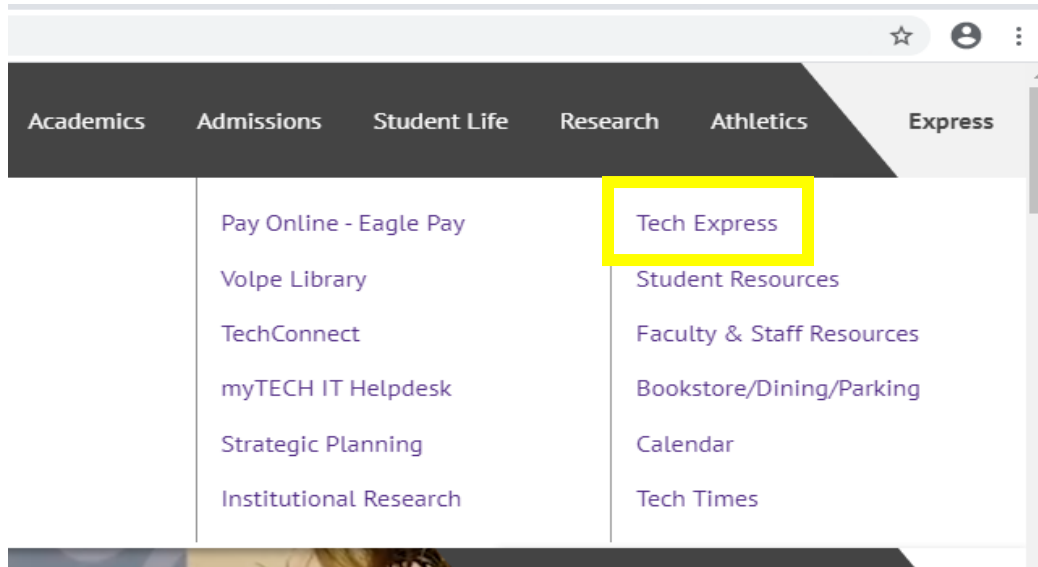


Set Up Direct Deposit for Faster Refunds

1. Visit the Tennessee Tech Website Homepage

a. <https://www.tntech.edu>

2. Move your cursor to the express tab in the top right corner and select “Tech Express”

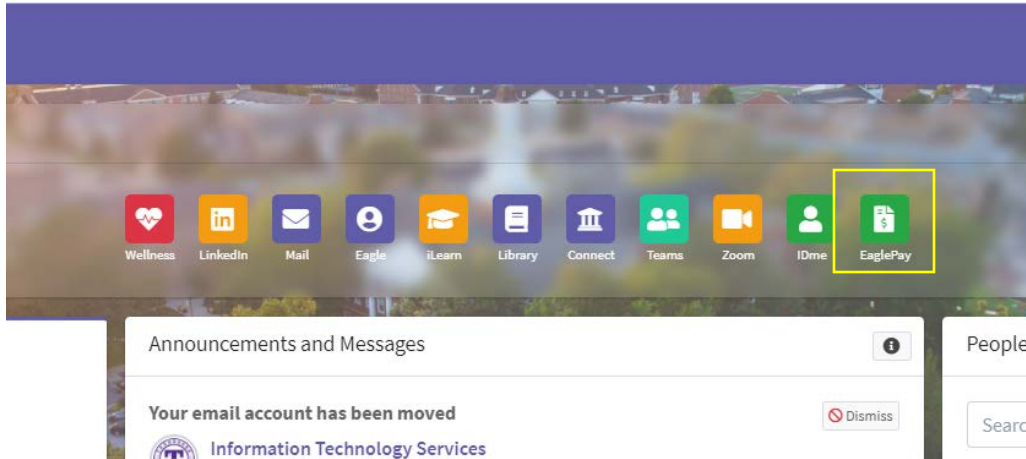


3. Login to Tech Express using your Username and Password

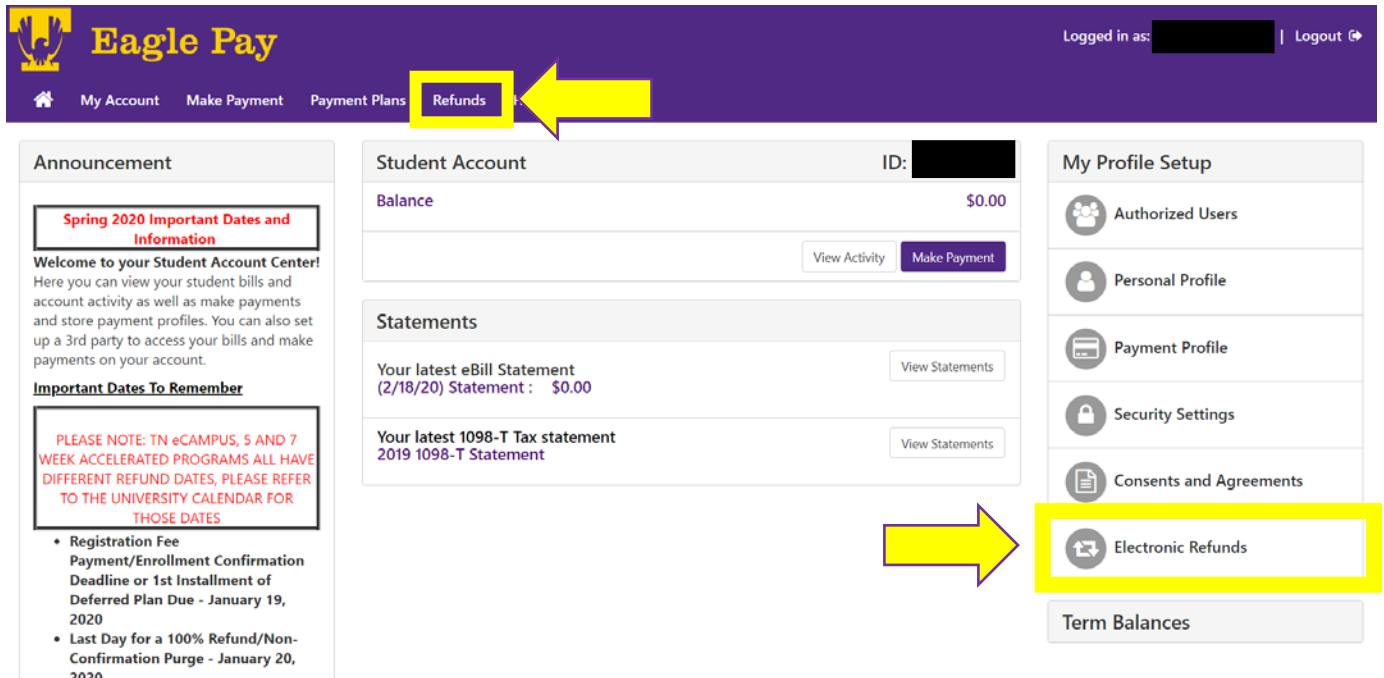
Note: Username is the first portion of your student email (jasmith42)

A screenshot of the IDme login form for Tennessee Tech University. The form is titled 'IDme' and features a purple circular logo of Tennessee Tech University. The logo contains the text 'TENNESSEE' at the top, '19' and '15' on either side of a central emblem, and 'TECH' at the bottom. The form has two input fields: 'Username' and 'Password'. Below the input fields, there is a red link that says 'First Time User? Click Login to Register.' At the bottom of the form, there is a yellow 'Login' button and two links: 'Change Password' and 'Forgot Password'.

