

How to Set-up an eRefund Profile

1. Click on the **LaVerne Portal** and login with your user name and email password.
2. Click on **Financial Aid & Student Accounts**.
3. Click on **Student Account Services**.
4. Click on the **My Student Account Center**.
5. Select **Click to Enroll in eRefund**



6. View current enrollment status
7. Click, **Yes, I want refunds deposited directly to my bank account.**

A screenshot of the "eRefund Signup" screen. At the top, it says "Your current status is: **Not Yet Enrolled.**". Below this is a green header with the text "Do you want to use eRefund for direct deposit?". Underneath are two radio button options: "Yes, I want refunds deposited directly into my bank account." and "No, I want to continue to receive refunds by check." A red arrow points to the "Yes" option. At the bottom left is a "Cancel" button, and at the bottom right is a "Continue" button. A red arrow points to the "Continue" button.

8. Select **Continue** and enter bank account information. Do not enter bank card number.

A screenshot of the "eRefund Signup" screen for entering bank account information. The title is "Enter your bank account information". It contains several input fields: "Name for this Account" (with a hint "ex: 'My Checking' or 'Savings Acct'"), "Account Holder Name", "Account Type" (with radio buttons for "Checking" and "Savings"), "New Account Number", "Confirm Account Number", and "Routing Transit Number" (with a hint "What are my Routing Transit and Account Numbers?"). A red box with the text "Complete all required fields" is overlaid on the right side. At the bottom left is a "Cancel" button, and at the bottom right is a "Continue" button. A red arrow points to the "Continue" button.

9. Click Continue and follow prompts to complete set-up