

## How to Set-up an eRefund Profile in your My Student Account Center

1. Click on the **LaVerne Portal** and login with your username and email password.
2. Click on **Financial Aid & Student Accounts**.
3. Click on **Student Account Services**.
4. Click on the **My Student Account Center** link. This will open a new tab.
5. Scroll down to **Sign up for direct deposit refunds!**, then click on **Sign up** to review your options.

University of La Verne Overview

Balance \$6,832

Summary

Spring 2020 (January/Spring 2020)	\$6,832.00
<b>Balance</b>	<b>\$6,832.00</b>

Account Balance \$22,220.00  
Account Credits \$15,388.00  
Total Amount Due \$6,832.00

**Scroll Down**

**Sign up for direct deposit refunds!**  
Receive refunds and disbursements faster with direct deposit.  
Sign up

**Do you want help paying?**  
Do you know someone that would like to help you pay? Invite them to have access to your account!  
Send a payer invitation

6. Review the **terms and conditions** for the direct deposit set-up. Once reviewed, select the check box next to **I agree**, then **Continue** to begin setting up your **bank information** for your **eRefund profile**.
  - a. *If you do not agree to the terms and conditions, you can **Cancel** your registration. You will continue to receive any eligible refunds via paper check.*

Profile Direct deposit refunds

Agreement

Receive refunds and disbursements faster with direct deposit

Direct deposit refunds terms and conditions

I authorize the University of La Verne to initiate Financial Refunds to my account indicated above, and if necessary to initiate reversing entries for the purpose of correcting errors. This authorization may be revoked only by withdrawing from the eRefund program via this web site.

I agree

We keep your financial details secure

Cancel Continue

7. Enter your new or existing Bank account information. Utilize the **Information** button next to required information for additional assistance (i). Then press **Continue**.

Profile

## Direct deposit refunds

Agreement Bank account

### Your bank account information

\* Bank account  
New bank account

\* Account holder name  
  
Account holder name required

\* Account type  
 Checking  
 Savings

\* Routing transit number i

Cancel Continue

8. Review your information, then press **Complete** to finalize your registration.

Profile

## Direct deposit refunds

Bank account Review

Last step! Let's make sure we have your correct information.

### Bank account details Change

Account holder name

Account type

Routing transit number

Bank account number

Cancel Complete

**Questions? Contact the Office of Student Accounts  
at [stuacct@laverne.edu](mailto:stuacct@laverne.edu) or 909-448-4060.**