

## eRefund Account Set Up

eRefund is a fast, easy, and secure way to have student refunds electronically deposited to the students' bank account. With eRefund, refunds are processed and delivered via direct deposit (ACH) to the student's designated checking or savings account, in as little as 2 business days. eRefund is LMU's preferred method for processing refunds.

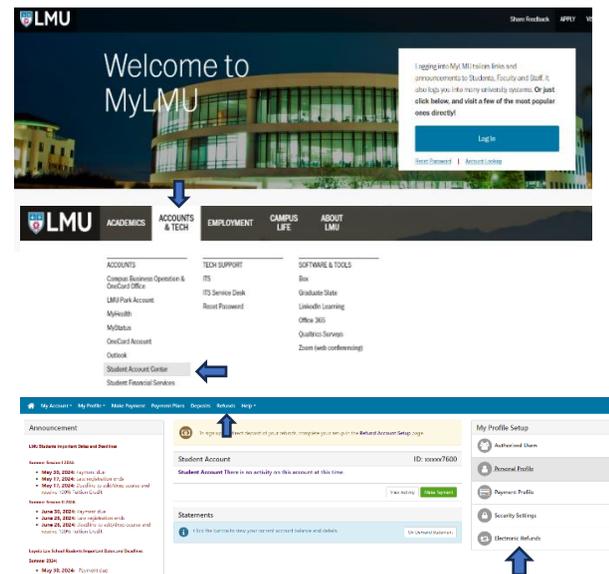
Students who do not setup an eRefund account will receive refunds in the form of a paper check via mail. Checks are processed weekly and mailed to the student's current address on file. Refund checks can take up to 14 business days to receive but can vary depending on US mail service.

Only students can set up an eRefund account online in the Student Account Center. Authorized Users cannot set up an eRefund account.

To set up an eRefunds profile, the student must log in to the Student Account Center. This is a secure system which you may access 24/7 to change, update, or delete your banking information. Below are instructions on how to setup an eRefund account.

1. Log into [MyLMU](#) using your LMU Lion Email and password. Click on the **Accounts & Tech** section. Under the Accounts column, select Student Account Center.
2. Once in the Student Account Center, click the **Refunds** tab or click on **Electronic Refunds** under My Profile Setup.
3. Click on **"Enroll in Two-Step Verification"** with one of the following
  - Text message to existing or new mobile number
  - Email message to existing or new email address
  - Google Authenticator App (IOS or Android)

A verification passcode will be sent before you click **Setup Method**. You also have the option of setting up a backup method.



4. Click on the **Refunds** tab, then click on **"Set up a new Account."** You will be prompted to provide the following information:

- Name on Account
- Account Type (personal Checking or Savings)
- Routing Number
- Bank Account Number
- Confirm Account Number
- Save payment method as: (example My Checking)

Click Continue to proceed with setup.

5. You will need to agree to the Terms and Conditions to complete the direct deposit setup. Once an eRefund account is setup, all refunds will be processed via direct deposit (ACH).

Refunds can be requested using the QR Code below or by emailing [refund@lmu.edu](mailto:refund@lmu.edu) from your LMU Lion email

