Electronic Refunds

This tutorial covers how to set up an eRefund account in Chapman’s ePay student account system so a refund can electronically be deposited to either a savings or checking bank account.
Select ‘Access Chapman ePay/eBill’ from the Financial Information section in webadvisor.
To Enter ePay:

Click on 'Access Chapman ePay/eBill' to access your ePay account information.
eRefunds (step 1):

Click on 'eRefunds' to set up your eRefund account.

After clicking on 'Access Chapman ePay' in webadvisor, you are re-directed to your ePay 'My Account' homepage.
eRefunds (step 2):

Click on ‘Set up Account’ to initiate account set up for eRefunds.
eRefunds (step 3):

Click on 'Continue.'
Please read the terms of the account set up. Once finished, check the box ‘I Agree’ and click on ‘Continue.’
eRefunds (step 6):

You have successfully set up your eRefund account.