

Setup Payment Elections & ACH Refund Selections

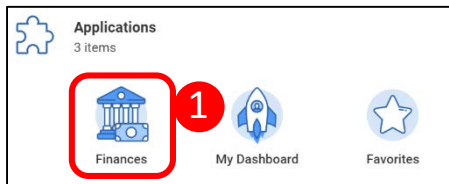
UR Student allows you to conveniently pay your bills Online. Start by setting up your Payment Elections & Refund Elections. These can be modified at any time.

Note: This is applicable for payments from US BANKS ONLY! For foreign bank payments, see *FlyWire Payments on the [Bursar website](#)*.

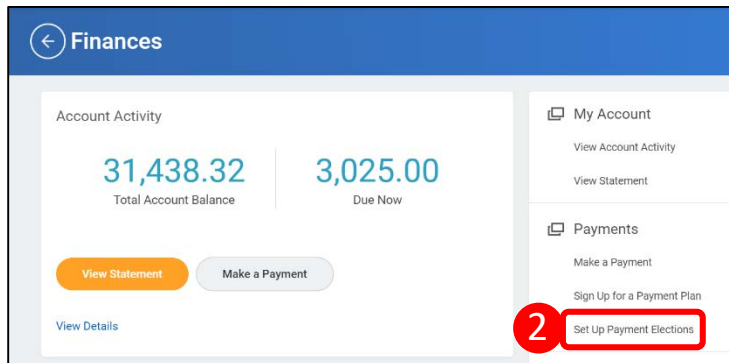
Setup Payment Elections

You can do this right from your Home page. Please note that payments are accepted from US Checking and Savings accounts. Credit card payments are not accepted.

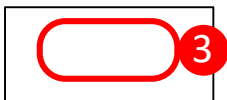
1. Click the **Finances Application** on your home page



2. Under Payments, click **Set Up Payment Elections**



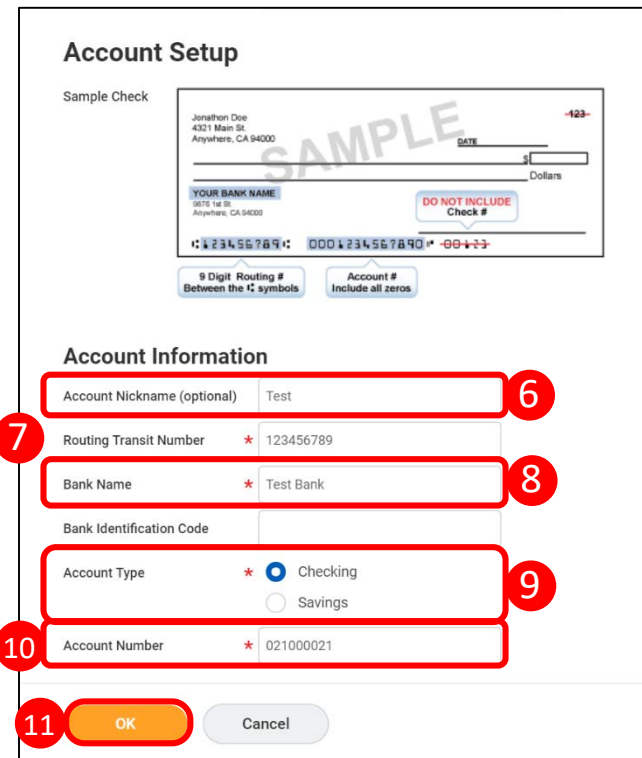
3. Click **Add** to add an account



4. Review **Preferred Payment information** and change Student Refund Election Rule if necessary

Note: For Online Student Payment, the only option is Direct Debit. For Student Refund Election Rule, the options are Direct Deposit or Check.

