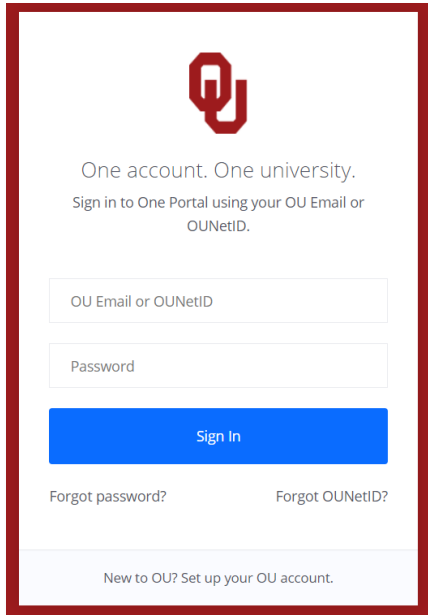


# Set up eRefunds

## Section 1: Logging in to One and Accessing the eRefund Profile

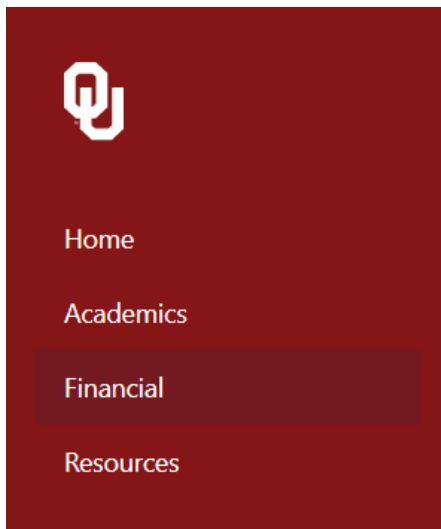
Login to [One.ou.edu](https://one.ou.edu) using your OU Net ID and password.



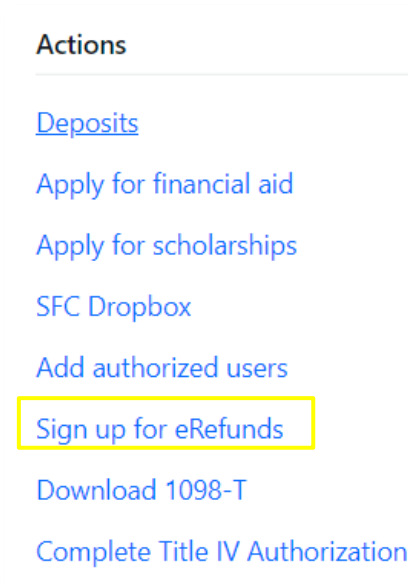
The screenshot shows the One Portal login interface. At the top is the OU logo. Below it, the text reads: "One account. One university. Sign in to One Portal using your OU Email or OUNetID." There are two input fields: "OU Email or OUNetID" and "Password". A blue "Sign In" button is positioned below the fields. At the bottom left, there are links for "Forgot password?" and "Forgot OUNetID?". At the bottom right, there is a link: "New to OU? Set up your OU account."

### Accessing the eRefund Profile

After you log in, click "Financial" from the left menu bar.



Under "Actions", select "Sign up for eRefunds".



## Add Two-Step Verification

The eRefund process has added two-step verification to add even more security to your eRefund profile. Select “Complete Two-Step Verification” and then select whether you would like your secure passcode sent to your e-mail address or phone number. Once you provide this information, you will then be asked to verify your e-mail address or phone number by entering the passcode that was sent to you.

**i No Refund Method Selected.** Two-Step Verification required before making a selection. Complete Two-Step Verification

A passcode was sent to you for Two-Step Verification. Please enter the passcode to update refund method

Cancel Resend Code Verify

## Add Refund Method

You may now add your information. Select “Set up a new account.”

**i No Refund Method Selected.**

**Direct Deposit**  
Typically received in 1-2 business days  
Funds will be transferred to the personal checking or saving account of your choice.

A Direct Deposit account for refunds has not been set up.

