Set Up Direct Deposit for Faster Refunds

1. Visit the Tennessee Tech Website Homepage

    a. https://www.tntech.edu

2. Move your cursor to the express tab in the top right corner and select "Pay Online – Eagle Pay"
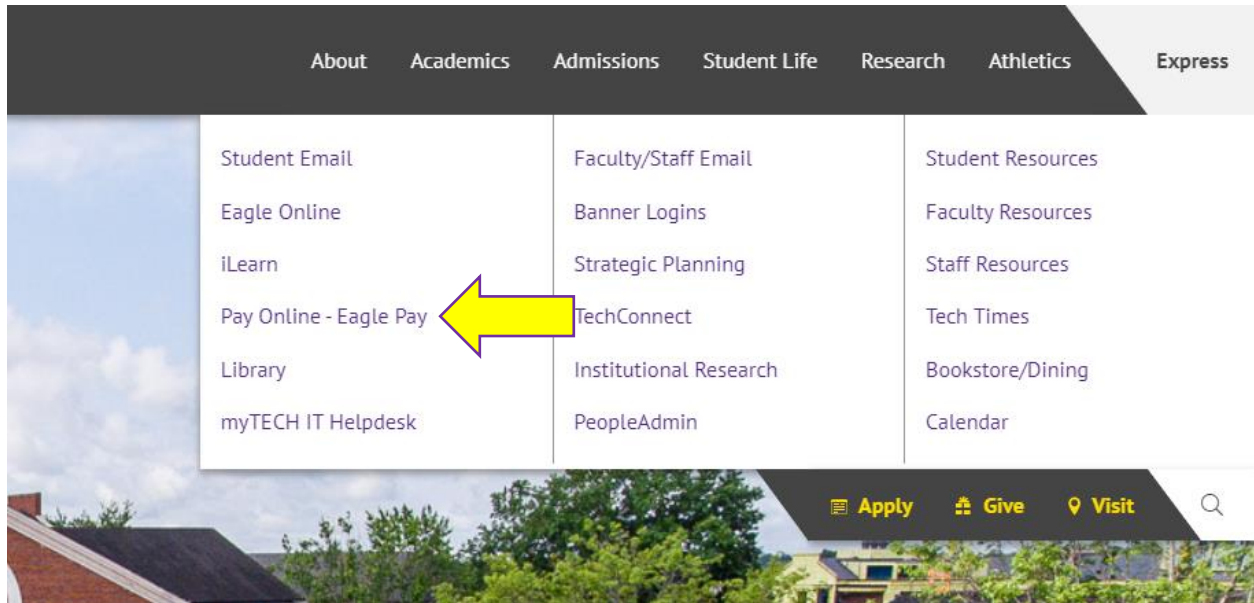
3. Login to Eagle Pay using your Username and Password
   Note: Username is the first portion of your student email (jasmith42)

4. Select *Electronic Refunds* **OR** the *Refunds* tab

5. You may need to enroll in "Two-Step Verification". If you see the following information, select *Security Settings*

If you do <mark>not</mark> see this prompt under Current Refund Method, you have already enrolled in 2-step verification. Skip to step 10

6. Select a 2-Step Verification Method from the options listed. Once Selected a prompt will be available to enter your selected method information.

