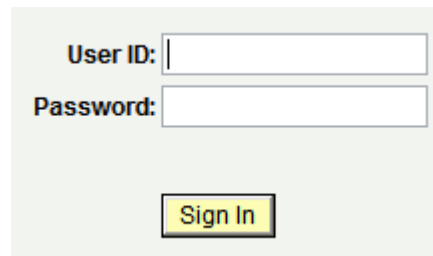


Overview

eRefunds allow your funds to be directly deposited into your account, saves you the \$20.00 refund processing fee, and prevents the possibility of your check being lost or delayed in the mail.

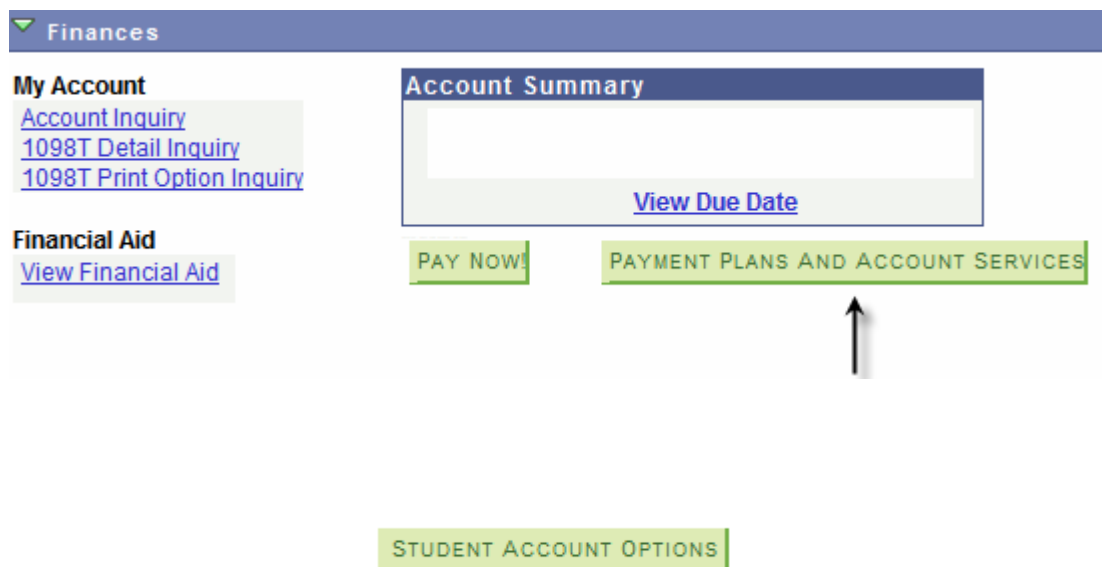
1. Go to [MySJSU](http://my.sjsu.edu/) (<http://my.sjsu.edu/>) and click the **Login to MySJSU** button.
2. Enter your **User ID** and **Password** and click the **Sign In** button.
3. From the **Student Center** page (your homepage), scroll down to **Finances**.
4. Click the **Payment Plans and Account Services** button.
5. Click the **Student Account Options** button.
6. Click the **Refunds** top tab.
7. Click the **Payment Profile** hyperlink.

User ID:

Password:

Sign In



Finances

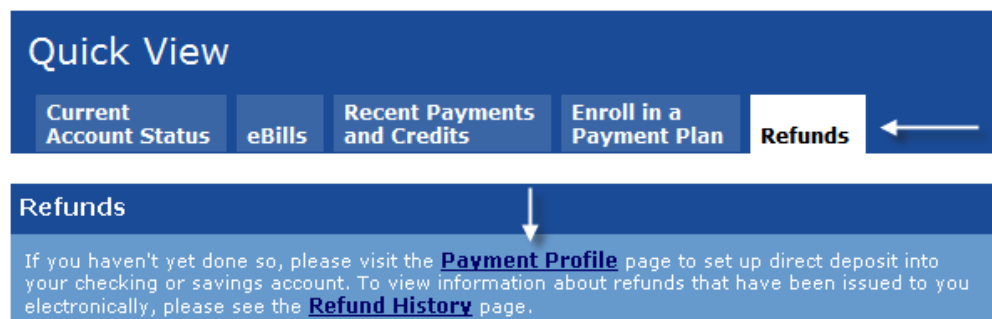
My Account
[Account Inquiry](#)
[1098T Detail Inquiry](#)
[1098T Print Option Inquiry](#)

Account Summary
[View Due Date](#)

Financial Aid
[View Financial Aid](#)

PAY NOW! **PAYMENT PLANS AND ACCOUNT SERVICES**

STUDENT ACCOUNT OPTIONS



Quick View

Current Account Status eBills Recent Payments and Credits Enroll in a Payment Plan **Refunds** ←

Refunds

If you haven't yet done so, please visit the [Payment Profile](#) page to set up direct deposit into your checking or savings account. To view information about refunds that have been issued to you electronically, please see the [Refund History](#) page.

8. Select **Bank Account (checking/savings)** from the drop down menu.
9. Click the **Go** button.
10. **Enter Bank Account Information:**
 - Account Nickname
 - Account Type
 - ABA Routing Number
 - Account Number
 - Confirm Account Number
 - Name on Account
11. Check the **Refund Option** box.
12. Click the **Save** button.
13. On the next page, you must agree/affirm the activation of your eRefund status.

Add a Payment Method

Bank Account (checking/savings)

Bank Account Information

Personal accounts only - no corporate accounts. Note that only one bank account can be designated to receive refunds. Please choose a meaningful name that will allow you to easily recognize and reuse this payment method in the future.

Account Nickname: (e.g. Primary Checking)

Account Type: -- Account Type --

ABA Routing Number: [View Illustration](#)

Account Number:

Confirm Account Number:

Name on Account:

Refund Option Please check here if you would like refunds to be deposited into this account.

The My Payment Methods page displays.

Note: The green checkmark under the Use for Refunds column confirms that you have activated your eRefunds status.

Note: If needed in the future, you may edit your account by clicking the pencil icon, or you may delete your account by clicking the red X icon.

My Payment Methods	Action	Use for Refunds
Primary Checking	 	

For additional assistance, visit [MySJSU Financial Information](http://my.sjsu.edu/mysjsu/students/help/financial) (<http://my.sjsu.edu/mysjsu/students/help/financial>).