5. Review Account Setup information
6. Enter the account **Nickname** for easy identification later (*optional*)
7. Enter the 9 digit **Routing Transit Number**
8. Enter the **Bank Name**
**The Bank Identification Code field is optional*
9. Select the **Account Type**
10. Enter the **Account Number**
11. Click **OK**



Account Setup

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 #

⑦ ⑩ ⑨ ⑧ ⑥

⑨ Digit Routing # Between the 12 symbols

Account # Include all zeros

Account Information

Account Nickname (optional) Test ⑥

⑦ Routing Transit Number * 123456789

⑧ Bank Name * Test Bank

Bank Identification Code

Account Type * Checking Savings ⑨

⑩ Account Number * 021000021

⑪ OK Cancel

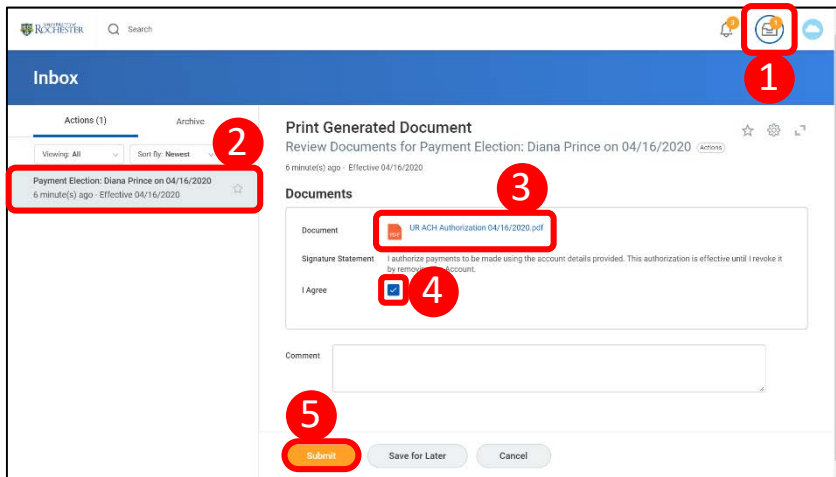
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Authorize Payment

When you add a bank to your payment elections, you must complete the **Payment Authorization Form**. This form is automatically sent to your Inbox. When you have completed these steps, you will be able to make an Online Payment through UR Student.

Warning: If you try to submit a payment before completing the Authorization Form, the payment will fail.

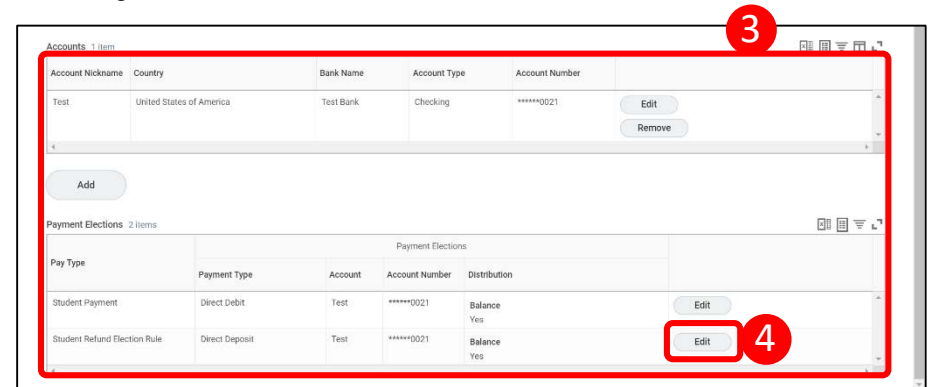
1. From any screen, click the **Inbox icon** to view your messages
2. Select the **Payment Election Message** to open the form
3. To see the form in PDF, click the **hyperlink**
4. Review the information and click the **I Agree** checkbox
5. Click **Submit**
6. Click **Done**



View/Edit ACH Refund Selection

Once you set up your Payment Elections in UR Student as Direct Debit, your Refund Selection is automatically Direct Deposit. Automated Clearing House (ACH) Refund Selection means your refund will go directly to the bank you authorized for Online payments. You can edit this at any time.

1. From the home page, click the **Finances Application**
2. Under Payments, click **Set Up Payment Elections**
3. View your **Accounts and Payment Elections**
**Notice Student Refund Election Rule matches Student Payment*
4. To change the Refund Rule, click **Edit**



5. Click the **More icon** in the Payment Type field
6. Select desired **Payment Type**
7. Click **OK**

