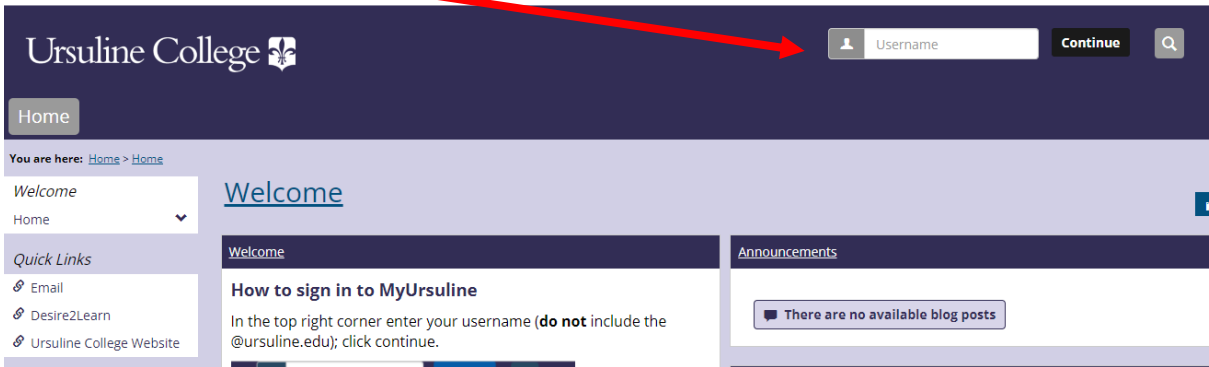
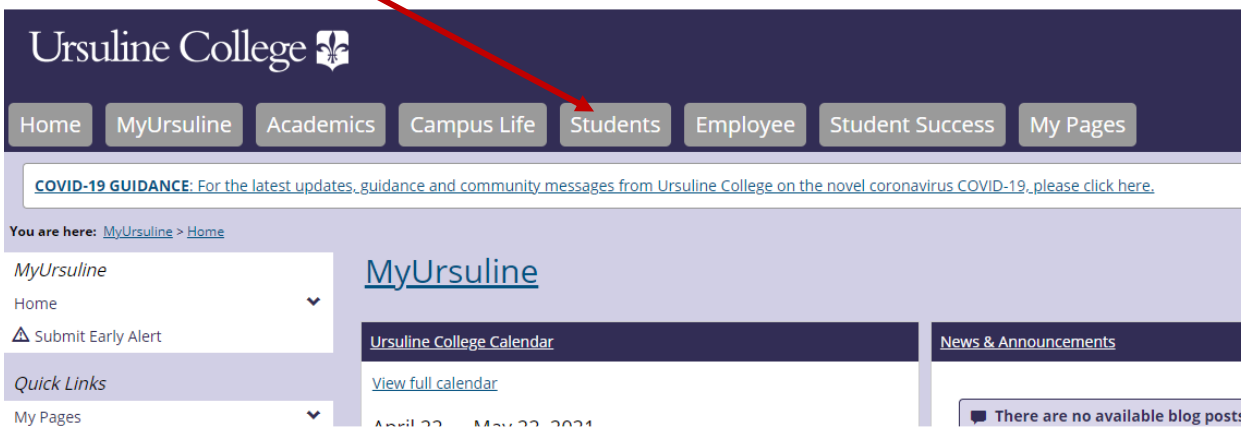


