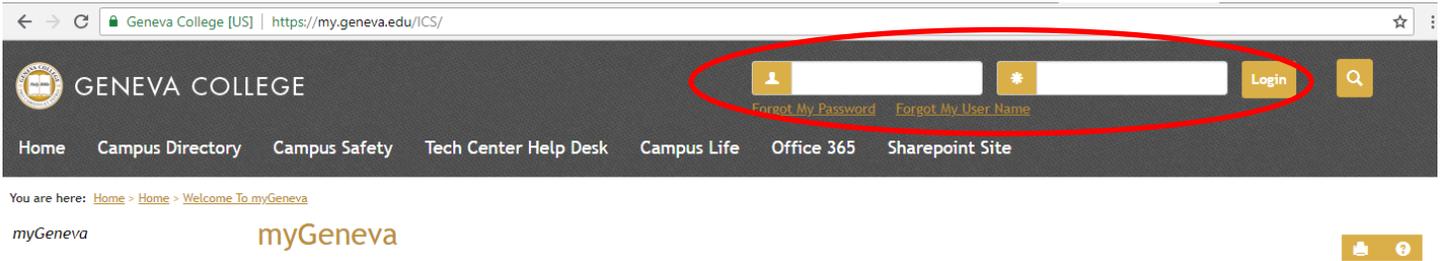


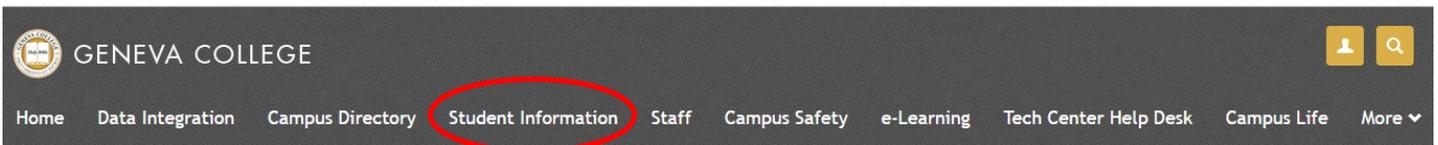
How to sign up to receive refunds via Direct Deposit

Direct deposit is simple to enroll in and a safe/secure way to receive your refund. It is an available alternative to receiving a paper check.

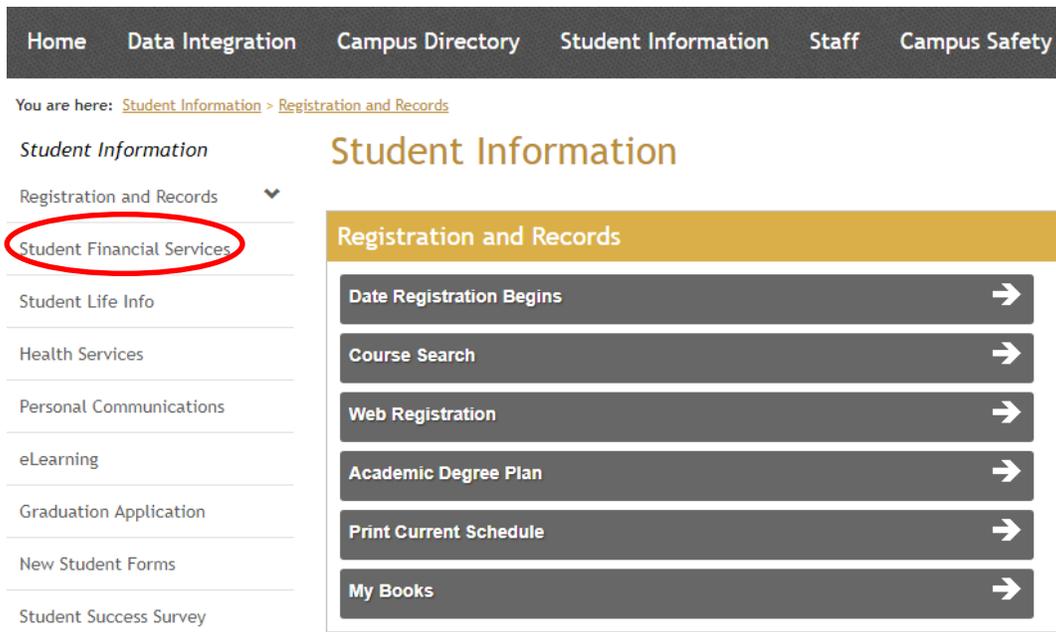
Step 1: Visit mygeneva.edu and log in.