7. After entering your information select *Send Code*

Be Sure to enter in your correct mobile carrier in the dropdown box next to your mobile phone number if you choose this method
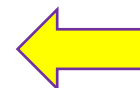
8. After selecting send code you will receive a 6-digit passcode. Enter in the passcode and select *Verify*
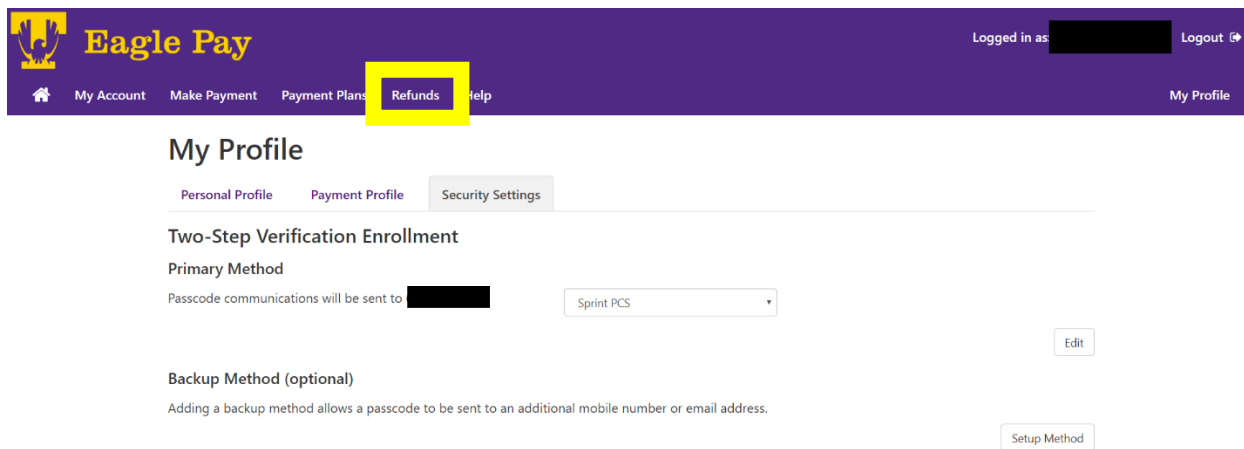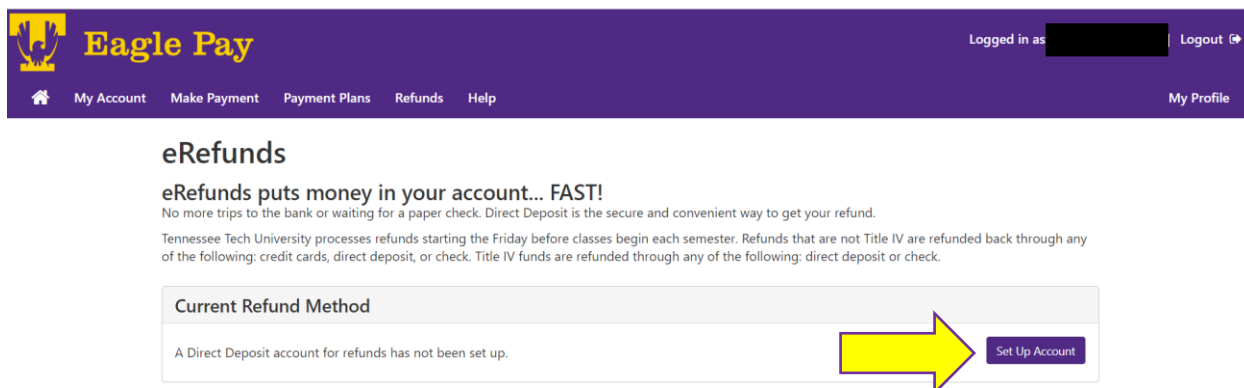
9. You now have the option to select a backup method, this is optional but will provide additional options for future 2-step verification.

Once you have set up a backup method, or chosen not to, select the *Refunds* tab

10. Select *Set Up Account*

11. A window will pop up. If you have your bank account as a saved payment method, you can select to use this as a direct deposit account as well, or you can set up a new account. Once you have made your choice select *Continue*

12. After selecting set up a new account, a new window will pop up prompting you to enter in your bank account information. This includes account number, routing number, and billing address. Your account and routing numbers can be found at the bottom of a check.