How to sign up for direct deposit for refunds

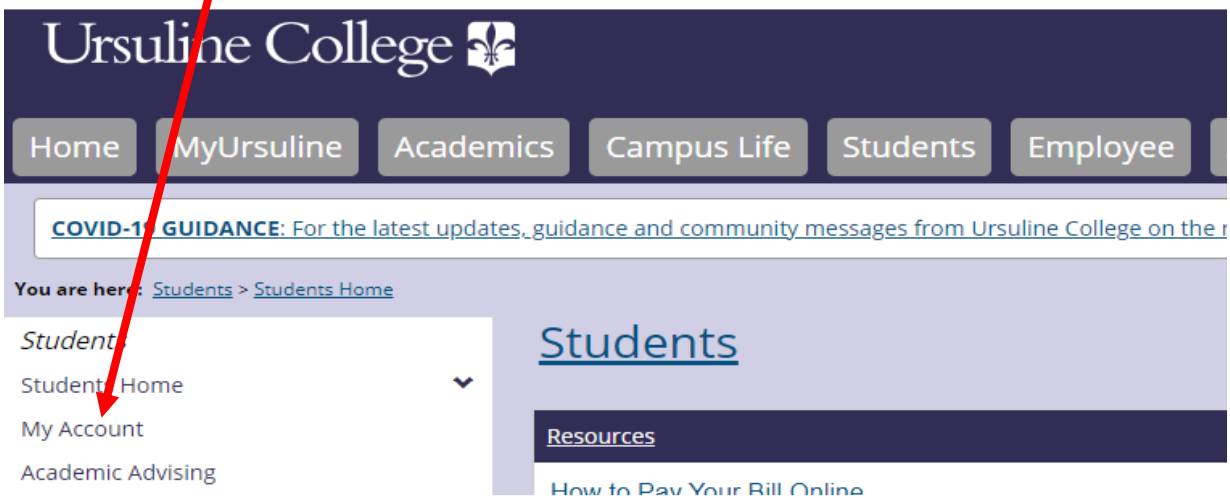
1. Go to My Ursuline at <https://my.ursuline.edu/ics>
2. Login on the upper right side of the screen.



