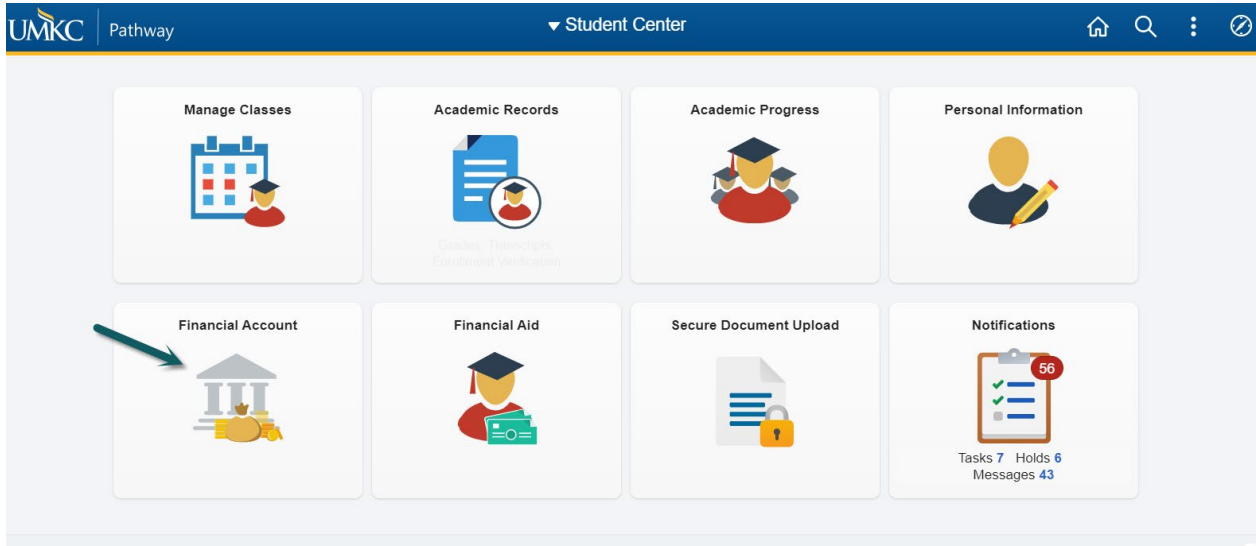


Setting Up Direct Deposit

1. Go to go.umkc.edu/Pathway.

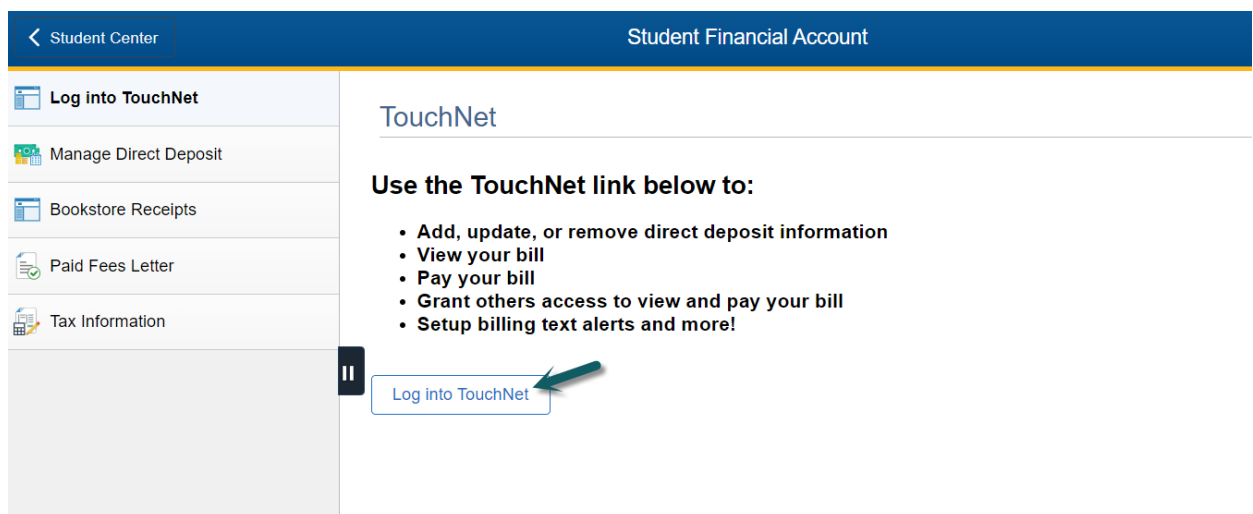
2. Type in your UMKC SSO ID (this is the part of your UMKC email before the @ symbol) and password and click “Sign In.”

