



Samford students... If you are due a refund, we want you to be able to access those funds as quickly as possible once they are made available. The best way to ensure this is the case is to sign up for or confirm you have already signed up for direct deposit.

By signing up for direct deposit, any refund owed to you from Samford will be sent to the financial account of your choosing. We recommend all students establish direct deposit as your preferred method of receiving funds from Samford. It is the <u>most secure</u> and <u>quickest</u> method to receive funds. Below are the steps for signing up.

Tip: You may use any personal checking or savings account. Do not enter other accounts, such as a money market account, HELOCs, corporate account, credit cards, or traveler's checks. If you already have direct deposit established, please double check the account that is being used. If the account is closed or not the one you want to use, you should change it immediately.

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Samford U	University	SAMEORD UNINERSITY
	Student and Staff Login	Welcome to the Samford One Stop Payment Portal
		This 24/7 service portal allows students, authorized users such as a parent and/or a spouse, as well as staff and faculty to access and view their monthly billing statements, make payments on an account, enroll in and manage payment plans, and access all aspects of an individual's financial account at Sumford University.
		Students and employees may access the portal using their Samford ID and their password. Authorized users may access the portal once a Samford student or employee has given permission for access by completing the authorized user set up.
		If you have questions about logging on to the portal, please contact the Help Desk at support@samford.edu. If you have questions concerning specific aspects of your financial account, please contact the Samford One Stoy at onestop@samford.edu.
		Please note: This site will be closed for routine maintenance each day from 3:00 am to 4:00 am CDT.
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## 1. Go to www.samford.edu/go/ebill

2. Log in with your Samford Username/ID and Password

3. Click on "Refunds" link at the top of the home page

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This site will be closed for routine maintenance each day from 3:00 am to 4:00					Authorized Users
nm CDT. Vext Payment Due April 5. 2020	I would like to pay	Select Option		• Gol	Personal Profile
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f you have a family member or friend who hould receive statements on your behalf ind/or be able to access your account	SPRING 2020a			\$200.00	Electronic Refunds
blease add them as an authorized user.	Description	Due Date	Amount	Action	<u> </u>
ight to do so.	Installment 1 of 3	3/15/20	\$66.67	•	
ign up for <b>direct deposit refunds</b> by	Installment 2 of 3	3/22/20	\$66.67	•	
licking on the "electronic refund" link on he right side of the page. Then click the	Installment 3 of 3	3/29/20	\$66.66	•	

4. If you have not set up direct deposit, you'll see a green "Set up account" button on the refund page. Click that button and follow the prompts to set up direct deposit.

Refund Accounts	× +					- o ×
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Samford	l University				Logged in as: Lane M. Sm	th   Logout 🕞
🕋 Му Ассо	unt Make Payment F	Payment Plans Deposits	Refunds H	elp		My Profile
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	eRetunds puts n No more trips to the bank Refund amount will be bas disbursed resulting in a ba	noney in your act or waiting for a paper check ed on the status of your acc lance owed. I agree to pay a	COUNT FAS Direct Deposit is ount at the time th ny balance that m	T1 the secure and convenient way to g he refund is processed. Charges cou ay result.	et your refund. Id be posted to your account after this refund is	,
	Current Refund N	/lethod				
	A Direct Deposit accoun	t for refunds has not been s	et up.		Set Up Account	
	Refund History fo	or Lane M. Smith				
	Date	Time	Туре	Reference Number	Amount(\$)	
	6/18/12	09:34:41	ACH	44702	-135.00	
	7/26/19	09:28:59	ACH	180261	-4.00	
	7/26/19	09:29:03	ACH	180265	-11.00	
	7/26/19	09:29:06	ACH	180266	-1.00	
	8/5/19	10:00:37	ACH	180783	-4.00	

- 5. If you don't see the green button, instead you see a gear like this \*, click the gear and check your direct deposit settings.
- 6. **PLEASE NOTE:** You will need the bank routing number <u>and</u> the account number in order to set up direct deposit. See the example below on where to find this information. If you have questions about the routing number or account number, please contact your

bank/credit union/financial institution for assistance. See the "Tip" above for information on what types of accounts are allowed.

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ABA Routing Example

Your Name 1234 Main St				1234
Any Town, USA 12345		Date		-
Pay To The				
Order Of		- 1		DOLLAR
Your Bank Name			5	
Address of Your Bank Any Town, USA 12345		1		
For				
123456789 1	00012345678	9 P	1234	
1	1		1	

Please enter your banking information as shown in the example above.

- Routing number always comes first and is exactly 9 digits.
- Account number varies in length. May appear before or after the check number. Include any leading zeros, but omit spaces and non-numeric characters.
- Check number is not needed. Do not include the check number.

It is important to enter your banking account information accurately, or your payment cannot be successfully completed. If you have questions, please contact your bank.

DO NOT enter your debit card number.

If you have any questions about direct deposits, please contact us at OneStop@samford.edu.