3. Click on the Students tab.

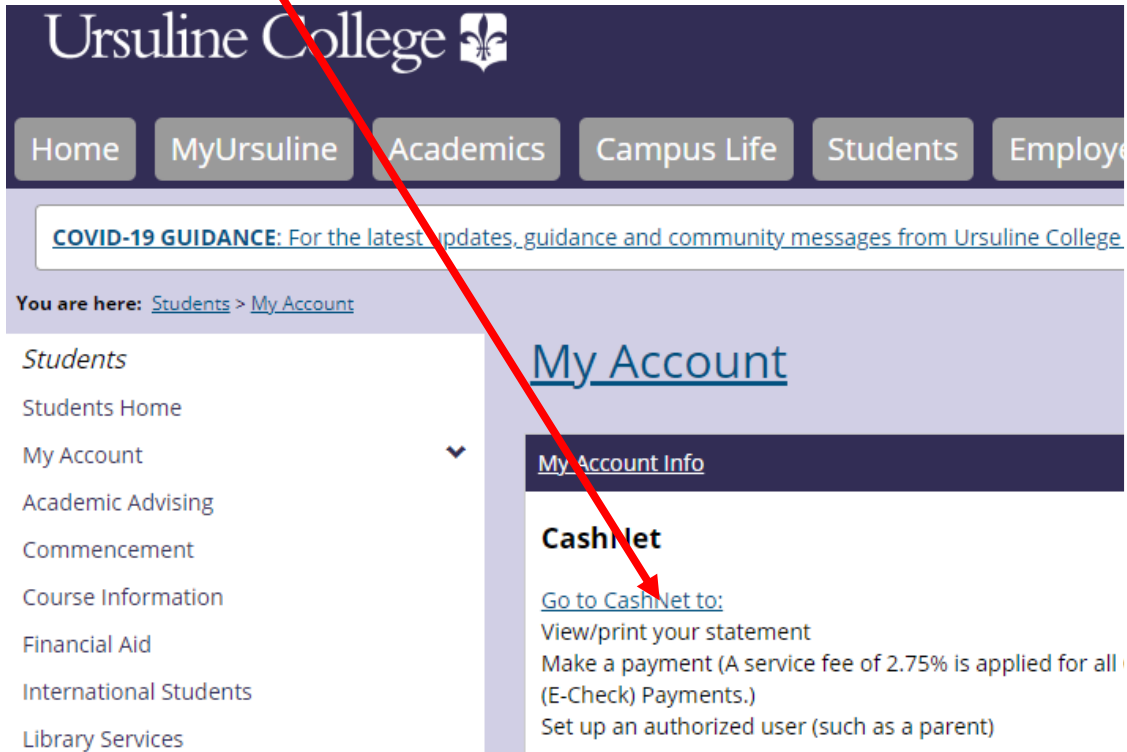


4. Click on My Account

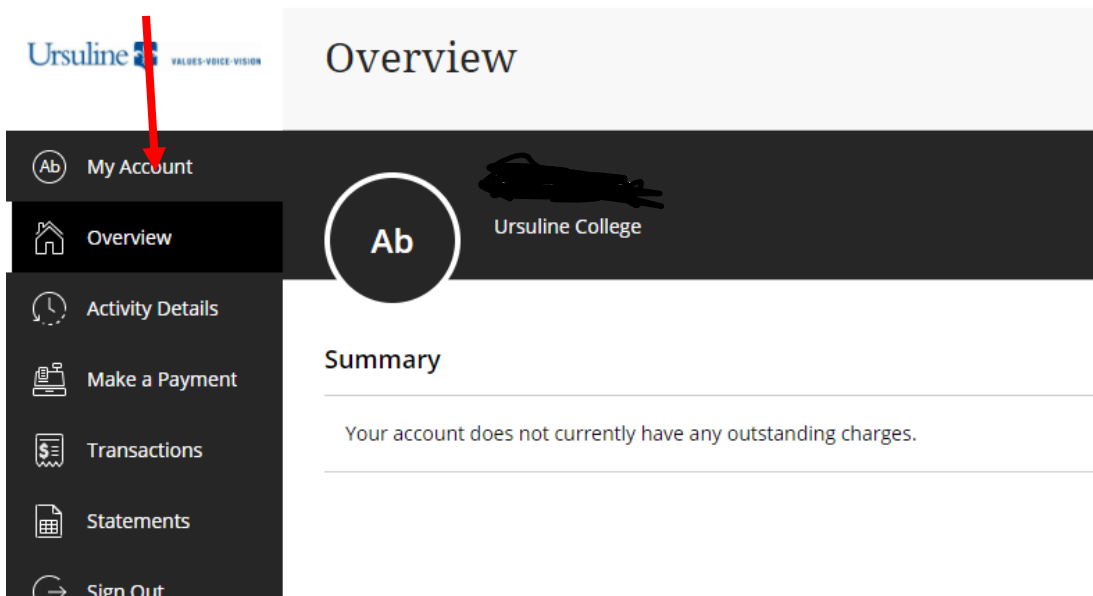


Continue to step 5.