Note: If this is the first-time on Pathway, you must E-Consent, by clicking UM E-Consent on the bottom of the left menu. This will log you out and when you re-enter, you will see the full Student Center tile group.



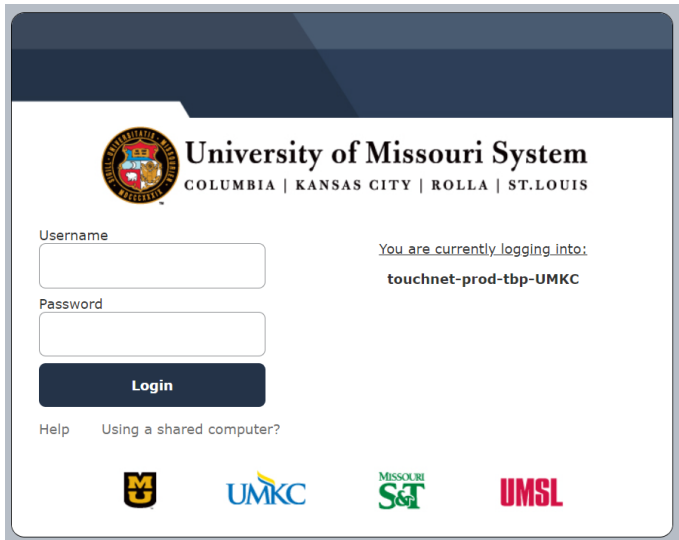
3. Click on Financial Account. Click on the [Log Into TouchNet](#) link in the middle of the page that appears.

Note: Pop-up Blockers must be disabled at this step.



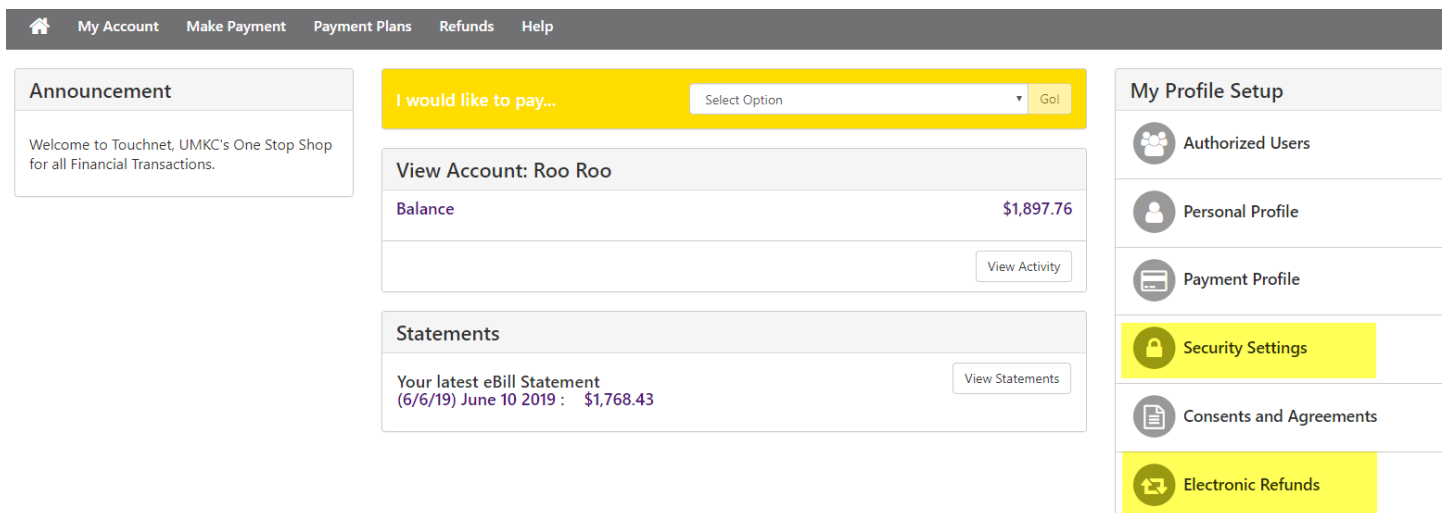
4. You will be directed to a UM System site and will need to re-enter your UMKC SSO ID and password in order to authenticate in to the TouchNet system.

