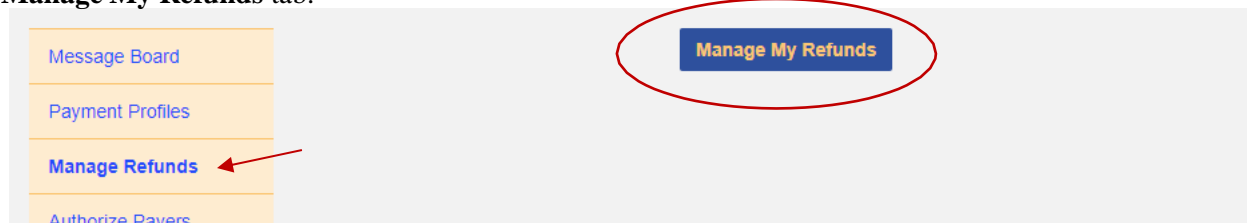


# Enrolling in Direct Deposit

**Step 1:** Log into **myCharger** by entering your username and password, then click **Sign in**.

**Step 2:** Click on the **ePay icon** located at the top of the page.

**Step 3:** Once in the ePay system, select **Manage Refunds** from the menu on the left and then click on the **Manage My Refunds** tab.



**Step 4:** Click **Home** and then select **Edit Refund Method**.

## Refund Method



**Step 5:** If you receive the **Mobile Enrollment** screen, please skip this section, and hit **Save** and then **Yes** on the next screen.

**Step 6:** An **Authorization Code** will then be sent to your UNH email. Please be sure to check your Junk/Spam folder as well if you do not see the email in your inbox.

**Step 7:** Type in the **Authorization Code** and hit submit. Do not copy and paste the code from your email.

A screenshot of the 'Authentication' screen. It has a title 'Authentication' in orange. Below it is a green message: 'Confirming your identity enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.' Below this is a blue instruction: 'Please enter code sent to xxxx@unh.newhaven.edu'. Underneath is the label 'Authorization Code' and a text input field containing 'XXXXX'. At the bottom are two green buttons: 'Submit' and 'Cancel'.

**Step 8:** Click on the Bank Account (Direct Deposit) button and enter your bank information.

A screenshot of the 'Enroll in Refunds' screen. The title is 'Enroll in Refunds' in blue. Below it is 'Step 2 of 2: Select your refund method' in orange. A green 'LIVE HELP' button is on the right. A paragraph explains that refunds will be disbursed via the selected method or via first class mail if not selected. Below this is a list of options, each with a radio button. The first option, 'Bank Account (Direct Deposit)', is selected and has a red arrow pointing to its radio button. To the right of this option, it says 'Funds should be received 1-2 business days from processed date'.

**After you have entered in your bank information and clicked save, your direct deposit setup will be complete.**

## Refund Method