5. Click on the link Go to CashNet to:

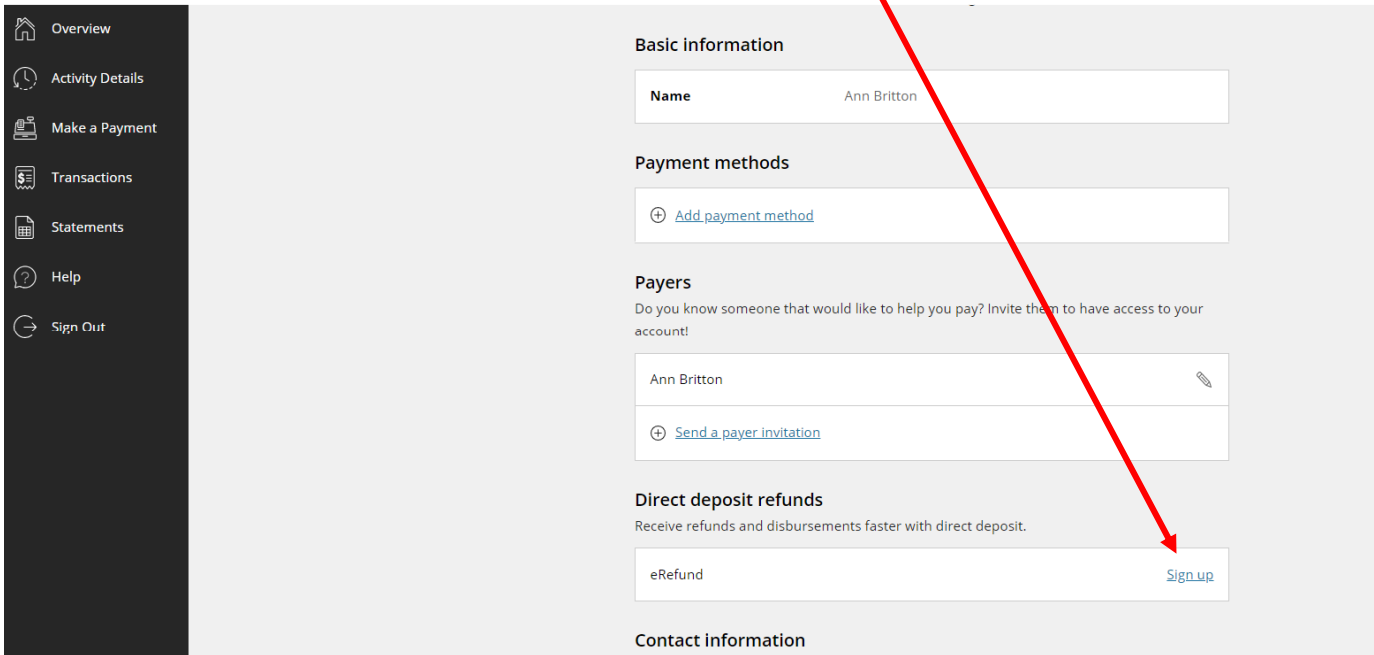


6. Click on My Account in the left navigation bar.

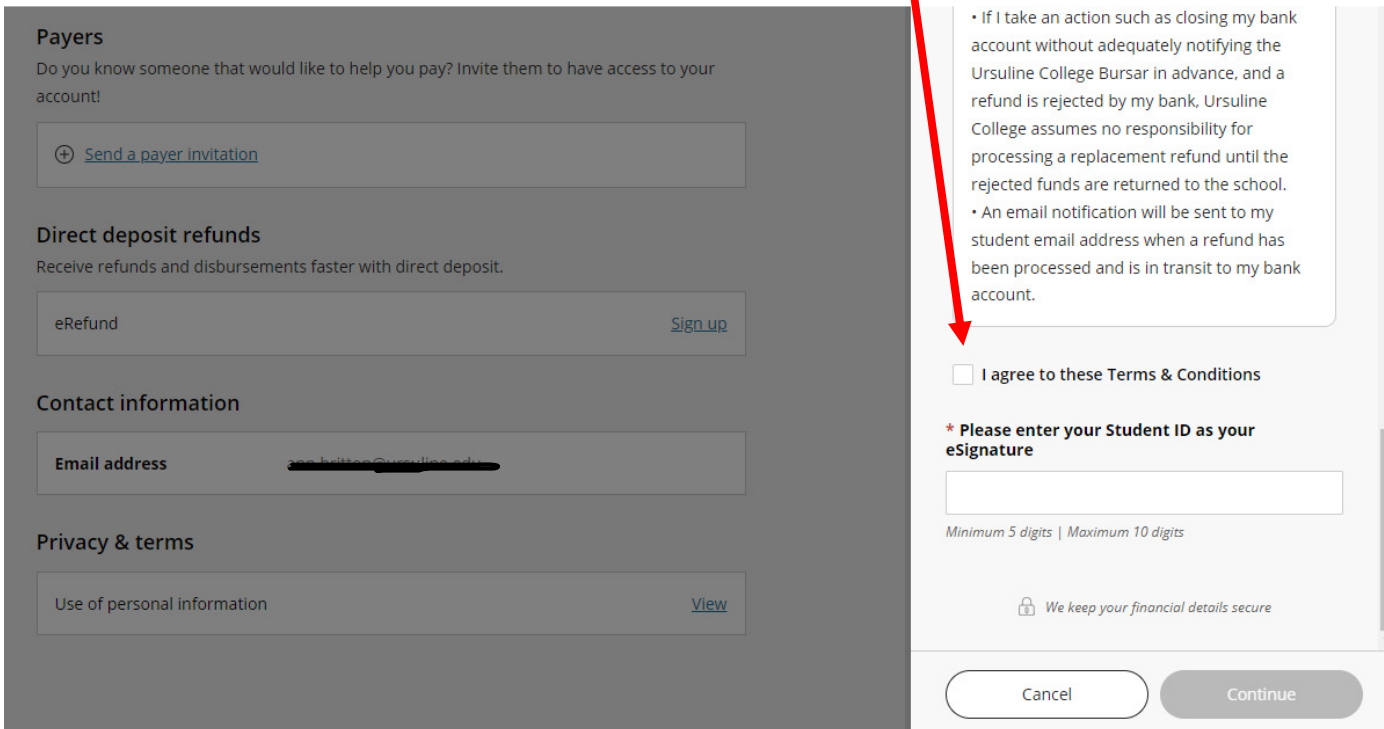


Continue to step 7.

7. The next screen will show you options for making payments as well as signing up for Direct Deposit Refunds. To sign up for direct deposit click on the sign up link.