Setting Up Direct Deposit



The image shows the login page for the University of Missouri System. At the top left is the university's seal. To its right, the text reads "University of Missouri System" followed by "COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS". Below this, there are two input fields: "Username" and "Password". A "Login" button is positioned below the password field. To the right of the input fields, it says "You are currently logging into: touchnet-prod-tbp-UMKC". At the bottom left, there are links for "Help" and "Using a shared computer?". At the bottom of the page, there are logos for the University of Missouri (M), UMKC, Missouri S&T, and UMSL.

5. Once authenticated, the TouchNet site will appear. If this is your first time setting up direct deposit, you may need to first click on Security Settings and sign up for Two Factor Verification. This is an extra step that secures your TouchNet Profile and will be required to authenticate any changes to direct deposit information, as well.



The image shows a user dashboard for TouchNet. At the top is a navigation bar with links: "My Account", "Make Payment", "Payment Plans", "Refunds", and "Help". Below the navigation bar, there are several sections:

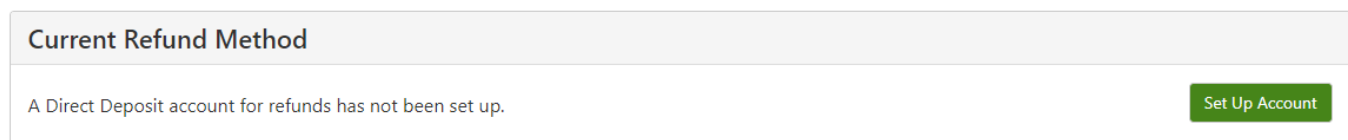
- Announcement:** A box containing the text "Welcome to Touchnet, UMKC's One Stop Shop for all Financial Transactions."
- Payment Section:** A yellow bar with the text "I would like to pay..." followed by a dropdown menu labeled "Select Option" and a "Go!" button.
- Account Summary:** A section titled "View Account: Roo Roo" showing a "Balance" of "\$1,897.76" and a "View Activity" button.
- Statements:** A section titled "Statements" showing "Your latest eBill Statement (6/6/19) June 10 2019 : \$1,768.43" and a "View Statements" button.
- My Profile Setup:** A vertical list of menu items: "Authorized Users", "Personal Profile", "Payment Profile", "Security Settings" (highlighted in yellow), "Consents and Agreements", and "Electronic Refunds" (highlighted in yellow).

6. Once Two Factor Verification is established, you can click on Electronic Refunds to set up your Direct Deposit account. If this is the first time or the previous direct deposit has already been cancelled, you will simply click "Set Up Account" on the eRefunds page. If an account already exists, skip to Step 9 in this guide in order to update your information.

eRefunds

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.



The image shows a screen titled "Current Refund Method". It contains a message: "A Direct Deposit account for refunds has not been set up." To the right of this message is a green button labeled "Set Up Account".

Setting Up Direct Deposit

7. Enter the necessary information and click Continue. Please note that you can also save this payment method for use later in making eCheck payments on your student account.

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 travelers 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:

*Routing number:
(Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

Check here for an international address

*Billing address:

Billing address line two:

*City:

*State/Province:

*Postal Code:

*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.

8. An Authorization to debit or credit your banking account will appear. You must click the I Agree button and then click Continue to set up direct deposit. This agreement will remain part of your TouchNet account is accessible at a later date for your review, as well.

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


I Agree

Setting Up Direct Deposit

9. Your refund account has been created. An email will automatically be sent to the student email address as verification and it will appear under Current Refund Method. In order to edit or delete your direct deposit account, simply click on the gear to the right of the account information on the eRefunds page and select the appropriate action.

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.

Current Refund Method	
My Checking - xxxx6789	
	<ul style="list-style-type: none">UpdateRemove