

## eRefund (Direct Deposit) Enrollment Instructions

UCEAP eRefund is separate from your home campus direct deposit and will stay in effect for all UCEAP programs until you un-enroll. It is important that you sign up for eRefund before you make payments and/or receive financial aid in order to receive refunds and/or financial aid disbursements directly to your bank account.

If you have any questions regarding eRefund, please email [studentfinance@uceap.universityofcalifornia.edu](mailto:studentfinance@uceap.universityofcalifornia.edu).

### How to Enroll, Un-Enroll and Re-Enroll in eRefund

#### To Enroll in eRefund

1. Confirm with your bank that the routing number and account number can be used for ACH on the bank account you want to set up. Due to Federal Regulations, we cannot disburse funds to foreign banking institutions, nor investment accounts.
2. Login to the [UCEAP Portal](#) and select the program for which you want to sign up for an eRefund

3. Navigate to Finances > Fees and Payments

Last Updated	Category	Account	Amount	Status	Notes
08/13/20	Campus Fees	UCB Campus Fees	\$761.25	Applied	
<b>Subtotal</b>			<b>\$761.25</b>		

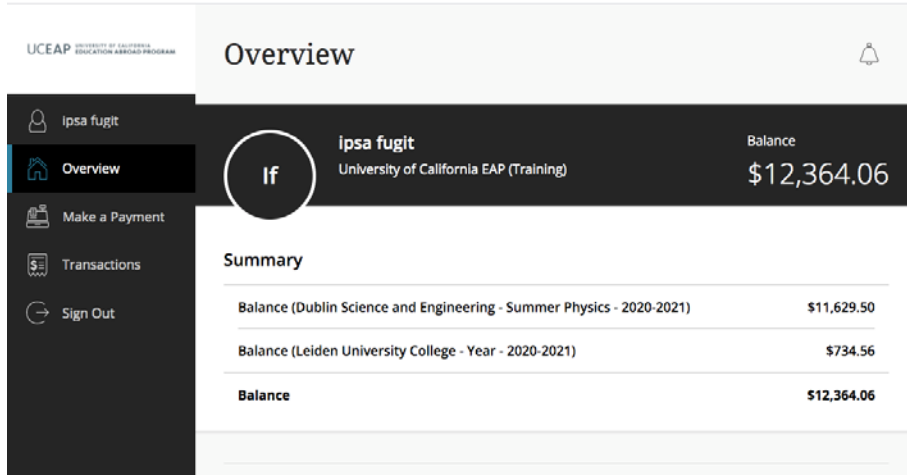
- a. Note that fees have to be applied to your account in order to see this menu. If you don't see the menu, you will need to wait for fees to be applied.

4. Scroll to the bottom of the Fees and Payments page to the Make A Payment button

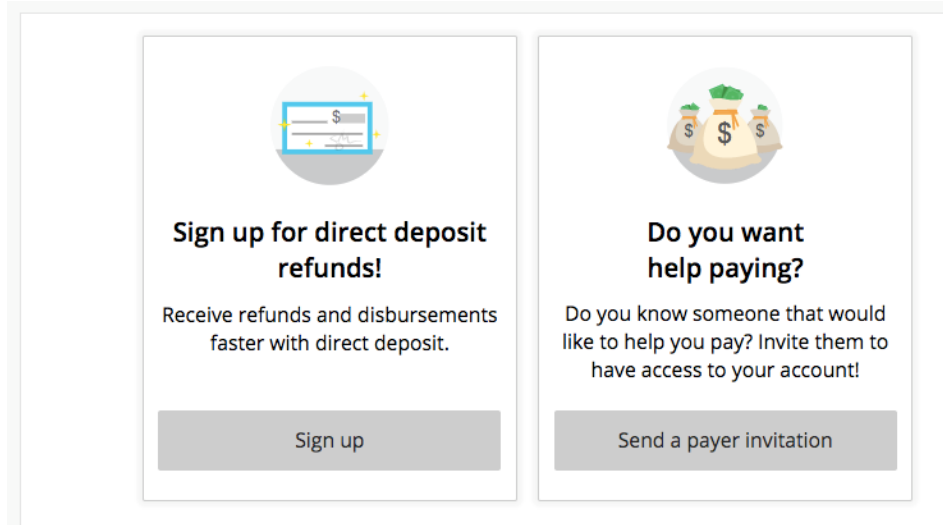
If you are a Financial Aid recipient and the financial aid is not posted, please contact your Financial Aid Counselor via email, e-check, MasterCard, Discover, American Express

a. Note this button will only be available when there is a positive balance on your account. This is why it is critical you sign up for eRefund before making final payments on your account.