Step 2: Click the “Student Information” tab.



Step 3: Click the “Student Financial Services” tab.



Step 4: Scroll down to the bottom of the page and click the “Go To My NelNet Account” button.

[Go To My NelNet Account](#)

Step 5: Click on the “Manage Refunds” button on the right side of the page.

The screenshot shows the NelNet account dashboard. At the top, there is a navigation bar with the Geneva College logo, the NelNet logo, and links for 'Español' and 'Customer Service'. Below this is a secondary navigation bar with 'Home', 'My Profile', and 'Financial Accounts'. The main content area is divided into two columns. The left column is titled 'Hello [redacted]' and contains a 'Payment Plan & Billing' section with a 'Current Balance' of '\$0.00' and a 'Make a Payment' button. The right column is titled 'Refunds' and contains a 'Manage Refunds' button, which is circled in red. Below the 'Refunds' section, there is a user profile section with a list of account details: 'Two e-mail addresses on file', 'Register to receive text services on your mobile phone.', 'Two Financial Accounts on file', and 'Julie Ethridge is an Authorized Party on your account. Add an Authorized Party.'

Step 6: Your profile information will be imported from your MyGeneva account and cannot be edited. If you want, you can add an additional email address to receive a notification when your refund has been processed. Additional emails must be a student email, not a parent email. Click “Next”.

Enroll in Refunds

Step 1 of 2: Profile Information

Welcome, [redacted]

Student Information

First Name	[redacted]
Last Name	[redacted]
ID	[redacted]
Email Address	[redacted]

Mailing Address

This address is based on your official address in the Geneva Information System. If you wish to change this address, please update your Personal Info on my.Geneva.edu

Secondary Email

Email Address	<input type="text"/>
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[Next](#)

Step 7: Click on Bank Account (Direct Deposit). This is the only option available.

Enroll in Refunds

Step 2 of 2: Select your refund method

Refunds will be disbursed via the selected method at the time the request is received and processed.

<input checked="" type="radio"/>	Bank Account (Direct Deposit)	Funds should be received 1-2 business days from processed date
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Step 8: Enter the requested information and click “Save.” Make sure you are using the “Routing Number” from a “Check” and not a “Deposit Slip.” They are two different numbers and your direct deposit will not be processed if incorrect.

Enroll in Refunds

Step 2 of 2: Select your refund method

Refunds will be disbursed via the selected method at the time the request is received and processed.

<input checked="" type="checkbox"/>	Bank Account (Direct Deposit)	Fu
Account Holder Name*	<input type="text"/>	
Bank Name*	<input type="text"/>	
Account Type *	<input checked="" type="radio"/> Checking <input type="radio"/> Savings	
Routing Number*	<input type="text"/>	
Account Number*	<input type="text"/>	
<small>By clicking Save, I authorize Nelnet Campus Commerce to disburse my student account refund via the method I have selected. I acknowledge that I am responsible for repayment if I receive money that I am not entitled to.</small>		
<input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/>		

You have now registered to receive your refund from Geneva College by Direct Deposit into your account! If at any time your account information changes it is your responsibility to make sure you edit your account information. Failure to keep your account information current will result in your refund being delayed and/or processed by paper check.

If you have any further questions on how to sign up for direct deposit, email us at SFS@geneva.edu or call 724-847-6530.