4. Select the "Eagle Pay" icon in the QuickLinks toolbar of Tech Express.

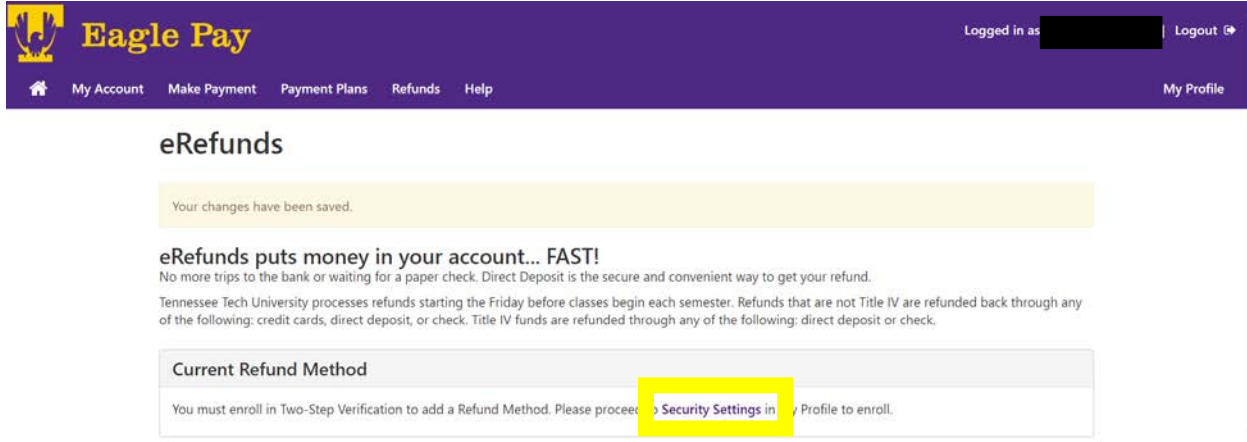


5. Select *Electronic Refunds* OR the *Refunds* tab



6. You may need to enroll in “Two-Step Verification”. If you see the following information, select *Security Settings*

If you do **not** see this prompt under **Current Refund Method**, you have already enrolled in 2-step verification. Skip to step 10



Eagle Pay Logged in as [redacted] Logout

My Account Make Payment Payment Plans Refunds Help My Profile

eRefunds

Your changes have been saved.

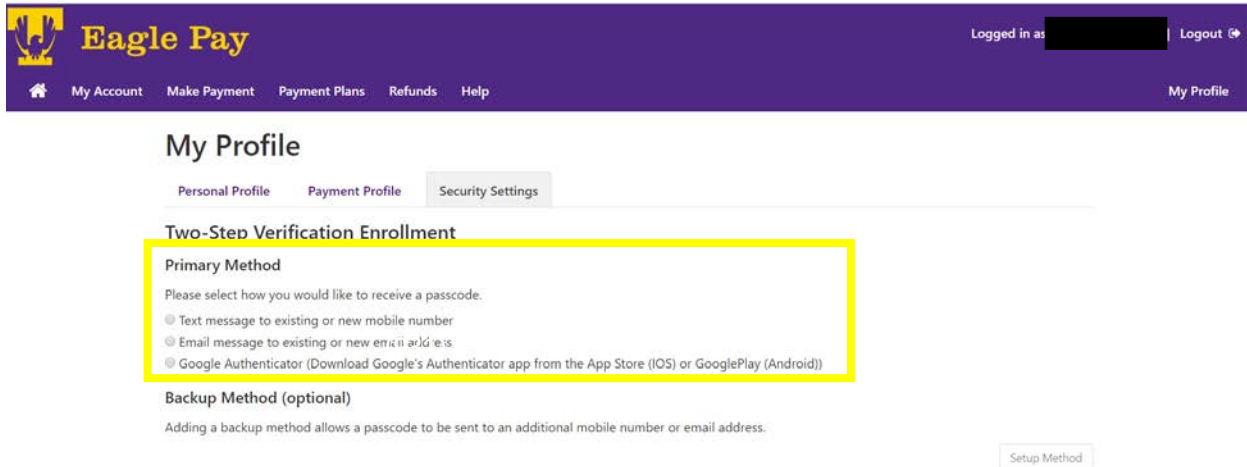
eRefunds puts money in your account... FAST!

No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund. Tennessee Tech University processes refunds starting the Friday before classes begin each semester. Refunds that are not Title IV are refunded back through any of the following: credit cards, direct deposit, or check. Title IV funds are refunded through any of the following: direct deposit or check.

Current Refund Method

You must enroll in Two-Step Verification to add a Refund Method. Please proceed to **Security Settings in** My Profile to enroll.

7. Select a 2-Step Verification Method from the options listed. Once Selected a prompt will be available to enter your selected method information.



Eagle Pay Logged in as [redacted] Logout

My Account Make Payment Payment Plans Refunds Help My Profile

My Profile

Personal Profile Payment Profile **Security Settings**

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

- Text message to existing or new mobile number
- 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.

Setup Method

8. After entering your information select *Send Code*

Be Sure to enter in your correct mobile carrier in the dropdown box next to your mobile phone number if you choose this method

Two-Step Verification Enrollment

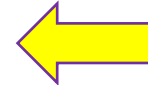
Primary Method

Please select how you would like to receive a passcode.

