number** - is not needed. Do not include the check number.

It is important to enter your banking account information accurately, or your payment cannot be successfully completed. If you have questions, please contact your bank.

DO NOT enter your debit card number.
A confirmation screen will be displayed showing the name on the bank account, name of the bank, routing number, and account number. If you choose to do so, you may also print the confirmation by choosing Print Agreement. If all is correct, click the I Agree box. Once you click I Agree, click Continue.

Set Up Refund Account

I hereby authorize Shelton State Community College to initiate debit or 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 any reason, I understand that a $0.00 return fee will be added to my student account.

Name: ____________________________
Address: ____________________________
Depository: ____________________________
750 17TH STREET NORTH
BIRMINGHAM, AL 35203
Routing Number: ____________________________
Account Number: ____________________________
This agreement is dated 1/7/20 1:43:59 PM CST.
For fraud detection purposes, your internet address has been logged: 207.157.94.117 at 1/7/20 1:43:59 PM CST
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: cashier@sheltonstate.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

A confirmation of enrollment will be sent to the email address on file.

Hello,
Your refund account has been created. If you did not authorize the setup of this refund account, please contact us about your account immediately.

New Payment Method Details

Payment Method: Checking
Account Number: xxxxxxx*
If you need to make a change to your refund account in the future, sign in to your student account, and click **Refunds**. The Current Refund Method will be displayed. To change, click on the small wheel to the right, and choose **Update** or **Remove**, depending on your preference.

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<th>Current Refund Method</th>
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<tbody>
<tr>
<td>Checking -</td>
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</table>

<table>
<thead>
<tr>
<th>Refund History for</th>
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<tr>
<td>You have no past refunds.</td>
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