


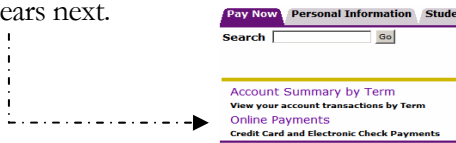
Refunds Made Easy

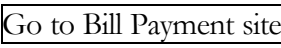
Sign up for direct deposit

- Go to WNMU's homepage www.wnmu.edu.
- Click on the  icon.
- Sign in with your user name and password.
- Click on the 'Account Balance and Pay Online' option on the bottom left-hand submenu.





- Click on Online Payments in the pop-up window that appears next.




- Click the  button in the pop-up window that appears next.
- Once inside the payment site, you will click on the My Profiles tab as illustrated below.




- Click on "Payment Profile"
 - From the **Add a Payment Method** drop down menu select "Electronic check (checking/savings)" and click .
 - Fill in bank account information
 - Check mark the "Refund Option" box and click .

If you already have a saved payment method that you would like to designate eligible for refunds:

Click on Payment Profile under the **My Profiles** tab.

Select the  icon next to the account you would like to edit.

Click the check box next to the Refund option.

Click the  button to complete the update.