Setup Payment Elections & ACH Refund Selections

UR Student allows you to conveniently pay your bills Online using direct debit and direct deposit transactions. 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 *Set Up FlyWire Payments* on the [Bursar website](#).
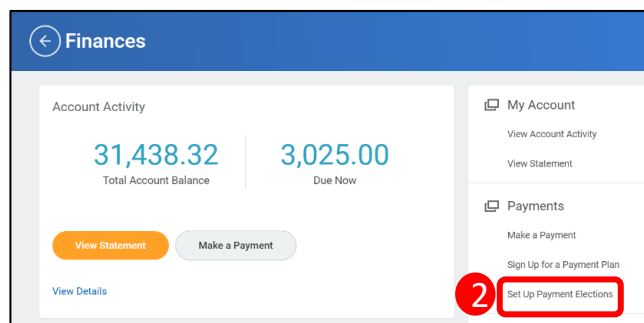
Setup Payment Elections

You can do this right from your Home page. Please note that payments are accepted from US Checking and Savings accounts. Payment elections are required for any direct debit or direct deposit transactions (automated funds transfer). Credit cards are also accepted but do not require payment elections.

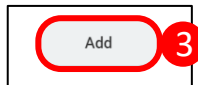1. Click the **Finances Application** under Your Top Apps.

    Note: If you do not have the **Finances** application in Your Top Apps, navigate to the Menu. The **Finances** application will be under **UR Student.**
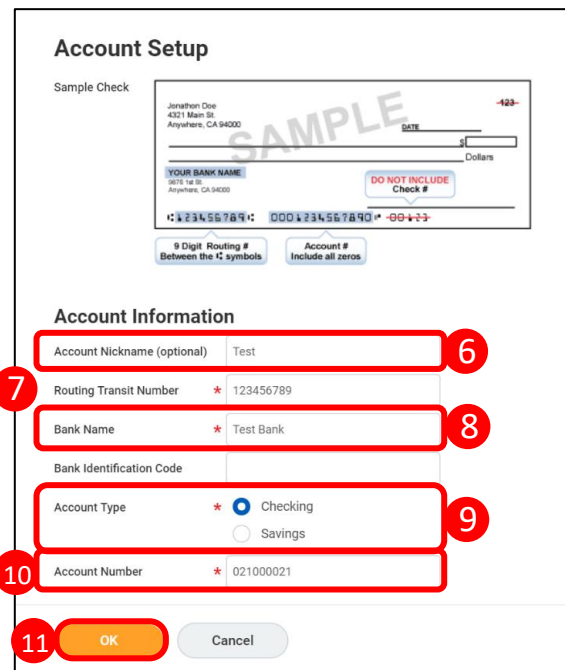
2. Under Payments, click **Set Up Payment Elections**

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

4. Review **Preferred Payment Method** and change Student Refund Election Rule if you would prefer to receive any student refunds by check

    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**
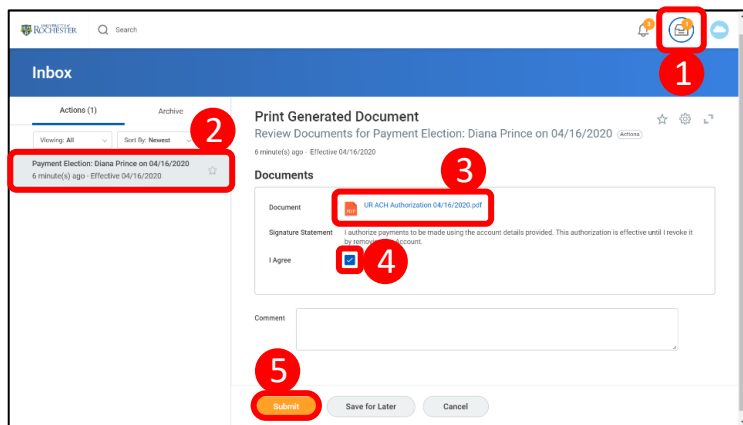11. Click **OK**

