Authorized Users Direct Deposit Setup for Parent PLUS Loan Borrowers

A. Click the "**Create New Account**" button.

B. Select "**No**" on the page below.

C. Enter account information on the "**Create Your Authorized User Account**" page.
   a. Check the "**I have read, understood, and agree to the Terms of Use and Privacy Policy**" box.
   b. Select "**Create**".

D. **Account Created/Next Step**: The authorized user will see the below page asking if they received the account activation email in their email and are to check their spam folder.

Account Created

✓

Next Step: Activate Your Account

To activate your account, please click the link in the email we just sent to you.

Didn't receive the account activation email? Check your spam folder.

E. Email Address Verification
   a. Log in and enter information as shown below.
   b. If you do not remember your student's ID, please contact them directly.

Welcome, Let's Get Started!

Enter your student's information below.

Your Student's I.D.

[   ]

Don't remember student's I.D.? Please contact your student directly.
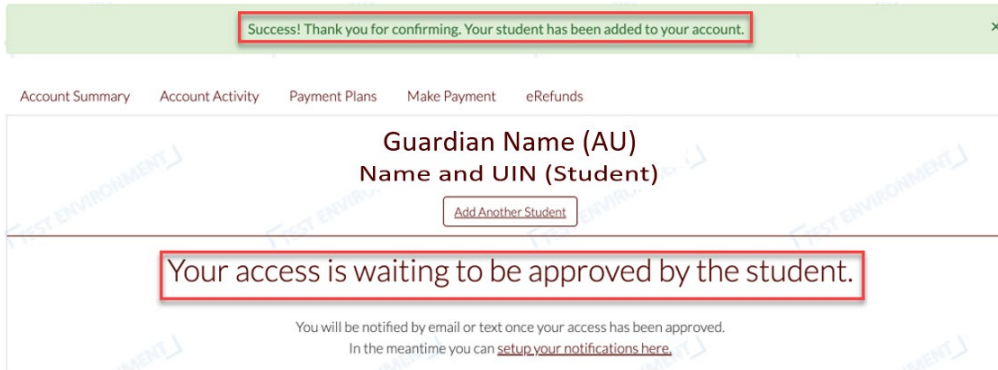
Your Student's Date Of Birth

[⌄]   [⌄]   [⌄]

☐ I'm not a robot   reCAPTCHA
                             Privacy - Terms

[Next]

Home

F. Once the student information is entered.
   a. The student will be notified and must approve the access.
   b. The message below will be displayed until the student approves your access.
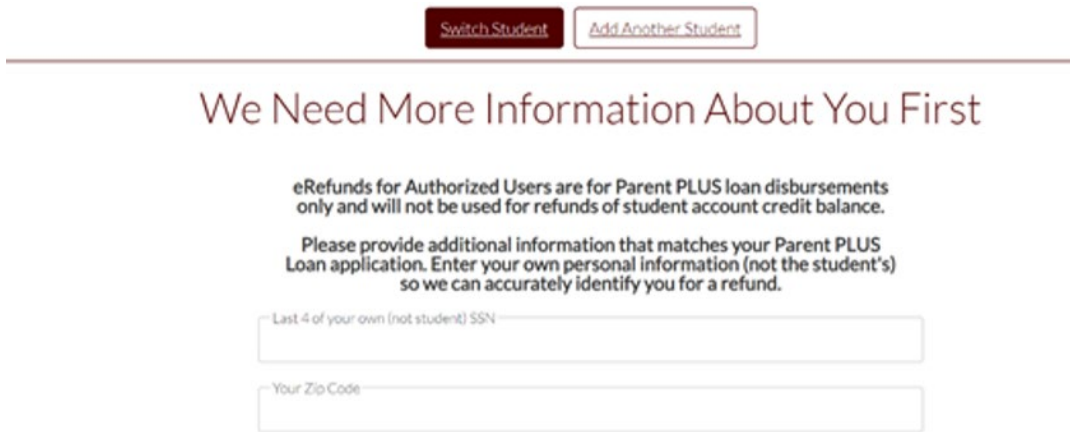
Success! Thank you for confirming. Your student has been added to your account. ✕

Account Summary   Account Activity   Payment Plans   Make Payment   eRefunds

Guardian Name (AU)
Name and UIN (Student)

Add Another Student

Your access is waiting to be approved by the student.

You will be notified by email or text once your access has been approved.
In the meantime you can setup your notifications here.

G. Student Approval
    a. Once the student approves, you can select the **eRefunds** tab.
    b. Then select the "**Enroll for eRefunds**" tab.

Account Summary   Account Activity   Payment Plans   Make Payment   eRefunds

Guardian Name (AU)
Name and UIN (Student)

Add Another Student

You are not currently enrolled for eRefunds.
You have not received any refunds yet.

Enroll for eRefunds   View Activity

H. The following screen populates once the "**Enroll for eRefunds**" tab is selected.
    a. If you have additional students, you can select the "**Add Another Student**" tab.
    b. Enter the last four digits of your SSN.
    c. Enter the zip code used on the Parent PLUS application.

Switch Student   Add Another Student

We Need More Information About You First

eRefunds for Authorized Users are for Parent PLUS loan disbursements
only and will not be used for refunds of student account credit balance.

Please provide additional information that matches your Parent PLUS
Loan application. Enter your own personal information (not the student's)
so we can accurately identify you for a refund.

Last 4 of your own (not student) SSN

Your Zip Code

I. Review and confirm that:
    a. The last **four digits of the SSN** are correct.
    b. **Zip Code –** same as on the Parent PLUS application.
    c. **Refund Option**: The last four digits of the bank account and the banking institution are correct.
    d. Select **Confirm**.

Guardian Name (AU)

Name and UIN (Student)

Add Another Student

Almost Finished, Please Review and Confirm

Last 4 of SSN: xxxx

Your Zip Code: xxxxx

Refund Option: bank account ending in xxxx

Bank Institution Name

Texas A&M University Terms & Conditions for eRefunds

Pursuant to Section 403.016, Texas government Code, I authorize the Comptroller of Public Accounts and/or applicable financial institution as designated by Texas A&M University to deposit by electronic transfer payments owed to me by the State of Texas and if necessary, reversal entries and adjustments for any amounts deposited electronically in error. The Comptroller shall deposit the payments in the financial institution & account designated here. I recognize that if I fail to provide complete & accurate information on this portal my

Confirm

Change refund option

J. Once the information is confirmed, you will receive an eRefund receipt, which will also be emailed to your account.

Guardian Name (AU)

Name and UIN (Student)

Add Another Student

eRefund Receipt

🖶 Print

✓

✓ Refund setup for bank account ending in xxxx

Bank Institution

Last 4 of SSN: xxxx

Your Zip Code: xxxxx

eRefund Home