- Text message to existing or new mobile number

New mobile number

Send Code



9. After selecting send code you will receive a 6-digit passcode. Enter in the passcode and select *Verify*

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

Send Code

Verify passcode

Cancel

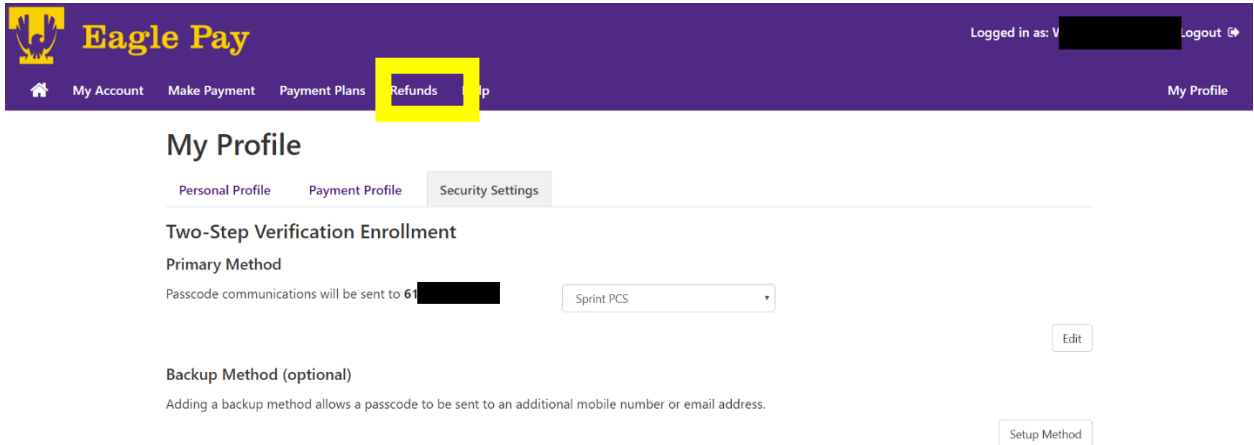
Resend Code

Verify

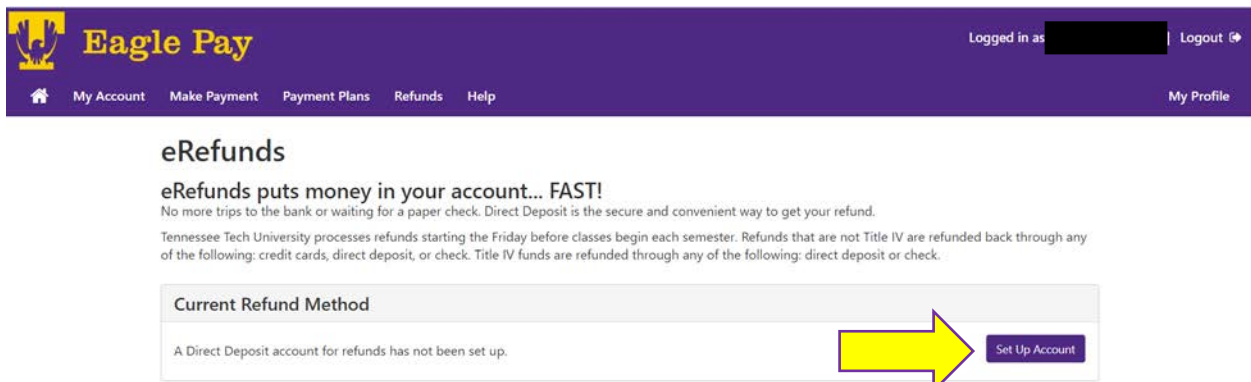
A message with your passcode has been sent, please verify.

10. You now have the option to select a backup method, this is optional but will provide additional options for future 2-step verification.

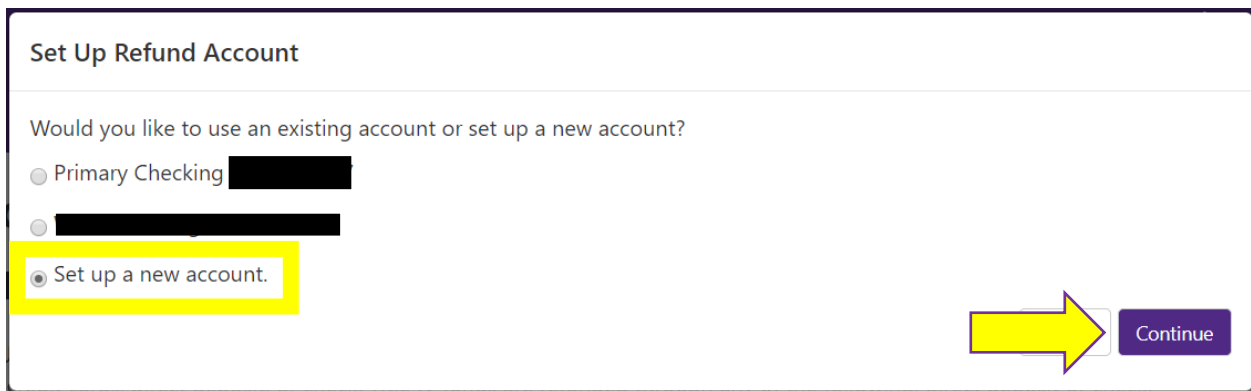
Once you have set up a backup method, or chosen not to, select the *Refunds* tab



