

## Setting Up Direct Deposit

1. Go to [go.umkc.edu/Pathway](http://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 have another menu option, "Self-Service".*

3. Click on Self Service, then Student Center. Scroll down to the "Finances" section of the Student Center page. Click on the [Log Into TouchNet](#) link in the middle of the Finances section.

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

The screenshot shows the UMKC Pathway website interface. At the top, there is a navigation bar with a dropdown menu for "Academics". Below this, there are several links: Grades, Search, Plan, Enroll, My Academics, Request Degree Audit, Transcript Audit Trail, Cert Letter Audit Trail, and Enroll: MU, S&T, UMSL. A search bar contains the text "other academic...". To the right, there is a message box that says "You are not enrolled in classes." and a link for "Enrollment Shopping Cart". Below the Academics section, there is a dropdown menu for "Finances". Under "Finances", there are two main sections: "My Account" and "Financial Aid". The "My Account" section includes links for "Manage Direct Deposit", "Paid Fees Letter", "Bookstore Receipts", "Parking Tickets", and "Billing Statement History". The "Financial Aid" section includes a link for "View Financial Aid". A message box in the "My Account" section says "You have no outstanding charges at this time." Below this message, there is a paragraph of text explaining TouchNet and a yellow button labeled "Log Into TouchNet".

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.
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 screenshot shows the TouchNet website interface. At the top, there is a navigation bar with links for "My Account", "Make Payment", "Payment Plans", "Refunds", and "Help". Below this, there is an "Announcement" box with the text "Welcome to Touchnet, UMKC's One Stop Shop for all Financial Transactions." To the right of the announcement, there is a yellow box with the text "I would like to pay..." and a dropdown menu for "Select Option" and a "Go!" button. Below this, there is a "View Account: Roo Roo" section with a "Balance" of "\$1,897.76" and a "View Activity" button. Below that, there is a "Statements" section with the text "Your latest eBill Statement (6/6/19) June 10 2019 : \$1,768.43" and a "View Statements" button. On the right side of the page, there is a "My Profile Setup" section with several options: "Authorized Users", "Personal Profile", "Payment Profile", "Security Settings" (highlighted in yellow), "Consents and Agreements", and "Electronic Refunds" (highlighted in yellow).

## Setting Up Direct Deposit

- 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.

Current Refund Method	
A Direct Deposit account for refunds has not been set up.	<a href="#">Set Up Account</a>

- 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:	<input type="text" value="Select account type"/>
*Routing number: (Example)	<input type="text"/>
*Bank account number:	<input type="text"/>
*Confirm account number:	<input type="text"/>

### Billing Information

*Name on account:	<input type="text"/>
<input type="checkbox"/> Check here for an international address	
*Billing address:	<input type="text"/>
Billing address line two:	<input type="text"/>
*City:	<input type="text"/>
*State/Province:	<input type="text" value="Select State/Province"/>
*Postal Code:	<input type="text"/>
*Save payment method as: (example My Checking)	<input type="text"/>
<input type="checkbox"/> Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.	

## Setting Up Direct Deposit

- 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

Print Agreement

Cancel

Continue

- You 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 - xxxxx6789



Update  
Remove