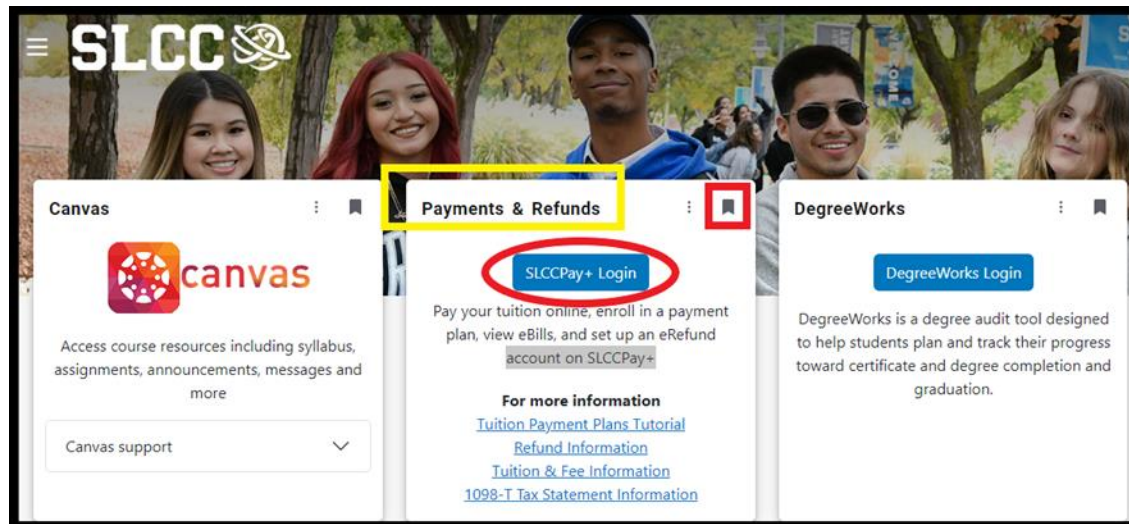


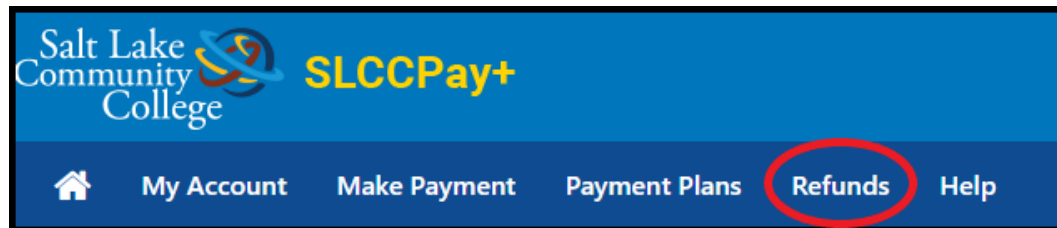
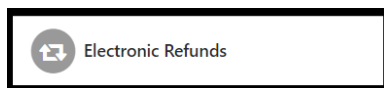
# SLCCPay+

## SET UP ELECTRONIC REFUNDS

1. Sign in at: <https://my.slcc.edu/>
2. Find the **Payments & Refunds** tile.
  - a. To pin it to your Home screen, select the bookmark in the upper-right.
3. Click the **SLCCPay+ Login** button. This will take you to your SLCCPay+ portal.



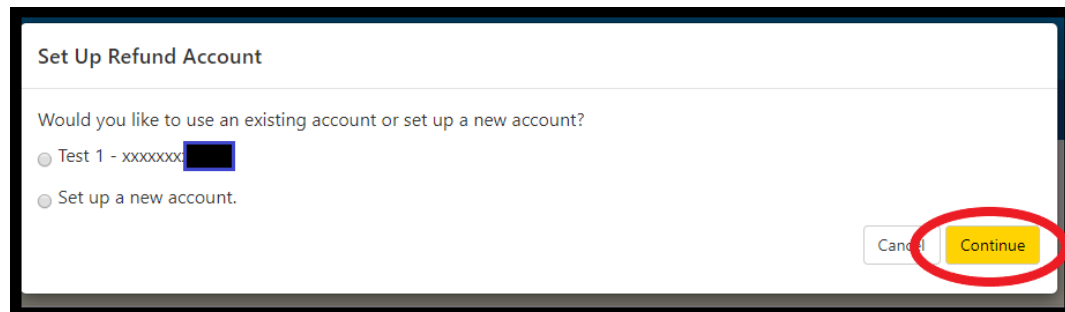
4. Click the **Refunds** tab located on the top bar OR **Electronic Refunds** located in the **My Profile Setup** column at the right of your home page.



5. Select the **Set Up Account** button.



6. Select one of the radio buttons:
  - a. One of your saved accounts, or
  - b. Set up a new account.
7. Click **Continue** once you've finished selecting your method of payment. \*



\*If you are selecting a saved method, skip to [Step 13](#). For setting up a new account, continue to Step 8.

## Setting up a New Account

8. Fill out all of the required information. Verify that all the information is correct before continuing.

**\*\*You cannot receive an electronic refund if the information is incorrect.**

9. Click the **Continue** button at the bottom right corner of the page to move on to the agreement.

10. Read through the agreement and verify your information is correct.

11. Check the box next to **I Agree**, just below the agreement (see red box in example image to the right).

a. You have the option to **Print Agreement** (see blue box in the example image) if you would like a physical copy.

12. Click **Continue** to save your account information/complete setting up your electronic refund method.

13. You will now see your account saved under **Current Refund Method**.

a. Here you can verify the last four numbers of the account you have saved.

b. To Update/Remove account click the settings button with the **gear icon** (blue box in last example image) to the right of the saved 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 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: (Example)

\*Bank account number:

\*Confirm account number:

**Billing Information**

\*Name on account:

\*Billing address:

Billing address line two:

\*City:

\*State:

\*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.

Set Up Refund Account

I hereby authorize Salt Lake Community College to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a \$20.00 return fee will be added to my student account.

Name:

Address:

Depository:

Routing Number:

Account Number:

This agreement is dated 05/05/2020 11:04:13 AM MDT.

For fraud detection purposes, your internet address has been logged: 73.98.244.90 at 05/05/2020 11:04:13 AM MDT

**Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.**

To revoke this authorization agreement you must contact: [AccountsReivable@slcc.edu](mailto:AccountsReivable@slcc.edu)

Print and retain a copy of this agreement.

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

I Agree

Current Refund Method

Test 2 - xxxxxx