11. Select *Set Up Account*



12. A window will pop up. If you have your bank account as a saved payment method, you can select to use this as a direct deposit account as well, or you can set up a new account. Once you have made your choice select *Continue*



13. After selecting set up a new account, a new window will pop up prompting you to enter in your bank account information. This includes account number, routing number, and billing address. Your account and routing numbers can be found at the bottom of a check.

Be careful as entering this information incorrectly will cause a delay in your refund

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.

*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)

Once all account and billing information is entered, choose a name for this account and select *Continue*

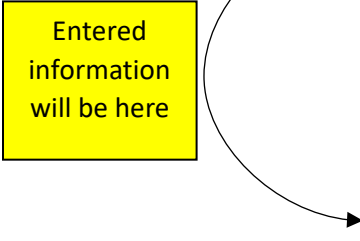
14. Please read this screen carefully. Once you have read and understand the terms and conditions, select *I Agree*, then select *Continue*

Set Up Refund Account

I hereby authorize **Tennessee Tech University** 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 **\$30.00** return fee will be added to my student account.

Name: [REDACTED]
Address: [REDACTED]
Depository: [REDACTED]
Routing Number: [REDACTED]
Account Number: [REDACTED]

Entered information will be here



This agreement is dated 04/06/2020 13:30:36 PM CDT.

For fraud detection purposes, your internet address has been logged: 174.80.46.71 at 04/06/2020 13:30:36 PM CDT


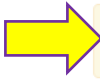
Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: bursar@tntech.edu

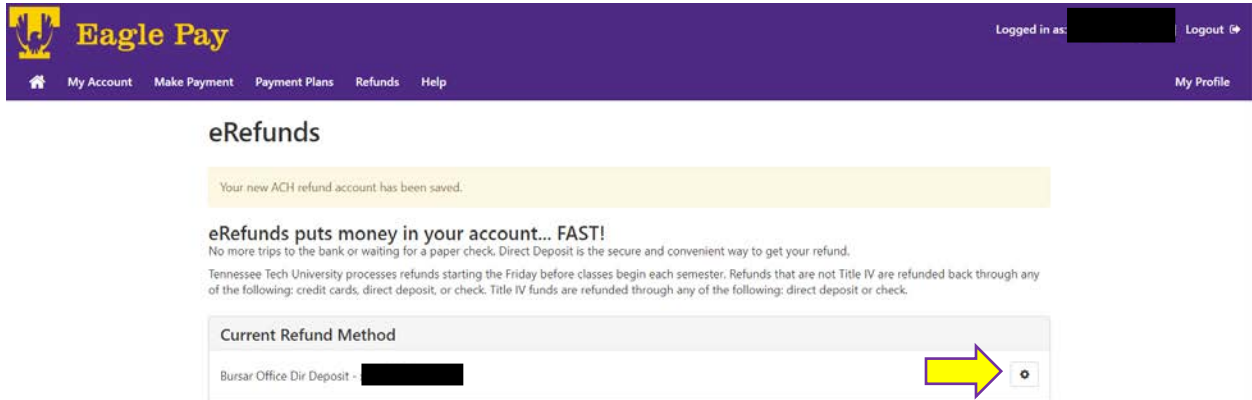
Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree



15. You have now set up your direct deposit account for faster refunds! You will receive a notification email informing you of the change to your direct deposit account



The screenshot shows the Eagle Pay website interface. At the top, there is a purple navigation bar with the Eagle Pay logo on the left and user information on the right, including "Logged in as: [redacted]" and a "Logout" link. Below the navigation bar, the page title "eRefunds" is displayed. A yellow notification banner states, "Your new ACH refund account has been saved." Below this, a section titled "eRefunds puts money in your account... FAST!" provides information about the refund process. The main content area features a "Current Refund Method" section with a dropdown menu showing "Bursar Office Dir Deposit: [redacted]". A yellow arrow points to a settings gear icon on the right side of this dropdown menu.

Changes can be made to your current refund method by selecting the settings button under current refund method