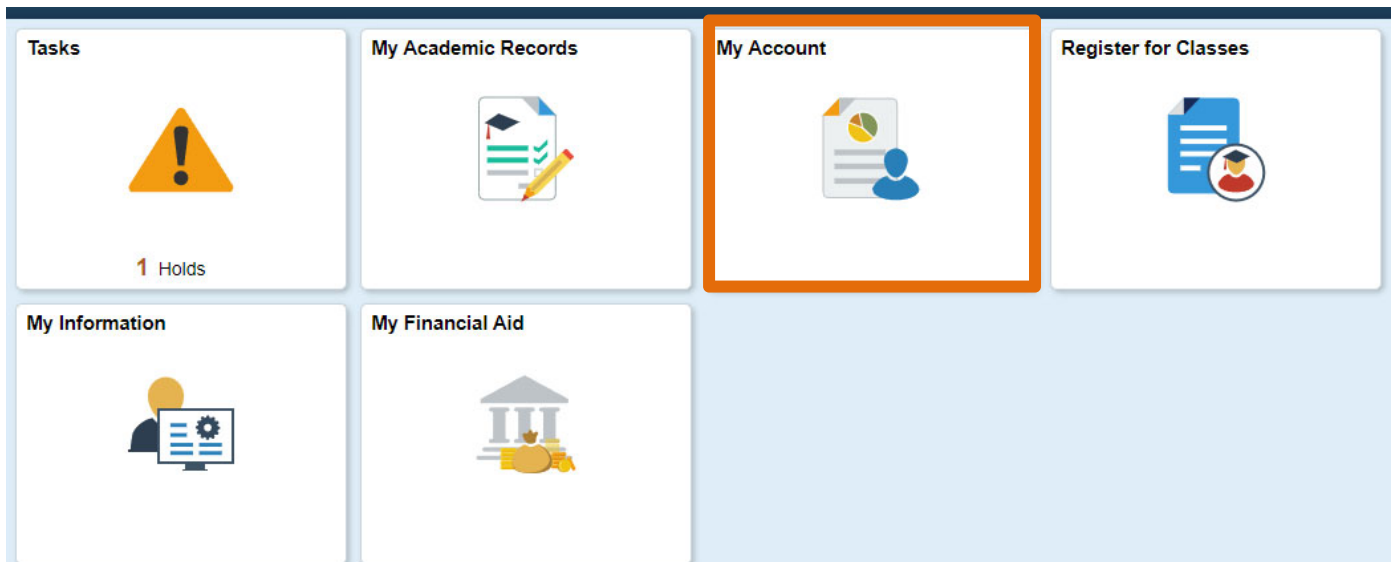


## Student Center: Enrolling in Direct Deposit for Refunds

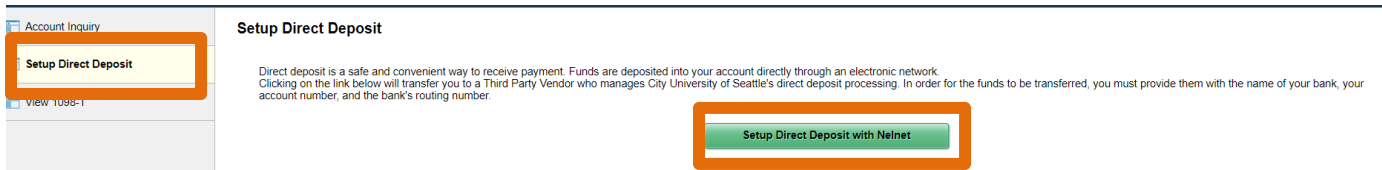
Go to My.CityU.Edu portal and log into the **Student Center**.



If you are not logged into a CityU system you will be asked to login (username/password). Once in the Student Center, click on the “My Account” Tile.



