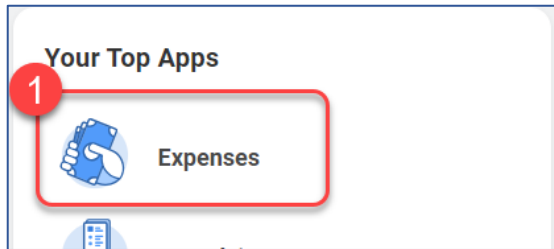


How to Add Your Payment Elections & Delete Student Rules

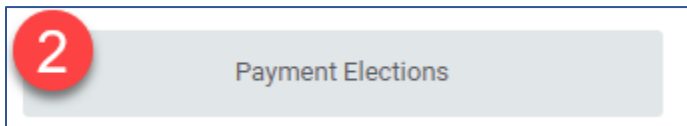
This QRC is for individuals who need to create their first payment elections in the system.

Add Payment Elections

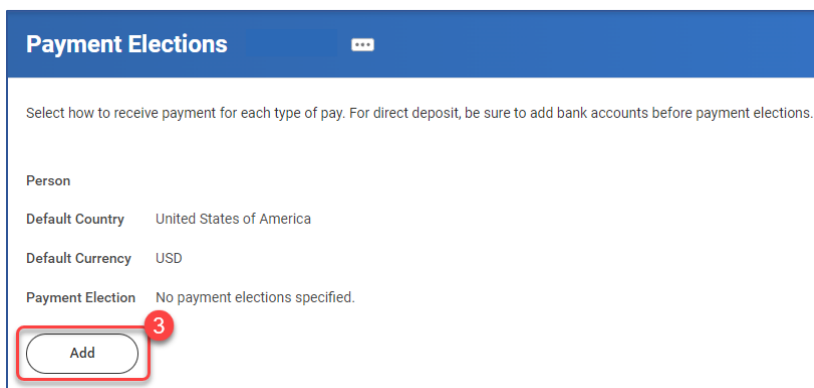
1. Click the **Expenses** hub from Your Top Apps (Click [here](#) to learn how to add the app to Your Top Apps)



2. Select **Payment Elections** under the *View* column on the right.



3. Click **Add** to add an account.



Payment Elections ☰

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person

Default Country United States of America

Default Currency USD

Payment Election No payment elections specified.

Add

4. Expense Payment Method is automatically selected for *Direct Deposit*. Should you see other payment methods, they are only visible if you are or have previously taken coursework at UR and have a student record. They can be deleted after initial set-up.

Payment Election Option

Person

Default Country United States of America

Default Currency USD

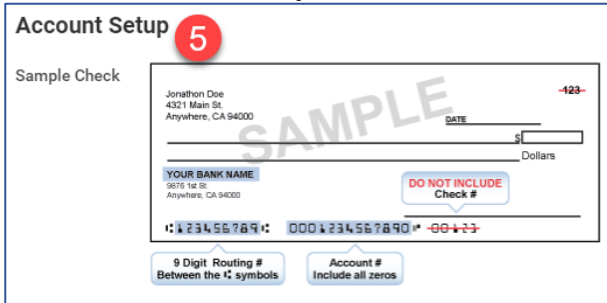
These are only visible if you are or have previously taken coursework at UR and have a student record.

Preferred Payment Method

Student Payment *	<input type="text" value="Direct Debit"/>	⋮
Student Refund Election Rule *	<input type="text" value="Direct Deposit"/>	⋮
Expense Payment *	<input type="text" value="Direct Deposit"/>	⋮

