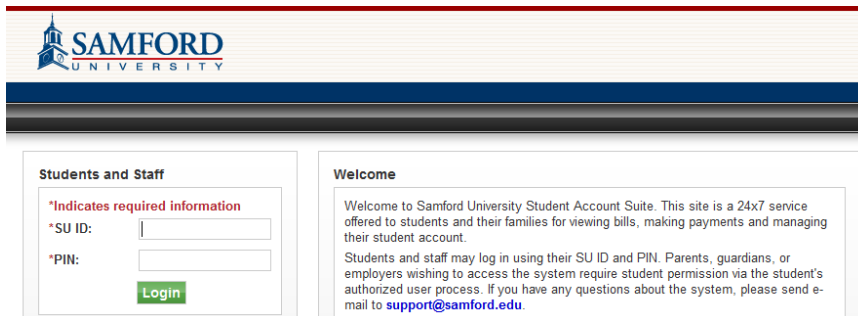


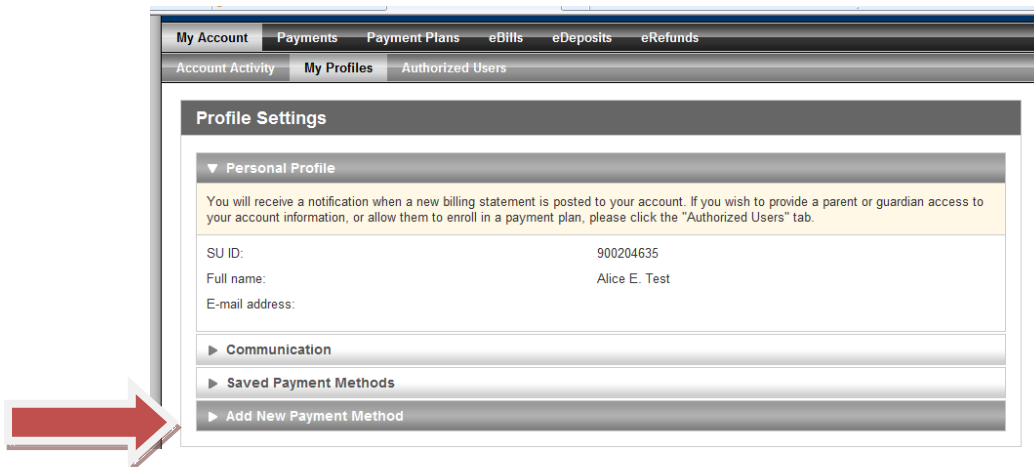
## How to Set-up Direct Deposit

1. Student logs into the e-bill link: [https://secure.touchnet.com/C20180\\_tsa/web/login.jsp](https://secure.touchnet.com/C20180_tsa/web/login.jsp)



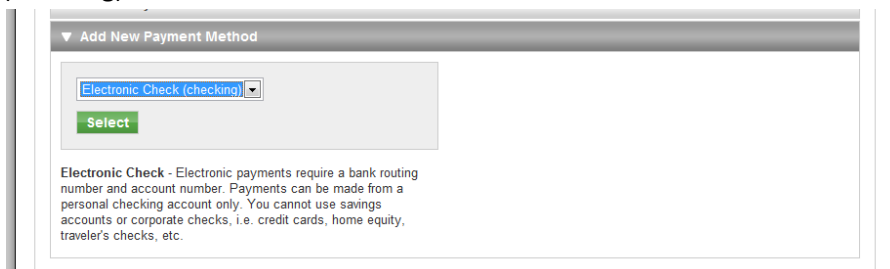
The screenshot shows the Samford University Student Account Suite login page. At the top left is the Samford University logo. Below it, there are two main sections: "Students and Staff" and "Welcome". The "Students and Staff" section contains a red asterisk indicating required information, followed by input fields for "SU ID:" and "PIN:", and a green "Login" button. The "Welcome" section contains a message: "Welcome to Samford University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account. Students and staff may log in using their SU ID and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to [support@samford.edu](mailto:support@samford.edu)."

2. Click "My Account" then select "My Profiles" and "Add New Payment Method".  
**Only personal checking accounts can be used to set up direct deposit. Enter information carefully! Incorrect routing and account information will cause your refund to be delayed.**



The screenshot shows the "My Profiles" section of the Student Account Suite. The top navigation bar includes "My Account", "Payments", "Payment Plans", "eBills", "eDeposits", and "eRefunds". Below this, there are tabs for "Account Activity", "My Profiles", and "Authorized Users". The "Profile Settings" section is expanded, showing a "Personal Profile" section with fields for "SU ID:" (900204635), "Full name:" (Alice E. Test), and "E-mail address:". Below this are sections for "Communication", "Saved Payment Methods", and "Add New Payment Method". A large red arrow points to the "Add New Payment Method" section.

3. Click on the drop down box beside "Select Payment Method", then select "Electronic Check (checking)" and click the "Select" button.



The screenshot shows the "Add New Payment Method" section. It features a dropdown menu with "Electronic Check (checking)" selected, and a green "Select" button. Below this, there is a text box with the following text: "Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking account only. You cannot use savings accounts or corporate checks, i.e. credit cards, home equity, traveler's checks, etc."

4. Fill in bank account information. **Please check the box for “Refund Option”.**  
Then select **“Continue”** button.

**Add New Payment Method**

Electronic Check (checking)

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking account only. You cannot use savings accounts or corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

**Account Information**  
\*Indicates required fields  
Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.

\*Routing number:   
([View example](#))

\*Account number:

\*Confirm account number:

\*Name on account:

**Refund Options**  
Only ONE account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

\*Save payment method as: (e.g. Primary Checking)

5. The “Agreement” page appears. Read thorough the agreement then select “I Agree” and the “Continue” button.

**Agreement**

I hereby authorize **Samford University** to initiate recurring 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 "NSF" or "Insufficient Funds", I understand that a **\$28.00** return fee will be electronically debited from my account.

Name: Test

Address:

This agreement is dated Friday, February 24, 2012.  
For fraud detection purposes, your internet address has been logged: 199.20.23.2 at 2/24/12 2:35:58 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: [support@samford.edu](mailto:support@samford.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](#)

6. Student saved “New Method Payment” confirmation appears.

**My Account** | Payments | Payment Plans | eBills | eDeposits | eRefunds

Account Activity | **My Profiles** | Authorized Users

**Profile Settings**

Your new ACH payment method has been saved.