Set up a Parent PLUS Direct Deposit

If you have been set up as an authorized user AND you qualify for the Parent PLUS loan, you may have any Parent PLUS loan refunds sent directly to the bank account you designate by following the instructions below. __NOTE__: If you indicated on the Parent PLUS application that any refund should go to the student, then the refund will be deposited in the students' eRefund account.

Step 1: **Log in.** Click on this link for <u>Authorized User Payment Portal</u>. It will take you to the screen below where you will log in with your e-mail and password. **NOTE**: if you incorrectly enter your password a few times, the system will lock you out automatically but will reset in 15 minutes. Then you may press forgot password to receive a temporary one.


IMPORTANT SECURITY INFORMATION:

Only the authorized user can set up the Parent PLUS refund account. In addition, TouchNet uses a two-step verification method to ensure the refund is going to the same person who applied for the Parent PLUS loan. In order to verify this, you will be requested to enter the last 4 digits of your Social Security number and your date of birth exactly as they were entered on the Parent PLUS loan application.

First time users, when you log into TouchNet, you will be prompted to change your password. You can then set up this additional information.

Current users will select **Security Settings** and enter or update the information on this page.

Step 2: **Select Electronic Refunds** (My Profile Setup) or Refunds from top banner.
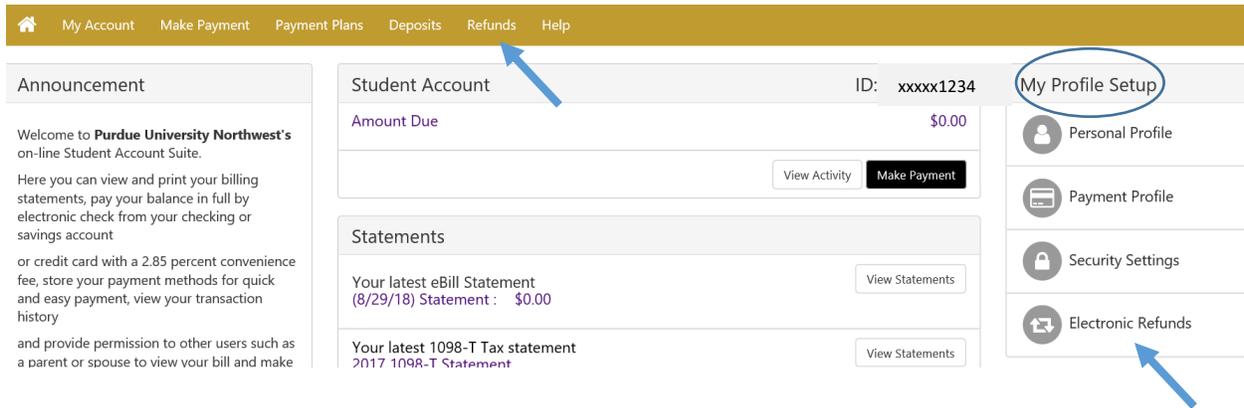
Step 3: Click 'Complete Two Step Verification.' Follow instructions for receiving your passcode. Then enter your passcode and click on 'Verify.'
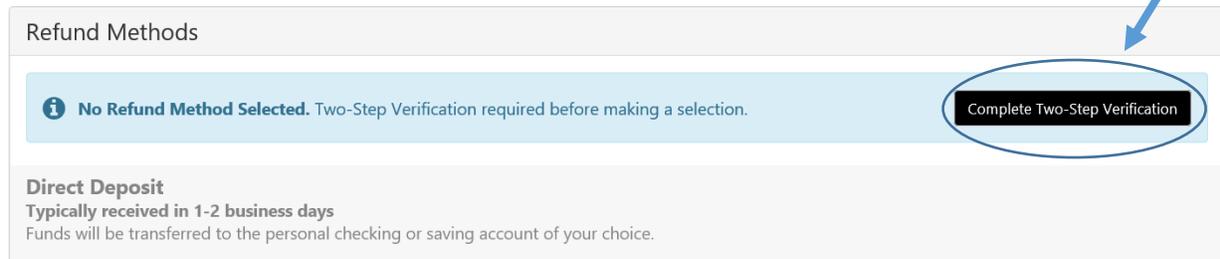
eRefunds

Refund method has been successfully removed.

eRefunds puts money in your account... FAST!

Direct deposit is the secure way to get your Parent PLUS loan refund. Please note that eRefunds are for Parent PLUS loan refunds only.

Have you set up Direct Deposit ?

Refund Methods

ℹ **No Refund Method Selected.** Two-Step Verification required before making a selection.   Complete Two-Step Verification

Direct Deposit
Typically received in 1-2 business days
Funds will be transferred to the personal checking or saving account of your choice.

My Profile

Personal Profile   Payment Profile   **Security Settings**

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

○ Text message to existing or new mobile number
○ Email message to existing or new email address
○ Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

[Setup Method]

Refund Methods

ℹ **No Refund Method Selected.** Two-Step Verification required before making a selection.   [Complete Two-Step Verification]

A passcode was sent to you for Two-Step Verification. Please enter the passcode to update refund method

[######] [×]   [Cancel] [Resend Code] [Verify]

Step 4: Verification. Put parent date of birth and last 4 digits of SSN. (Note: This must match the Parent PLUS application.) Then click on 'Set up a new account,' if this is a new account, or click on 'Select Account,' if you are editing an existing account.

