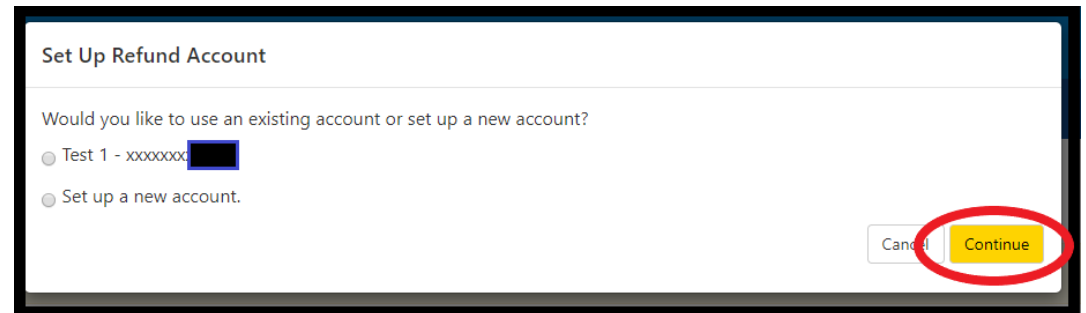
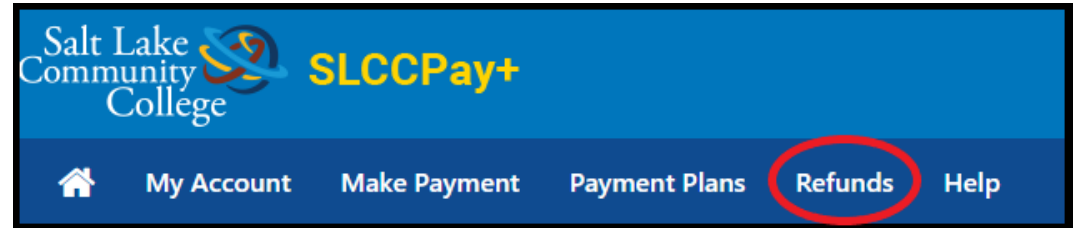
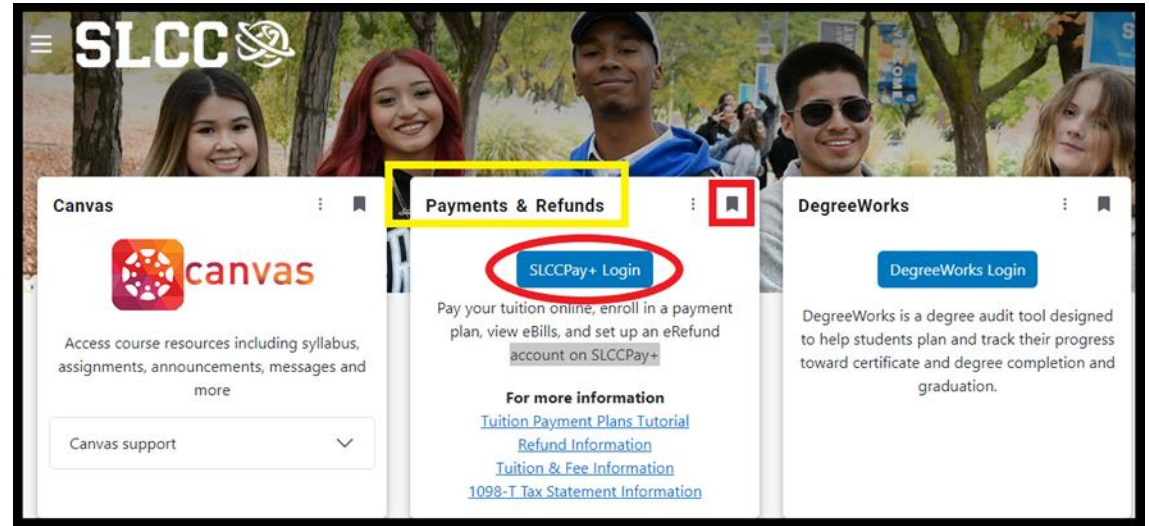


SLCCPay+

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 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

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

Troubleshooting Common Issues with Set-Up

Issue: *I cannot locate my Routing or Account Number*

Possible Solutions:

- At the bottom of a check, you will see three groups of numbers. The first group is generally your routing number, the second is your account number, and the third is the check number. Some banks will sequence these numbers different. The check number will always match the number in the upper righthand corner of the check. The routing number is always bookended by the transit symbol . The top image on the right provides a visual reference.
- If you do not have a check, the Routing Number is usually available on the website of your financial institution, frequently under “Direct Deposit” or “Setting up Direct Deposit”. You will need to contact your financial institution to receive the Account Number. An example of the form you might receive from your Financial Institution can be seen on the right (bottom image).

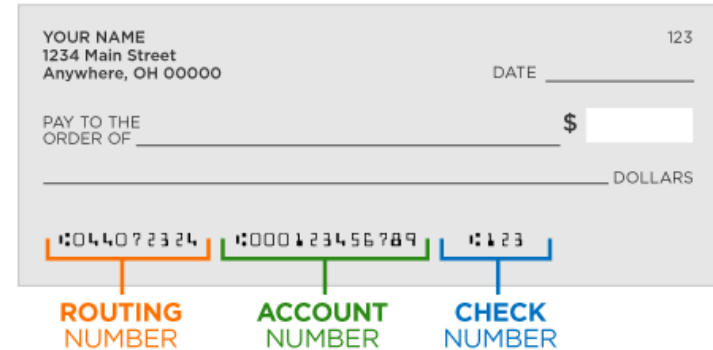
Issue: *The Routing Number is Incorrect*

Possible Solution: Remember, the Routing Number will always be 9-digits long. If all else fails, verify your routing and account number with your bank.

Issue: *The Account Number is Incorrect*

Possible Solutions:

- The number of digits in the account number can vary, but it is *not* the same as the 16-digit number on the front of a debit card for the same account.
- The number may have additional digits before or after the regular Account Number. America First offers a great example of this. Please refer to the image on the right (see red box).
- If you are unsure what your routing or account number is, please contact your bank for support.






YOUR NAME
1234 Main Street
Anywhere, OH 00000

DATE _____ 123

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

 044072324  000123456789  123

ROUTING NUMBER **ACCOUNT NUMBER** **CHECK NUMBER**



At America First, we offer direct deposit, an easier & more secure way to receive your hard-earned paychecks. Here is the information you'll need to get started:

1. Routing/transit number
324377516

2. 12-digit direct deposit (ACH) number
Below are a few ways to get it:

Online Banking: Log in at americafirst.com, select checking or savings, then click the unhide icon to reveal it.

Voided Check: It appears on the bottom of an America First check.

Build It Yourself: Here is how:

- **Prefix:** All 12-digit numbers start with 7460.
- **Zeros:** All numbers have zeros between the prefix and account number to make 12 digits.
- **Account number:** A member's 12-digit number ends with the account number.

Example:

Example 12-digit direct deposit (ACH) number:

7 4 6 0 0 1 2 3 4 5 6 7

Prefix Fill in Zero(s) Account Number

This applies to share savings or checking accounts only.

For more information, visit americafirst.com/direct-deposit or scan this QR code.



Federally insured by NCUA.