How to Add Your Payment Elections & Delete Student Rules

5. Review **Account Setup** information.



Account Setup 5

Sample Check

Jonathan Doe
4321 Main St.
Anywhere, CA 94000

DATE _____ \$ _____ Dollars

YOUR BANK NAME
9876 1st St.
Anywhere, CA 94000

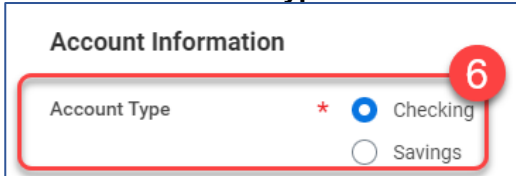
DO NOT INCLUDE Check #

⑆ 123456789⑆ 0001234567890⑆ -00123⑆

9 Digit Routing #
Between the ⑆ symbols

Account #
Include all zeros

6. Select the **Account Type**



Account Information

Account Type * Checking **6**
 Savings

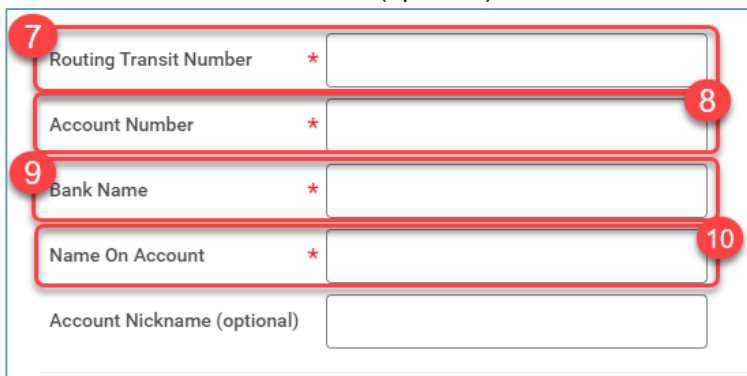
7. Enter a 9-digit **Routing Transit Number**.

8. Enter your bank **Account Number**, including all zeros.

9. Enter the **Bank Name**.

10. Enter the **Name on Account**.

11. Enter **Account Nickname** (optional).



7 Routing Transit Number * _____

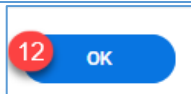
8 Account Number * _____

9 Bank Name * _____

10 Name On Account * _____

Account Nickname (optional) _____

12. Click **OK**.

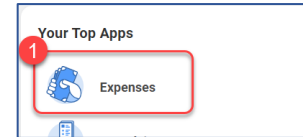


12 OK

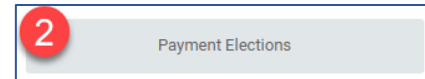
Delete Student Rules

If you need to remove a payment election for any reason, follow these steps:

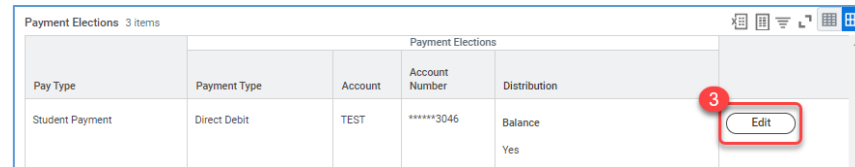
1. Click the **Expenses** hub from Your Top Apps (Click [here](#) to learn how to add the app to Your Top Apps)



2. Select **Payment Elections** under the *View* column on the right.

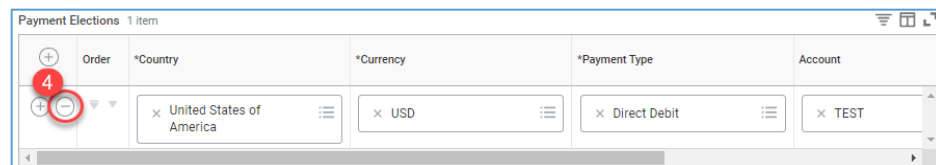


3. Under the **Payment Elections** table, select **Edit** next to **Pay Type** to remove.



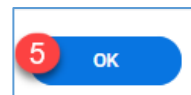
Pay Type	Payment Type	Account	Account Number	Distribution	
Student Payment	Direct Debit	TEST	*****3046	Balance Yes	3 Edit

4. Select the **delete (-)** icon for the rule you want to delete.



Order	*Country	*Currency	*Payment Type	Account
4 (-)	United States of America	USD	Direct Debit	TEST

5. Click **OK**



6. You'll be redirected to the **Payment Elections** page where more edits can be made.
7. Repeat Steps 1 through 5 as needed.
 - Once a payment election is added, UR Student will not allow for deletion of all Pay Types. One *Pay Type* must remain.