How to Sign Up for eRefunds in POUNCE

1. Students must log into POUNCE

2. Once you are logged in, they select “Pay Your Bill / View Student Account / Set up eRefund Deposit Information”, which is the bottom link on the main menu.

3. Selecting this link will take you to a page that lets you know you might need to disable popup blockers before you can go to the Student Account Center.
5. Next click “Connect to Student Account Center” which will open in a new window.
6. The window opens to the “my account” tab.

7. Click on the tab at the top that says “eRefunds”
8. Once you click on this tab, you should click on the green button that says “Set up Account”. You can also click the blue wording under “Actions” “Set up Account”.

**Set Up Refund Account**

Account Information

*Indicates required fields

Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.
Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.

- **Account type:** Checking
- **Routing number:**
- **Account number:**
- **Confirm account number:**
- **Name on account:**

*Save payment method as:
(e.g. Primary Checking)

[Continue] [Cancel]
10. Here you can set up your checking or savings account. If you don’t know where to find your Routing or Account number, you can click on “View Example”

ABA Routing Example

Please enter your banking information as shown in the example above.

- **Routing number**: always comes first and is exactly 9 digits.
- **Account number**: varies in length. May appear before or after the check number. Include any leading zeros, but omit spaces and non-numeric characters.
- **Check number**: is not needed. Do not include the check number.

It is important to enter your banking account information accurately, or your payment cannot be successfully completed. If you have questions, please contact your bank.

DO NOT enter your debit card number.

11. Once you enter your bank account information, the system will provide you with this confirmation screen where you have to click “I Agree” and “Continue”
12. When you click “continue” it says “Your new ACH refund account has been saved”.

**eRefunds**

Your new ACH refund account has been saved.

**eRefunds puts money in your account...FAST!**

Direct Deposit is the secure and convenient way to get your refund.
No more trips to the bank or waiting for a paper check.

<table>
<thead>
<tr>
<th>Direct Deposit Bank Account</th>
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<tr>
<td>Account Description</td>
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Refund History for Bethany Welsh

No past refunds were found.

Need Help?
Business Office: 706-737-1767   Email: business_office@gru.edu