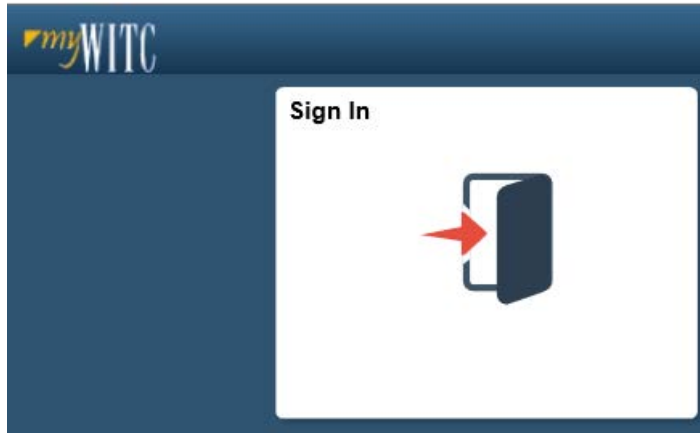
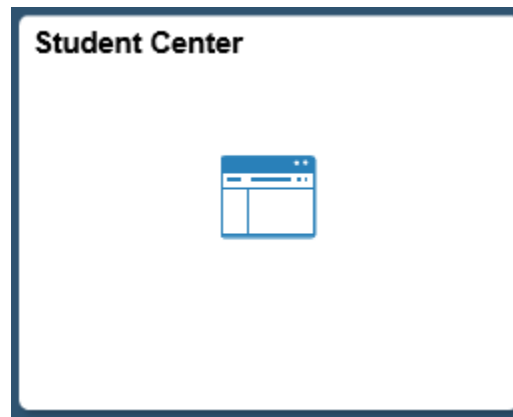
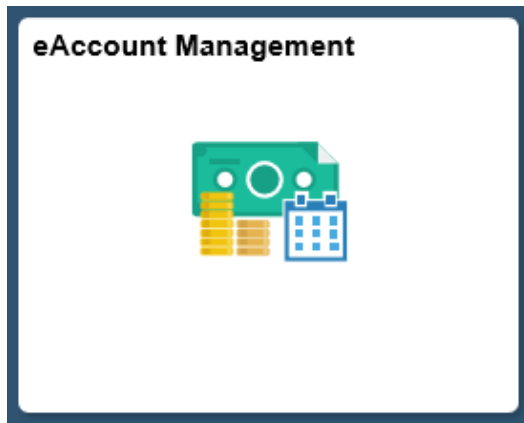


How to Edit or Remove eRefund Information

1. Sign into **MyWITC** at www.witc.edu/mywitc using your **Student ID** and **Password**



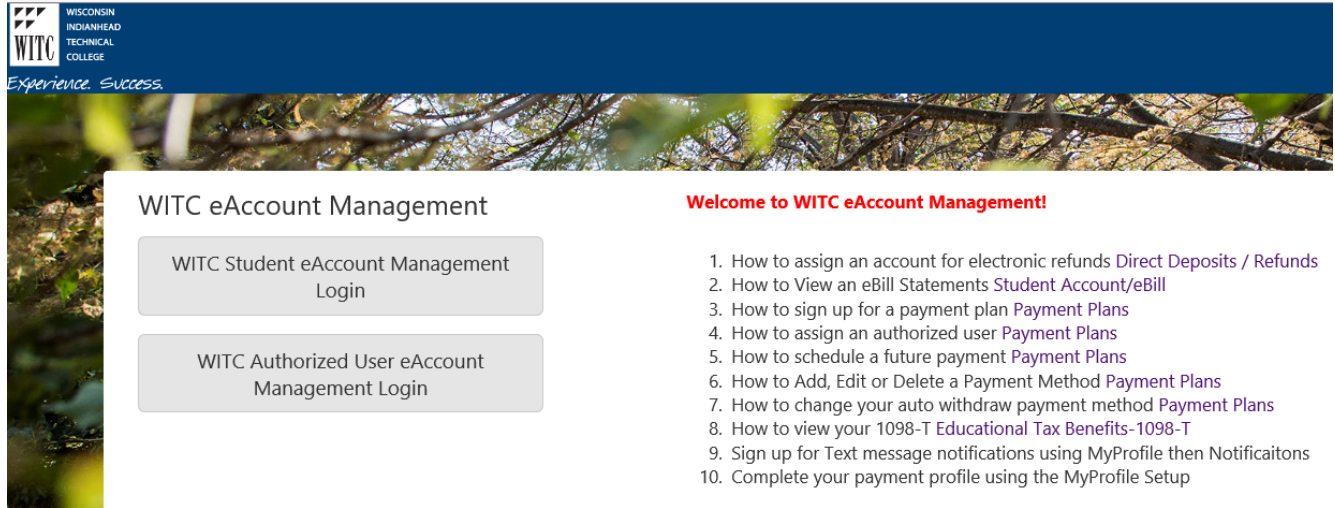
2. The **Student Homepage** will display, click on the **eAccount Management** tile or the **Student Center** tile and in the **Finances** section, click on **eAccount Management**.



You will be redirected to WITC's eAccount Management secure website (make sure the pop-up blocker is turned off on your computers internet settings)

3. Log into **WITC eAccount Management** (use your same **Student ID** and **Password** as **MyWITC**)

How to Edit or Remove eRefund Information



4. Once logged in you will see options on the Home page to manage all of your WITC eAccount information. Click on **Refunds** on the toolbar.



5. If you would like to edit your banking information, click on the **Edit** link under **Actions**

Refunds



eRefunds puts money in your account... FAST!

No more trips to the bank or waiting for a paper check.

**payments made by credit card will be refunded back to credit cards used for payment, followed by any student refund bank profiles. If neither of these exist, a paper check will be created and mailed to the student's WITC mailing address.

Direct Deposit is the secure and convenient way to get your refund.

Direct Deposit Bank Account

Account Description	Actions
Test Checking	Edit Remove

Refund History for TestF ITC

You have no past refunds.



6. Change the information and click **Save**. **NOTE:** Information must be changed prior to Sunday at Midnight in order for the eRefund to activate for that week's financial aid refund.

How to Edit or Remove eRefund Information

Set Up Refund Account

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:

*Routing number:

*Bank 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)



7. If you would like to remove your banking information, click on **Remove** under **Actions**.

Refunds



eRefunds puts money in your account... FAST!

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Account Description	Actions
Test Checking	Edit Remove



Refund History for TestF ITC

You have no past refunds.

8. It will state below under Account Description: **“Your direct deposit account for refunds has not been set up.”**

How to Edit or Remove eRefund Information

Refunds

Thank you. Your changes have been saved.



eRefunds puts money in your account... FAST!

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**payments made by credit card will be refunded back to credit cards used for payment, followed by any student refund bank profiles. If neither of these exist, a paper check will be created and mailed to the student's WITC mailing address.

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[Set Up Account](#)

Direct Deposit Bank Account

Account Description	Actions
Your direct deposit account for refunds has not been set up.	Set Up Account



Refund History for TestF ITC

You have no past refunds.