

TIFFIN

UNIVERSITY

HOW TO SIGN UP FOR DIRECT DEPOSIT OF STUDENT DISBURSEMENTS/REFUNDS:

1. Go to the Tiffin University home page (www.tiffin.edu)
2. In the top right corner of the page click on “Self-Service”
3. Log in to the Self-Service Portal with your username and password
 - a. **If you do not remember or would like to change your password, contact the ITS Department to get the password reset**
4. At the top left of the Self-Service home page, select the “Finances” tab
5. On the main Finance page, there will be a list of functions and services that can be performed from the Finance window; click the last link which says “Sign up for an E-Refund.”
6. This link will take you to the “Student Account Online” page. Click the link towards the bottom of the left side of the page that says “Sign up for Electronic Deposit”
7. Select “Yes, I want refunds deposited directly into my bank account” and click “Continue”
 - a. Above these options, your E-refund enrollment status will be displayed. Prior to signing up it should say “Not Yet Enrolled.” After you have signed up check this page to ensure that your status has changed to “Enrolled”
8. Complete the information on the next page (**all fields are required**) and click “Continue”
9. Review the generated information on the next page to confirm the selected bank and account number are correct.
10. Read and the Terms and Conditions associated with the E-Refund process, check the box stating “I agree...” and enter the last 5 digits of your Student ID in the box provided
11. Click “Submit”
12. This will take you to Tiffin University e-Refund page where you will be able to see your current status as “Enrolled” in the e-Refund program.
 - a. You should also receive an automated email to your TU email address from the Bursar confirming your registration for e-Refund
13. From this page you may also withdraw from the e-Refund program or edit your account information to make changes as needed.
 - a. To return to this page at a later date, follow steps 1-6 (the link that previously stated “Sign up for an E-Refund” will be replaced with a link saying “Edit”)
14. **Enjoy the convenience of receiving your refund/disbursement more quickly!**

*If you have any additional questions, feel free to contact the Bursar’s office at 419-448-3316 or via email to starkweatherja@tiffin.edu