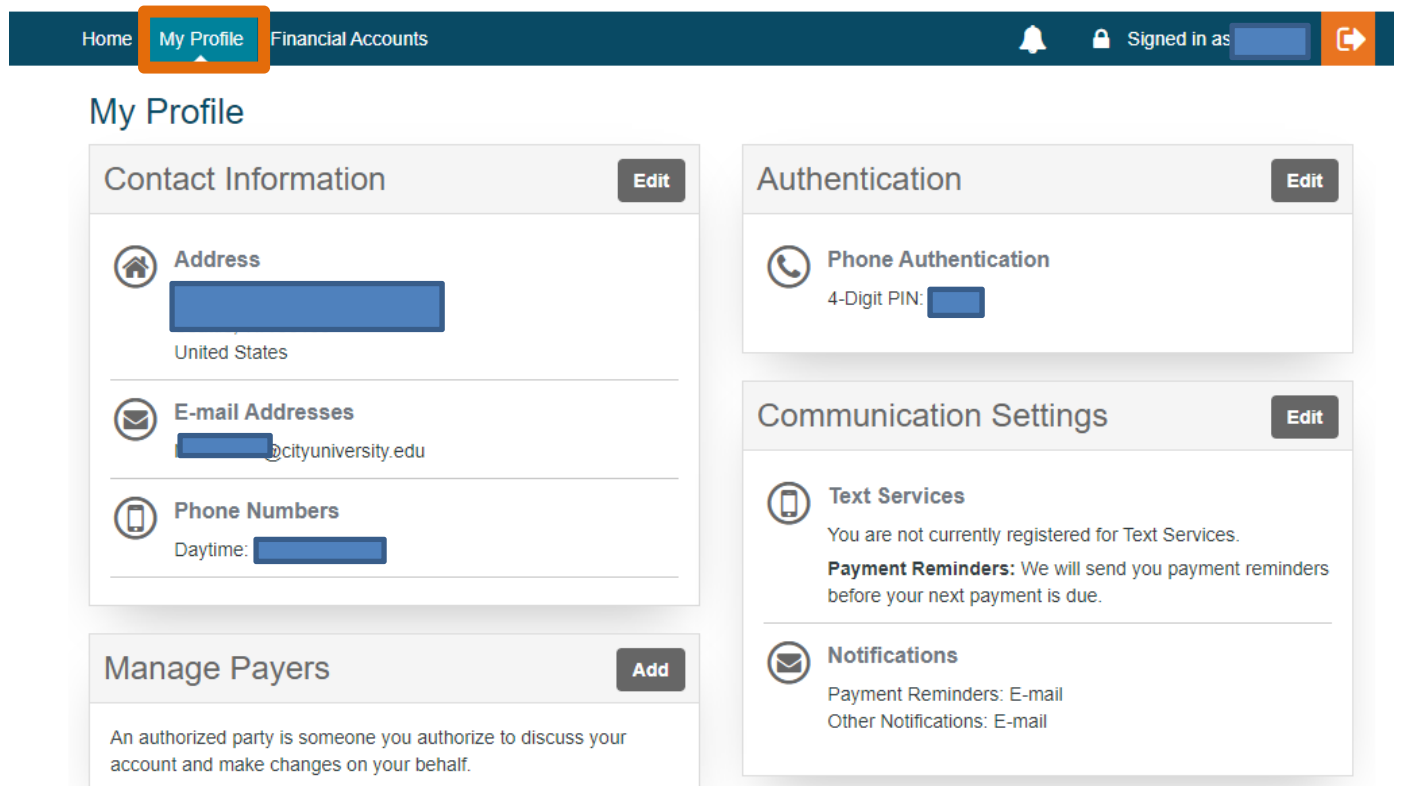
Click on the **Setup Direct Deposit** link on the left. Then click the “Setup Direct Deposit with Nelnet.”



You will be taken to your dashboard. All students have the option for setting up refunds as well as authorizing a 3<sup>rd</sup> party (friend, family) to pay their student account. See **“Setting up Authorized Party to Pay My Account”** on the my.cityu.edu portal Student Help Center page.

If you have not used the system before, you will want to verify your profile paying particular attention to your contact information and communication. When you sign up for the Refund process you will need to be able to respond to a verification text to validate it is you before getting to the screens providing banking information.

Use the Edit buttons to open the Tile to make add/edit the information.



When you are done, Click the HOME link in the menu bar.



Now you are ready to set up your Refund Process. Click **“Manage Refunds.”**

CityUniversity of Seattle

nelnet CAMPUS COMMERCIAL

Español Customer Service

Home My Profile Financial Accounts

Signed in as [User Name]

Hello [User Name]

**Payment Activity**  
Melissa Mecham ID: 11002310  
View Details  
Current Balance: \$0.00  
Transaction Details  
Credit Balance: \$1.00

**Refunds**  
Melissa Mecham ID: 11002310  
Manage Refunds

[User Name]

[User Name]

Register to receive text services on your mobile phone.

Want to allow a friend or family member to pay toward your balance?  
Add an Authorized Party.

You will be asked to **enter a verification code** using the phone number you have listed in your profile. Click **Submit** when the code is entered.

CityUniversity of Seattle

Customer Service

Home Sign Out

**Authentication**

Confirming your identity enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

Please enter code sent via text.  
Authorization Code

Submit Cancel

You will need to **Click the round button** to select the option to enter a bank account.

Home Sign Out

**Enroll in Refunds**

Step 2 of 2: Select your refund method

Refunds will be disbursed via the selected method at the time the request is received and processed. If a refund method is not selected, refunds will be delivered to you via first class mail in the form of a paper check, to the address on record with your institution. If you are enrolled to receive SMS text notifications and do not receive an Authentication Code when attempting to update your refund method, please contact Nelnet at 888.470.6014.

Bank Account (Direct Deposit) USA Bank Account Only Funds should be received 1-2 business days from processed date

Back to profile

LIVE HELP

Once clicked, the screen will expand and you will now enter the account information for a direct deposit. Once entered Click Save.

**Enroll in Refunds** LIVE HELP

**Step 2 of 2: Select your refund method**

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Bank Account (Direct Deposit) **USA Bank Account Only** Funds should be received 1-2 business days from processed date

Account Holder Name\*

Bank Name\*

Account Type\*  Checking  Savings

Routing Number\*  ?

Account Number\*  ?

By clicking Save, I authorize Nelnet Campus Commerce to disburse my student account refund via the method I have selected. I acknowledge that I am responsible for repayment if I receive money that I am not entitled to.

**Save** **Cancel**

Once you saved the information you will go to a Refund Screen that shows your refund history and allows you to edit refund account information that you have previously set up. You must SIGN OUT of this page in order to return to the dashboard page.



Once on the dashboard page you will click the arrow button to sign out of the system

CityUniversity of Seattle nelnet Español Customer Service

Home My Profile Financial Accounts Signed in as Melissa

Hello Melissa

**Payment Activity** View Details  
Melissa Mecham ID: 11002310  
Current Balance **\$0.00** [Transaction Details](#)  
Credit Balance **\$1.00**

**Refunds**  
Melissa Mecham ID: 11002310  
**Manage Refunds**

**Melissa Mecham**  
MMecham@cityuniversity.edu  
[Register to receive text services on your mobile phone.](#)  
[Want to allow a friend or family member to pay toward your balance? Add an Authorized Party.](#)

**Sign Out**