Updated 12/12/24

Setup Payment Elections & ACH Refund Selections

Authorize Payment

When you add a bank to your payment elections, you must complete the **ACH Authorization Form**. This form is automatically sent to your Inbox when you add a new bank account. 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.
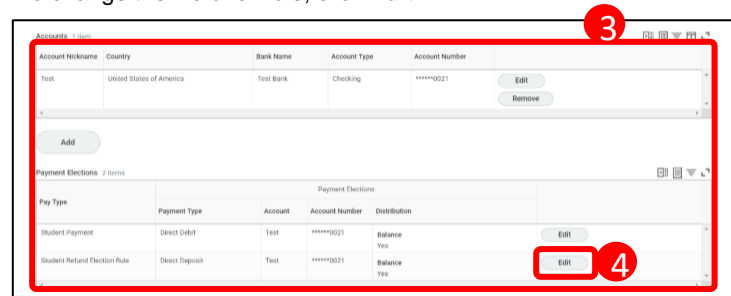
1. From any screen, click the **Inbox icon** to view your messages
2. Select the **Payment Election Message** to open the form
3. To see the form in PDF, click the **hyperlink**
4. Review the information and click the **I Agree** checkbox
5. Click **Submit**
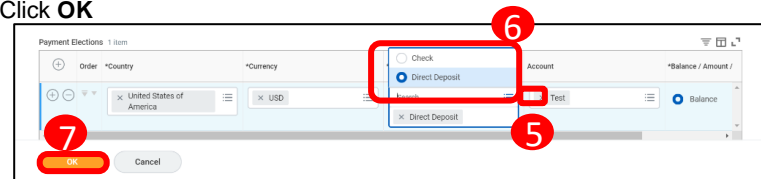6. Click **Done**

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 Your Top Apps or Menu on 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
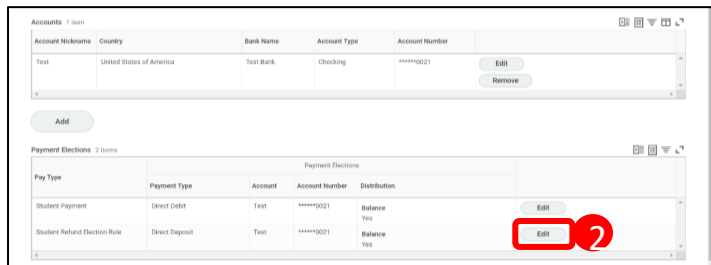6. Select desired **Payment Type**
7. Click **OK**

1. **Whenever you edit your Student Payment payment election, and you change your bank account, the system will send you another ACH Authorization form for your approval (See Authorize Payment section in this QRC). Refresh your screen if you do not see the inbox item immediately**.   Note: you MUST approve the ACH Authorization form each time you edit the **Student Payment** payment election and **change the bank account** to a new value. **Note that there is no Authorization form for the Student Refunds or the Expense Payment payment election rules.**
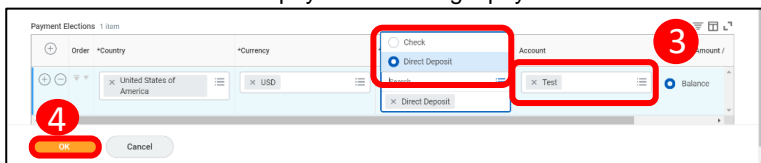
Add a new bank account/Edit Payment Elections

1. If you need to add a second bank account, follow the steps above to add the account. You will not be asked to select a Preferred Payment method when adding a second bank account, and you will not receive an ACH Authorization form until you edit your Payment Elections in the next step!

2. In the Payment Elections grid, use the Edit button to edit either the Student Payment or the Student Refund Election Rule payment election.

3. Select the bank account you would like to use for that payment election and modify the payment type if desired. The balance checkbox will NOT require you to pay your balance in full. You can override the amount to pay when making a payment. Press **OK**.

4. You will receive an ACH Authorization form in your Inbox that requires your approval **if you edit the Student Payment payment election rule and you change the bank account being used**. See Payment Authorization above for step by step instructions on how to approve the form. **Refresh your screen if you do not see the inbox item immediately.**

5. Note: you MUST approve the ACH Authorization form each time you edit the **Student Payment** payment election and **change the bank account** to a new value. **Note that there is no Authorization form for the Student Refunds or the Expense Payment payment election rules.**

Deleting a bank account

1. You cannot delete a bank account that is used in any Payment Elections. You must add a new bank account,and edit your payment elections to reference that new account first!

2. In the Payment Elections grid, use the Edit button to edit any payment elections that reference the account to use a different bank account. Don't forget to approve the ACH Authorization form each time you edit your payment election!

3. You may now use the Remove button to remove the bank account you no longer wish to use.

4. Press **OK** on the next page to confirm the deletion.