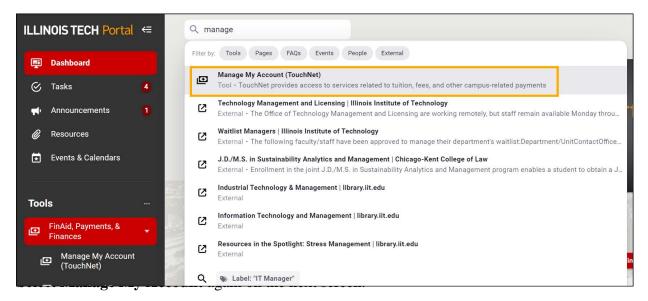
#### Creating a Refund Profile to use for Direct Deposit

Enrolling in direct deposit is simple. All you will need is a valid bank routing and account number. Direct deposit enables you to receive your tuition refund faster, and eliminates the need to mail paper checks.

Access the TouchNet Bill & Payment suite through the **Illinois Tech Portal**. Log in to the portal, and search for **Manage my Account** in the search bar, or under Tools.



	ISTITUTE TECHNOLOGY	Logged in as				
🖌 My Account 🕶	My Profile * Make Payment Payment Plans Deposits Refunds Help *					
	eRefunds eRefunds puts money in your account FAST! No more trips to your financial institution or waiting for a paper check to come in the mail. Direct Deposit is the secure and convenient way to get your refun					
	Refund Methods					
No Two-Step Verification Profile. You must enroll in Two-Step Verification to update a Refund Method Enroll in Two-Step						
	Direct Deposit Typically received in 1-2 business days Funds will be transferred to the personal checking or saving account of your choice.					

Refund profiles are created from the Quick View menu by clicking on the **Create a Refund Profile** tab.



### Click Payment Profile to create your profile

Announcements	0.111						
Welcome to the new TouchNet Bill and	Quick View						
Payment Suite	Current Account Status	eBills	Recent Payments and Credits	Enroll in a Payment Plan	Create a Refund Profile		
	Refunds						
	If you haven't yet done so, please visit the <b>Payment Profile</b> page to set up direct deposit into your checking or savings account. To view information about refunds that have been issued to you electronically, please see the <b>Refund History</b> page.						

Select payment type by clicking on the dropdown menu under Add a Payment Method. Students with saved payment information may select that account to be used for refund processing. To create a new account, select the Electronic Check (checking/savings) option and press the Go button.

Personal Profile   Payment Profile					
Payment Profile					
To store payment profiles, enter the accor Payment Method drop-down list and click	unt information of your preferred bank account(s). To get started, select the payment type from the Add A "Go".				
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.					
You currently don't have any saved payment methods.					
	Add a Payment Method				
	Select Payment Type 🔽 Go				
	– Select Payment Type – Electronic Check (checking/savings)				

Complete the **Bank Account information** screen and check the **Refund Option** box authorizing refunds to be deposited into this account. Press the **Save** button.

В	ank Account Information
Note that only one bank account of	te accounts, i.e. credit cards, home equity, traveler's checks, etc. an be designated to receive refunds. Please choose a meaningful sily recognize and reuse this payment method in the future.
Account Nickname:	Jane Doe Checking Account (e.g. Primary Checking)
Account Type:	Checking
ABA Routing Number:	071023658 View Illustration Valid 9 digit routing # needed
Account Number:	123456
Confirm Account Number:	
Ace	countholder Billing Information
Name on Account:	Jane Doe
International Address?	
Billing Address:	Your Street Address
	Your Apt/Unit Number
City:	Your City
State/Province:	Illinois (IL)
Zip Code:	Your Zip
Refund Option	✓ Please check here if you would like refunds to be deposited into this account.       Cancel     Save

Review agreement verifying account information. Print copy of agreement for your records, check the **I Agree** box and press the **Continue** button to save refund profile.

Please read	the following agreement carefully before you continue.
Depository accord the event that this	Illinois Institute of Technology to initiate recurring debit or credit entries to my ing to the terms below, and for my Depository to debit or credit the same to such account. In electronic payment is returned unpaid for "INSF" or "Insufficient Funds", I understand that a \$ will be electronically debited from my account.
Name:	Jane Doe
Address:	Your Street Address
	Your Apt Number
	Your City, IL 60616
Depository:	JPMORGAN CHASE BANK, NA
	9000 HAGGERTY- MI 1-8205 BELLEVILLE,MI 48111
Routing Number:	071000013
Account Number:	
	dated Thursday, December 10, 2009
For fraud detection	n purposes, your internet address has been logged.
216.47.147.192 at	12/10/2009 03:57:29 PM CST
SAME TO FELONY	MATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES, VIOLATORS ITED TO THE FULLEST EXTENT OF THE LAW.
To revoke this aut	horization agreement you must contact bursar@iit.edu.
Print and retain a	copy of this agreement.
Please check the b	box below to agree to the terms and continue.
	Print Agreement
	I Agree 🔽
	Cancel Continue

Review confirmation that refund method has been received for the designated account.

	Your new ACH payment	method	has b	een saved.		
Payment Profile						
To store payment profiles, Payment Method drop-dow	ount information of your preferred t : "Go".	oank accour	nt(s). To	o get started, sel	ect the paymer	nt type from the Add A
	bank account profile you choose. Yo check the Refund Option box on its					existing one to accept
	My Payment Methods	Ac	tion	Use for Refunds		
	Jane Doe Checking Account	P	*	S		

Please contact the bursar office at <u>bursar@iit.edu</u> or 312-567-3794 if you have any questions.