8. A terms and agreement document will appear on the right side of the screen. If you agree with the terms check the box and then put in your student ID as your E signature. Click continue when you are done.



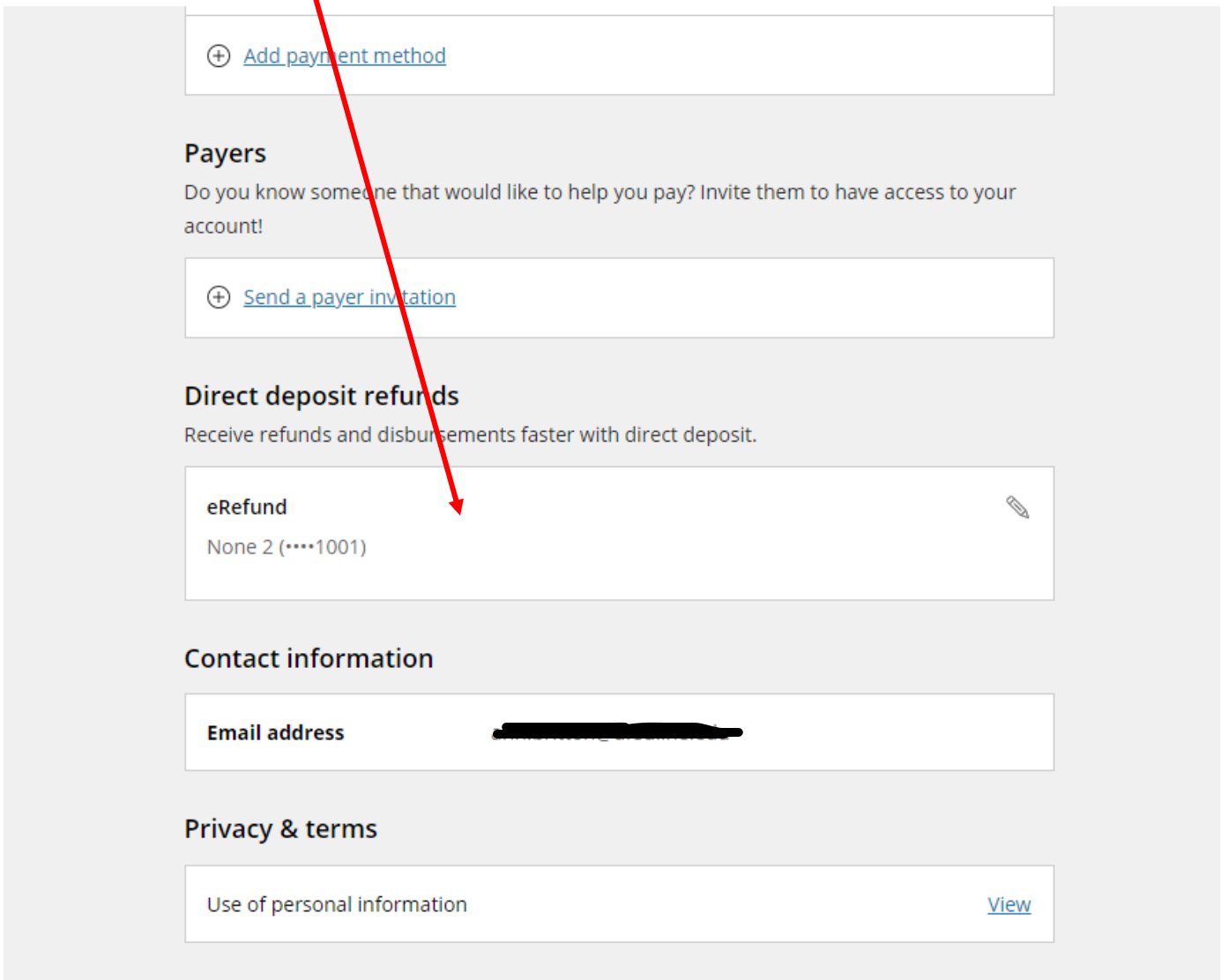
9. The system will then give you the option of entering your bank account information on the right side. Click continue when you are done.