5. This will take you to our payment portal hosted by Cashnet. You will arrive on the Overview page.

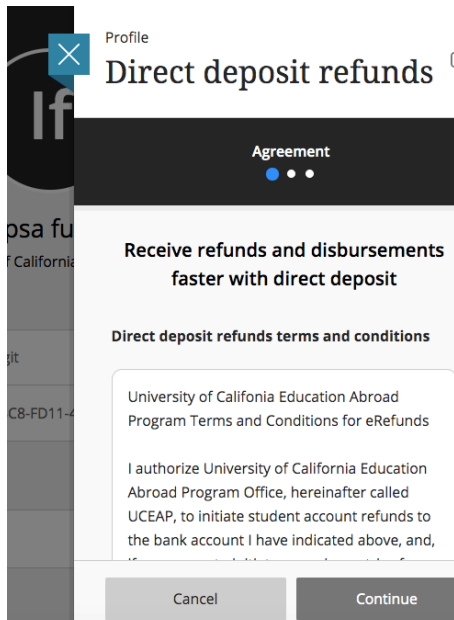


6. Scroll down past the summary of what you owe to the box that says "Sign up for direct deposit refunds!"

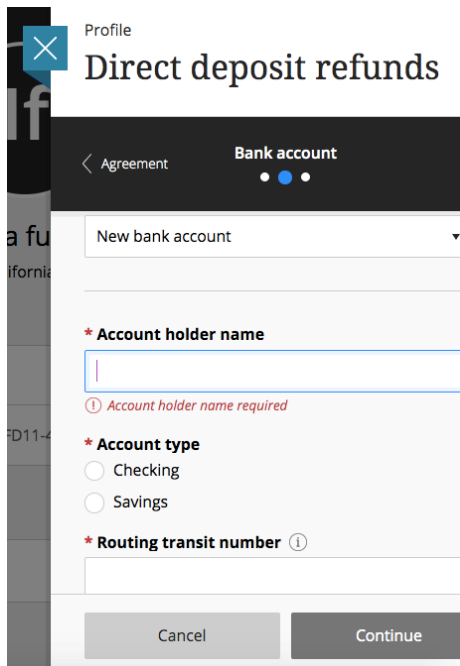


7. Select "Sign up"

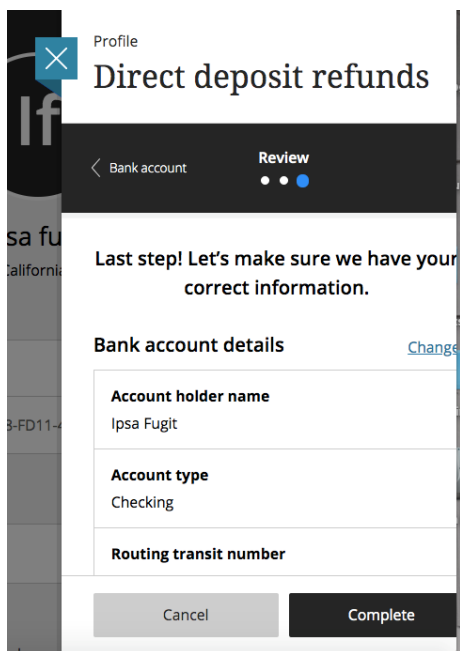
8. You will get a pop-up asking you to agree to terms.



9. Once you agree to the terms you can proceed with adding your bank account information.



10. Enter the appropriate information in the boxes and select Continue.
  - If you need help identifying your account and/or routing numbers, you can click on the information icon next to “Routing transit number” and “Bank account number.”
  - **Please confirm with your bank that the routing and account numbers can be used for an ACH deposit.**
  - The bank account you designate to receive your EFT deposit must be in the U.S.
  - Deposits cannot be issued to accounts held at investment firms.
  - Please note signing up for eRefund does **not** authorize UCEAP to extract funds from your account.
11. You will be asked to review and confirm your information. If it looks correct, select complete. Otherwise select change and update any incorrect information.

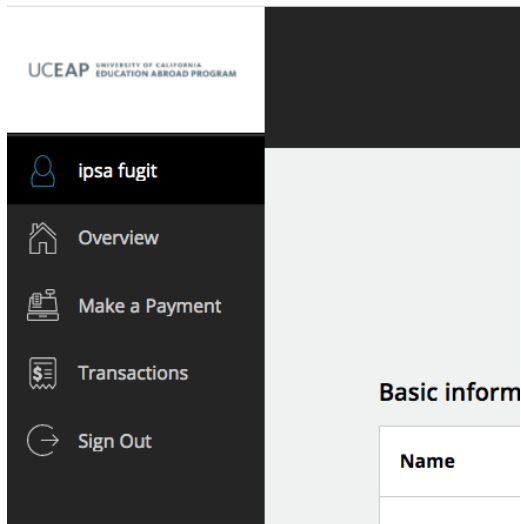


12. You will be directed to your Cashnet profile page when you are done, which will now reflect your current status as Enrolled.

