<u>Intro</u> - Hello again everyone. Long time no see! Your old pal Wayne is back with another video. For this video, I'll be teaching you how to set up your eRefund profile. Having an eRefund profile is a quicker and more secure way for a student to get their refund rather than via a paper check. Music please? Oooo new music, okay let's get right to it.

<u>Middle</u> - 1. First go to www.purchase.edu, then scroll down to Current Students then click on MyHeliotrope and log in.

2. Then click on Student Accounts.

3. And then click on Set Up TouchNet eRefund Profile.

4. Then click on eRefunding Enrollment.

5. This will bring you to the TouchNet Website. If you have not already you need to set up the two-step verification by clicking on the link that says "Security Settings" on the page you have been brought to. You can also get "Security Settings" by clicking on "My Profile" on the right of the screen in the [blue] bar that runs horizontally across the page. From there, click on " Security Settings" from the list that pops down.

6. Select how you would like to receive the verification code(text message via a mobile number, email to another account that is NOT YOUR @purchase.edu email account OR use the Google Authenticator app which you would need to download to your smartphone). Use whatever option you feel works best.

7. Once you receive the code from your preferred method you'll then type it in the box that appears after you press the "Send Code" button; then click "Verify". Your page will now reload with your primary method shown as the method you selected in Step 5.

8. Next, click on "Refunds" again from the top horizontal [blue] bar that runs across the page. When this page loads click the "Set up Account" button and enter all the information that it asks for.

9. First put in your Routing Number (type in dummy number), then your Bank Account Number from either a checking or savings account. You can find this on your online account or on one of your personal checks at the bottom, if you're choosing to use a checking account of course. Please DO NOT enter credit card, debit card or Social Security Numbers. Go to the next section to confirm your Account Number. You will then be asked to type this number again. Safety.

10. You will then be required to add some additional details. The account must have name. Then click continue

11. The new pop-up will summarize the information you entered and as long as it is correct and you understand the terms, check off the box for "I Agree" and click "Continue". You can also print the agreement if you'd like.

This will save your direct deposit profile and we will be able to electronically refund your overpayment.

And If you experience any issues setting up your eRefund profile, please contact our office. You may also want to try using a different internet browser (Google Chrome vs. Internet Explorer, for example) if you are having technical difficulties.

So that does it for the video, I hope you found this informative and interesting. Thanks for watching! Video over.