ℹ **Refund Method.** Your date of birth and the last four digits of your social security number are required for verification purposes with your loan application.

A Direct Deposit account for refunds has not been set up.

Verification Information   * Indicates required information

* Date of birth: [01/01/--] 📅   * Last 4 digits of SSN: [9999]

[Set up a new account] [Select Account]

Step 5: Set up Account. Set up your refund account by completing the requested information.

Set Up Refund Account

Account Information

* Indicates required fields

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.

Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Name on account:

*Account type: Select account type

*Routing number:
(Example)

*Bank account number:

*Confirm account number:

*Save payment method as:
(example My Checking)

☐ Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

This is the name that will appear in TouchNet to help you identify what account was set up.

You have the option of making this your preferred payment method, if you choose to, by clicking this box.

Joe Smith
1234 Anystreet Court
Anycity, AA 12345   1234

Pay to the order of _____

_____ Dollars

Bank Anywhere

⑆123456789⑆ 123456789123 ⑈.1234

Routing   Account   Check
Number   Number   Number

Cancel   Continue

Step 6: Agree to terms. This agreement authorizes Purdue University to automatically deposit refunds into the bank account you have set up to receive them. Check the 'I Agree' box, and then 'Continue.'

Step 7: Verify your refund account. You know Direct Deposit is set up successfully when you see the account name under **Current Refund Method.** This is also where you would make any changes or remove a refund account.

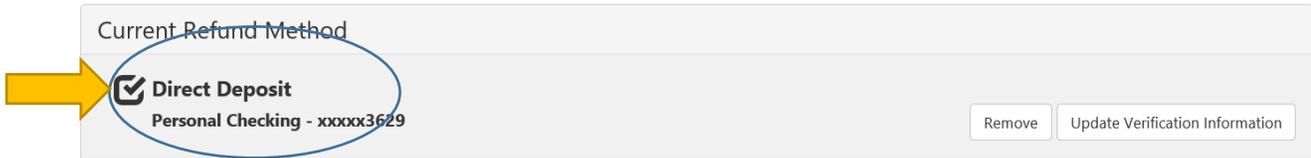## eRefunds

Your new ACH refund account has been saved.

eRefunds puts money in your account... FAST!
No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund.

You must notify the Bursar if you have instructed your bank to transfer Purdue's electronic payments to an account outside the United States. Additional information is required so that our bank can satisfy its regulatory obligations. Purdue will not be responsible for any resulting delays.

Current Refund Method

College Account - xxxxxx7890

Note: Click **Update** to set up a new refund account. (You may only maintain one refund account.) Click Remove to delete the refund account.

Update
Remove

Also, if you click on 'Refunds' you should see a message displaying your current refund method and the account you just set up.

Current Refund Method
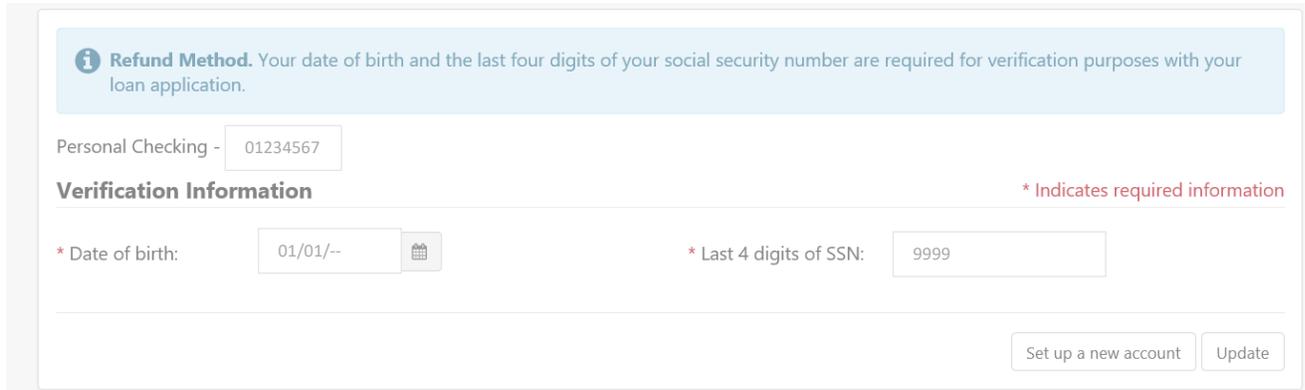
☑ **Direct Deposit**
Personal Checking - xxxxx3629

[Remove] [Update Verification Information]

You may also verify that your date of birth and SSN have been entered correctly.

ℹ **Refund Method.** Your date of birth and the last four digits of your social security number are required for verification purposes with your loan application.

Personal Checking - | 01234567

Verification Information   * Indicates required information

* Date of birth: 01/01/--   📅   * Last 4 digits of SSN: 9999

[Set up a new account] [Update]

Step 8: Log out. When you are finished conducting business in TouchNet, click on the **Log Out** link in the upper right-hand corner of the screen.