Be careful as entering this information incorrectly will cause a delay in your refund

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.
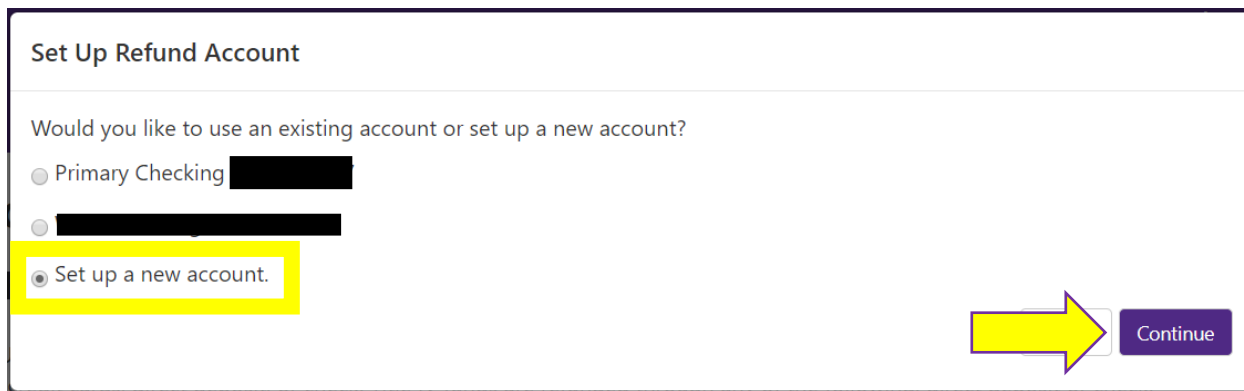
*Account type: Select account type ▼

*Routing number:
(Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State: Select State ▼

*Postal Code:

*Save payment method as:
(example My Checking)

Cancel | Continue

Once all account and billing information is entered, choose a name for this account and select *Continue*

13. Please read this screen carefully. Once you have read and understand the terms and conditions, select *I Agree,* then select *Continue*

Set Up Refund Account

I hereby authorize **Tennessee Tech University** to initiate debit or credit entries to my Depository according to the terms below,and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **$30.00** return fee will be added to my student account.

Name:

Address:

Depository:

Entered information will be here

Routing Number:

Account Number:

This agreement is dated 04/06/2020 13:30:36 PM CDT.

For fraud detection purposes, your internet address has been logged: 174.80.46.71 at 04/06/2020 13:30:36 PM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: **bursar@tntech.edu**

Print and retain a copy of this agreement.

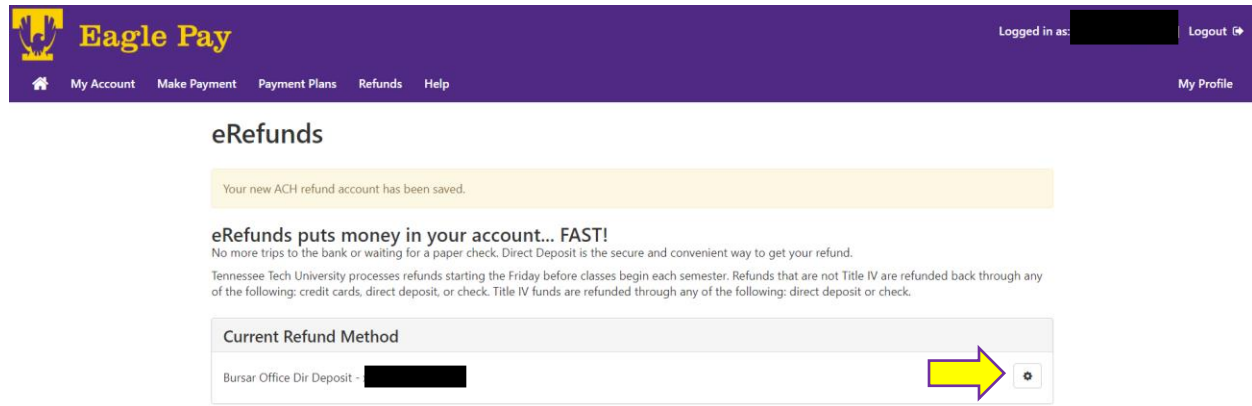Please check the box below to agree to the terms and continue.

☐ **I Agree**

Print Agreement   Cancel   Continue

14. You have now set up your direct deposit account for faster refunds! You will receive a notification email informing you of the change to your direct deposit account

Changes can be made to your current refund method by selecting the settings button under current refund method