How to Setup an eRefund Account

This tutorial covers how to set up an eRefund account for ACH Direct Deposit

1. Login to the Chapman University Self Service.
2. On the Student Center homepage, select the Financial Account.
3. Click on “Access ePay” from the menu, and then select the “Access ePay”.

4. Next choose “Refunds” at the top of the page.

5. Click on “Enroll in the Two-Step Verification.”
6. Select how you would like to receive a passcode and click “send code”. Once you receive the code, enter it, and click “verify”.

7. After completing the Two-Step verification profile, select “Refunds” at the top of the page, and then select “set up a new account”.
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8. Enter your personal bank account information and select “continue”.

9. Verify information, click on I agree and continue.
10. Your ACH Refund account is set up and you will see it under “Current Refund Method”.

![Image of eRefund setup](image_url)