The screenshot shows a mobile app interface with two panels. The left panel is a settings menu with sections: Name (Ann Britton), Payment methods (None (.....6667), Add payment method), Payers (Send a payer invitation), Direct deposit refunds (eRefund, Sign up), Contact information (Email address: ann.britton@...), and Privacy & terms (Use of personal information, View). The right panel is titled 'Bank account' and contains: Account holder name (Someone Smith), Account type (Checking selected, Savings), Routing transit number (blacked out), Bank account number (....), Confirm bank account number (....), Bank account nickname (None, Maximum 17 characters), and security notices. At the bottom are 'Cancel' and 'Continue' buttons. A red arrow points from the 'Continue' button to the 'Add payment method' link in the left panel.

10. Verify your account information and click continue. Then you are all set up.

The screenshot shows a mobile app interface with a confirmation screen on the right and a settings menu on the left. The confirmation screen is titled 'Last step! Let's make sure we have your correct information.' and lists: Bank account details (Change), Account holder name (Someone Smith), Account type (Checking), Routing transit number (blacked out), Bank account number (blacked out), and Bank (BANK OF AMERICA, N.A., HENRICO, VA). It also includes security notices and 'Cancel' and 'Complete' buttons. The left panel is partially visible, showing the 'Sign up' button.

11. Finally you will see your information in the direct deposit section.



The screenshot shows a user account settings page with several sections. At the top, there is a button with a plus sign and the text "Add payment method". Below this is the "Payers" section, which includes a sub-header "Payers" and a description: "Do you know someone that would like to help you pay? Invite them to have access to your account!". There is a button with a plus sign and the text "Send a payer invitation". The "Direct deposit refunds" section has a sub-header "Direct deposit refunds" and a description: "Receive refunds and disbursements faster with direct deposit.". Below this is a card for "eRefund" with the text "None 2 (****1001)" and a pencil icon on the right. A red arrow points from the top of the page down to the "eRefund" card. Below the "eRefund" card is the "Contact information" section, which includes a field for "Email address" with a redacted value. At the bottom is the "Privacy & terms" section, which includes a field for "Use of personal information" and a "View" link.

If you do receive an eRefund through CashNet your refund check will be mailed to your address on file.