Set up a new account Select Account

Alternately, if you already have existing bank account information saved on your ONE account as a payment method and you would like to receive your refunds there, you may instead click “Select Account.” Then you may select the existing bank account of your choice and “Continue.” A message will appear stating that your changes have been saved.

**Set Up Refund Account**

Would you like to use an existing account?

Checking - xxxxxx

Cancel Continue

## Section 2: Add Bank Account Information

### Why Should I Add Bank Account Information?

Adding a bank account to your Bursar account will allow you to use that account to make payments and receive electronic refunds.

### Bank Account Information

The next screen will allow you to enter your bank account information. If you are using an account with a connected debit card, you cannot enter the debit card number, but the account number that is associated with that debit card. If you decide to store information for more than one personal bank account, then you must select only one to use for eRefunds. The payment system only accepts US bank accounts.

#### 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.

\*Account type:

\*Routing number:   
(Example)

\*Bank account number:

\*Confirm account number:

#### Billing Information

\*Name on account:

\*Billing address:

Billing address line two:

\*City:

\*State:

\*Postal Code:

\*Save payment method as:   
(example My Checking)

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

### Required Information

The information that you must supply for your bank account is listed below.

**Account Type:** Select "Checking" or "Savings."

**Routing Number:** Your routing number is the nine-digit number on the bottom-left corner of your checks. If you have trouble locating your routing number, either click on "View example" or see the illustration below for an explanation of the sets of numbers on a check.

**Bank Account Number:** Your account number is the seven-digit number on the bottom of your checks.

**Confirm Account Number:** Enter your seven-digit account number again.

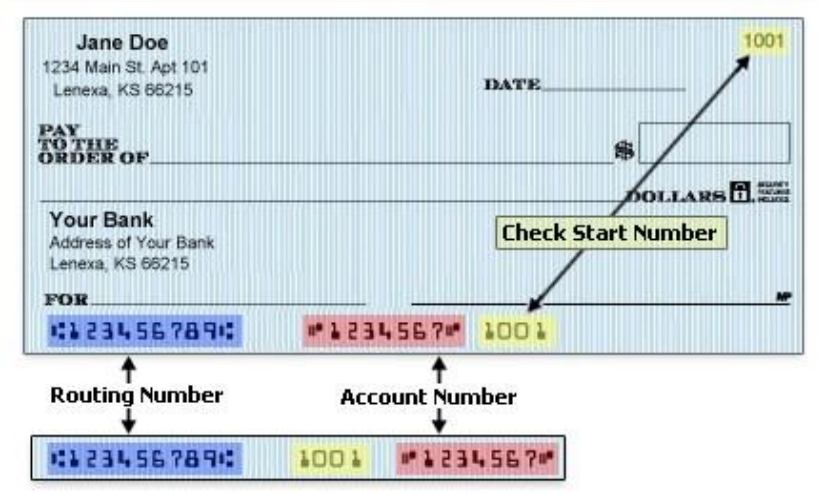
**Name on Account:** Enter the name of the person who holds the bank account.

**Billing Address, City, State/Province, and Zip Code:** Enter the address, city, state or province, and ZIP code (or postal code) associated with the bank account.

**Save payment method as:** Give your account a name.

## Check Illustration

If you are having trouble locating your routing or account numbers for your bank account on your checks, then consult the following illustration.



- In this illustration, the routing number is nine digits long and appears at the lower left corner of the check. It is in the blue boxes.
- The account number is seven digits long and appears to the right of the routing number. It is in the red boxes.
- When entering your account number, be sure to include all leading zeroes and leave out any special characters or spaces.

## Confirm Information

Double-check all your information to make sure that it is correct, select the box to agree to the terms and conditions and then click the continue button. Your bank account information will then be stored in the payment system. You have the option of printing the terms and conditions for your records. If you decide not to submit information for a bank account, then click on the Cancel button to return to the previous screen.

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: [sfc@ou.edu](mailto:sfc@ou.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

After agreeing to the terms, you will receive the following message as well as an email confirmation. You can also edit and/or remove the new bank account.

## eRefunds

Your new ACH refund account has been saved.