

# E-Refunding

Sign up to receive your financial aid refund electronically to your bank account via the **PayMyTuition (PMT) portal.**

# PayMyTuition Portal

- Secure online portal with real-time account activity
- View your Account Statement(s) and balance(s)
- Make a payment
- Set up a payment plan
- Set up eRefunds
- View account notifications
- Add Authorized Users



# Where is PayMyTuition located?

- 1) Go to the **Student Self-Service Portal** & login (ss.campbell.edu)
- 2) Click the drop-down tab on the top left corner of the screen
- 3) Choose "Financial Information"
- 4) Under "Student Finance," select PayMyTuition OR "Make a Payment"

The image shows two screenshots of the Student Self-Service Portal. The top screenshot is the login page, featuring a 'SIGN IN' header, input fields for 'User Name' and 'Password', and a 'SIGN IN' button. The bottom screenshot shows the main navigation menu with 'Home' at the top, followed by 'Financial Information' and 'Student Finance' tabs. Below these are links for 'PayMyTuition Payments and Payment Plans', 'Make A Payment', 'Account Summary', 'Account Activity', and 'Registration Activity'. A secondary navigation bar includes icons for 'PAYMENT CENTER', 'STATEMENTS', 'REFUNDS', 'MY PROFILE', and 'E-DOCUMENTS'. The 'PAYMENT CENTER' section is active, showing 'Payment Center', 'Payment History', and 'Payment Plan History' tabs. A warning message states 'Set Up Your eRefund Account' with an alert icon. Below this is an alert: 'Alerts: You have Stu.Fin.Resp.Agree.Spring,Business Office Approval,Erefund.' and a 'MAKE PAYMENT' button. The 'Account Information' section is partially visible at the bottom, with a 'VIEW STATEMENTS' button.

# PayMyTuition Dashboard



PAYMENT CENTER



STATEMENTS



REFUNDS



MY PROFILE



E-DOCUMENTS

Payment Center

Payment History

Payment Plan History

 Set Up Your eRefund Account

Alerts: You have Stu.Fin.Resp.Agree.Spring,Business Office Approval,Erefund.

MAKE PAYMENT

Account Information

VIEW STATEMENTS

# Create Profile

\*Choose the far-right tab on top of your dashboard

\*Select "Registration Details"

\*Setup Password & 2-Step Authentication Method

\*Once you have setup your profile, you will gain access to:

- Notifications
- Payment scheduling
- Add authorized users

\*You do NOT need a profile setup if enrolling in eRefunds only

The screenshot shows a dashboard with five tabs: PAYMENT CENTER, STATEMENTS, REFUNDS, E-DOCUMENTS, and CREATE PROFILE. The 'CREATE PROFILE' tab is selected and highlighted. Below the tabs, the heading 'Setup your profile' is followed by the text 'Once you have setup your profile you will be able to:'. There are four interactive cards: 1) 'Setup notifications via email or SMS' with an icon of a smartphone and an envelope; 2) 'Setup payment options and schedule your payments' with a calendar and dollar sign icon; 3) 'Add authorized users to your account' with a plus sign and two people icon; 4) 'Manage your refunds and setup auto-deposits' with an icon of a person and a dollar sign. Below these cards is a 'Profile Information' section with four input fields: 'First Name:', 'Last Name:', 'Student ID:', and 'Preferred Email Address:'. At the bottom, there is a blue button labeled 'REGISTRATION DETAILS' and a line of text: 'Click on the register button below to setup your profile. You will be able to update your information prior to setting up your profile.'

# Enrolling in eRefunds



Electronic Refunds ensure significantly faster receipt of your refund without the risk of a check being lost or returned in the mail. Enroll in PaymyTuition eRefunds on or before the first day of class.



Students not enrolled in eRefunds by the deadline will receive a paper check by mail to the address we have on file.



Financial aid disbursement dates vary depending on program.



Refunds are processed within 14 days from the date aid is disbursed and a credit balance is created on a student account.

# Enrolling in eRefunds

The dashboard features a navigation bar with icons for PAYMENT CENTER, STATEMENTS, REFUNDS, MY PROFILE, and E-DOCUMENTS. The 'REFUNDS' tab is highlighted. Below the navigation bar, there are sub-tabs for 'Payment Center', 'Payment History', and 'Payment Plan History'. A red notification banner at the top left reads 'Set Up Your eRefund Account'. On the right side, the 'eRefunds' section contains a message: 'eRefunds help fund you FASTER! Direct deposits are fast, secure and convenient. No more paper checks to deposit into your account.' Below this, the 'ACH Refund Method' section states 'An ACH deposit account has not been setup.' and includes a 'SETUP ACCOUNT' button.

- \*Select "eRefund" link from dashboard, or navigate to the center tab for "Refunds"
- \*Choose button on far right to "Setup Account"
- \*Enter banking information, ensuring to include any necessary leading zeroes and your full valid account number

**E-REFUND DEPOSIT ACCOUNT** ✕

**Bank Details**

Name on bank account

State Funding Account Zip Code

State\* Funding account Zip Code\*

Bank Account Type

Checking

ACH routing number Account number

Enter ACH routing number\* Enter account number\*

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Confirm ACH routing number Confirm Account number

Enter ACH routing number\* Enter account number\*

**CANCEL** **ADD**

Please note: Many savings accounts are not setup for the capability to receive outside deposits. You may confirm this information with your bank prior to account enrollment to avoid any delays due to rejected payment attempt

# Contact Us!

## Student Financial Services



[sfs@campbell.edu](mailto:sfs@campbell.edu)



(910) 893-1244



(910) 814-5788



(910) 407-1512 All Students

## Loan Team



[loanteam@campbell.edu](mailto:loanteam@campbell.edu)



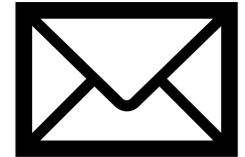
(910) 893-1314

## Campbell University

### Student Financial Services

PO Box 36

Buies Creek, NC 27506



## Refunds



[jreed@campbell.edu](mailto:jreed@campbell.edu)



(910) 893-1271