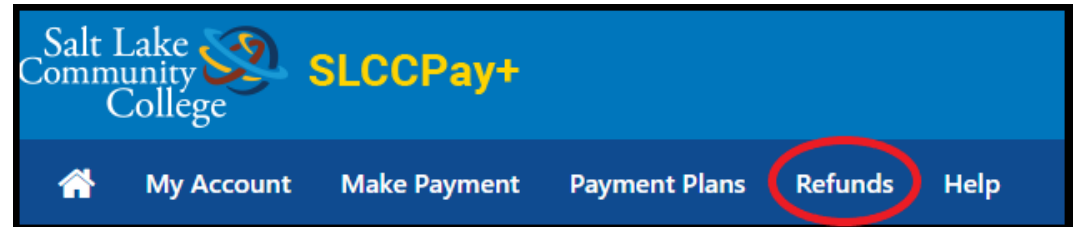
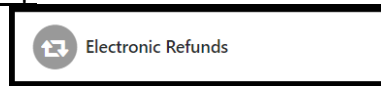
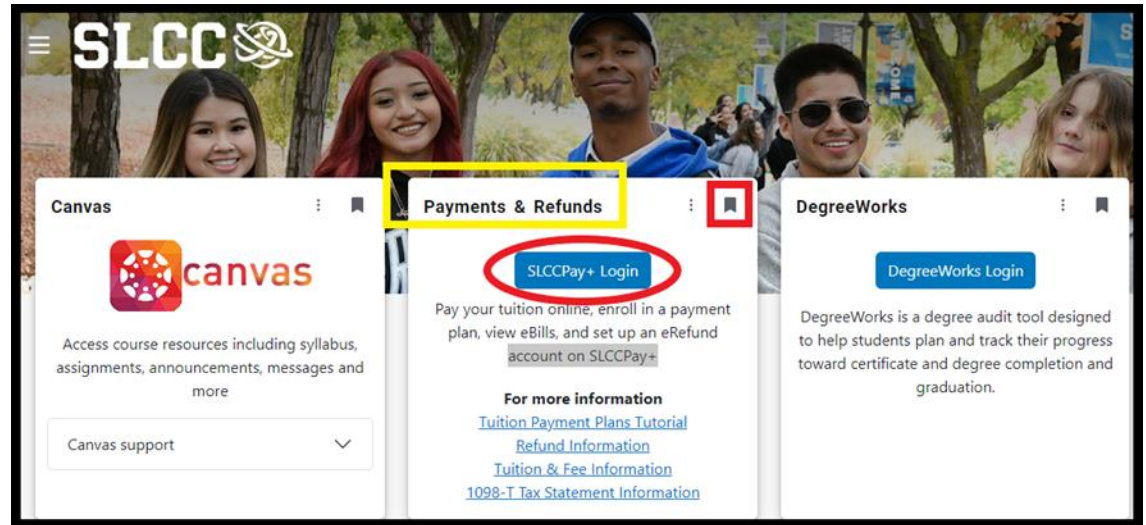


# SLCCPay+

## SET UP ELECTRONIC REFUNDS

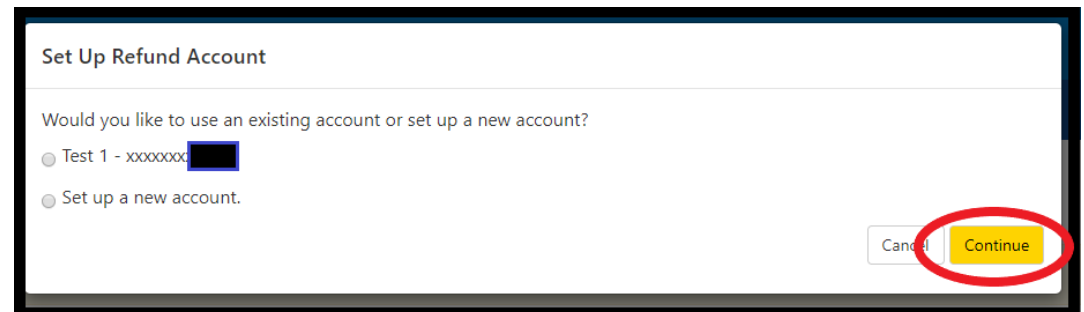
1. Inicie sesión: <https://my.slcc.edu/>
2. Busque el cuadro **Payments & Refunds**.
  - a. Para anclarlo en su pantalla de inicio, seleccione el marcador en la esquina superior derecha.
3. Haga click en el botón **SLCCPay+ Login**. Esto lo llevará al portal SLCCPay+
4. Haga click en la pestaña **REFUNDS** ubicada en la barra superior o **Electronic Refunds** localizada en la columna **My Profile Setup** a la derecha de su página de inicio.



5. Seleccione el botón **Set Up Account**.



6. Seleccione uno de los botones de opción:
  - a. OUna de sus cuentas guardadas, o
  - b. Configurar una cuenta nueva.
7. Click **Continue** una vez que ha terminado de seleccionar su método de pago. \*



\*Si está seleccionando un método guardado salte al [Paso 13](#). Para configurar una cuenta nueva, continúe al Paso 8.

## Configurar Una Cuenta Nueva

8. Complete toda la información solicitada. Verifique que toda la información sea correcta antes de continuar.

**\*\*Usted no podrá recibir un reembolso si la información es incorrecta.**

9. Click **Continue**

10. **Continue**

I Agree, just (s) ).  
**Print Agreement (Imprimir el Acuerdo)**  
 , **Continue** complete


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

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

## 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).

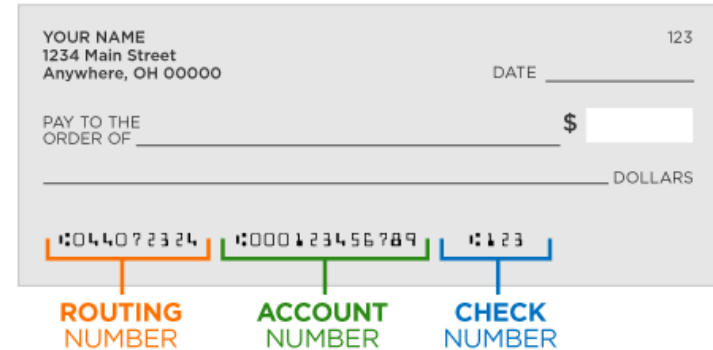
**Issue:** *The Routing Number is Incorrect*

**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](http://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](http://americafirst.com/direct-deposit) or scan this QR code.



Federally insured by NCUA.