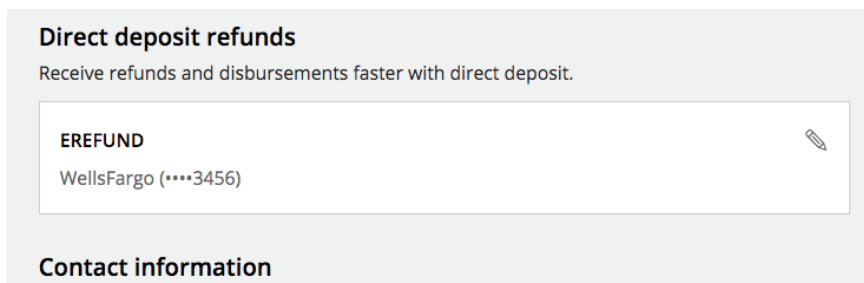
### To Un-Enroll in eRefund

1. Login to the [UCEAP Portal](#) and select the program for which you want to un-enroll for an eRefund
2. Navigate to Finances > Fees and Payments

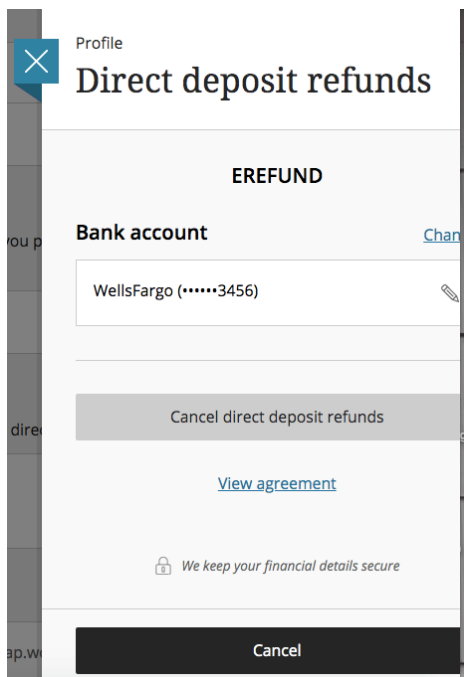
- a. **Note that fees have to be applied to your account in order to see this menu. If you don't see the menu, you will need to wait until fees to be applied.**
3. Scroll to the bottom of the list of Fees and Payments to the Make A Payment button
  - a. **Note the Make A Payment button will only be available when there is a positive balance on your account. This is why it is critical you un-enroll for an eRefund before making final payments on your account.**
4. This will take you to our payment portal hosted by Cashnet
5. You will need to select your name in the left-hand menu. This will take you to your profile.



6. Scroll down to the section labeled Direct deposit refunds.



7. Select the edit pencil.
8. In the pop-up window select "Cancel direct deposit refunds."



9. You will be asked to confirm you want to cancel your direct deposit refund. You can choose to keep it or cancel it.
10. At this point, you can add a new account and Re-Enroll in eRefund or sign out.

### To Re-Enroll in eRefund

1. Login to the [UCEAP Portal](#) and select the program for which you want to sign up for an eRefund
2. Navigate to Finances > Fees and Payments
  - a. **Note that fees have to be applied to your account in order to see this menu. If you don't see the menu, you will need to wait until fees to be applied.**
3. Scroll to the bottom of the list of Fees and Payments to the Make A Payment button
  - a. **Note the Make A Payment button will only be available when there is a positive balance on your account. This is why it is critical you sign up for an eRefund before making final payments on your account.**
4. This will take you to our payment portal hosted by Cashnet
5. You will arrive on the Overview page. Scroll down past the summary of what you owe to the box that says "Sign up for direct deposit refunds!"
6. Select "Sign up"
7. You will get a pop-up asking you to agree to terms. Once you agree to the terms you can proceed with adding your bank account information.
8. Enter the appropriate information in the boxes and select Continue.
  - If you need help identifying your account and/or routing numbers, you can click on the information icon next to "Routing transit number" and "Bank account number."
  - **Please confirm with your bank that the routing and account numbers can be used for an ACH deposit.**
  - The bank account you designate to receive your EFT deposit must be in the U.S.
  - Deposits cannot be issued to accounts held at investment firms.
  - Please note signing up for eRefund does **not** authorize UCEAP to extract funds from your account.
9. You will be asked to review and confirm your information. If it looks correct, select complete. Otherwise select change and update any incorrect information.
10. You will be directed to your Cashnet profile page when you are done, which will now reflect your current status as Enrolled.