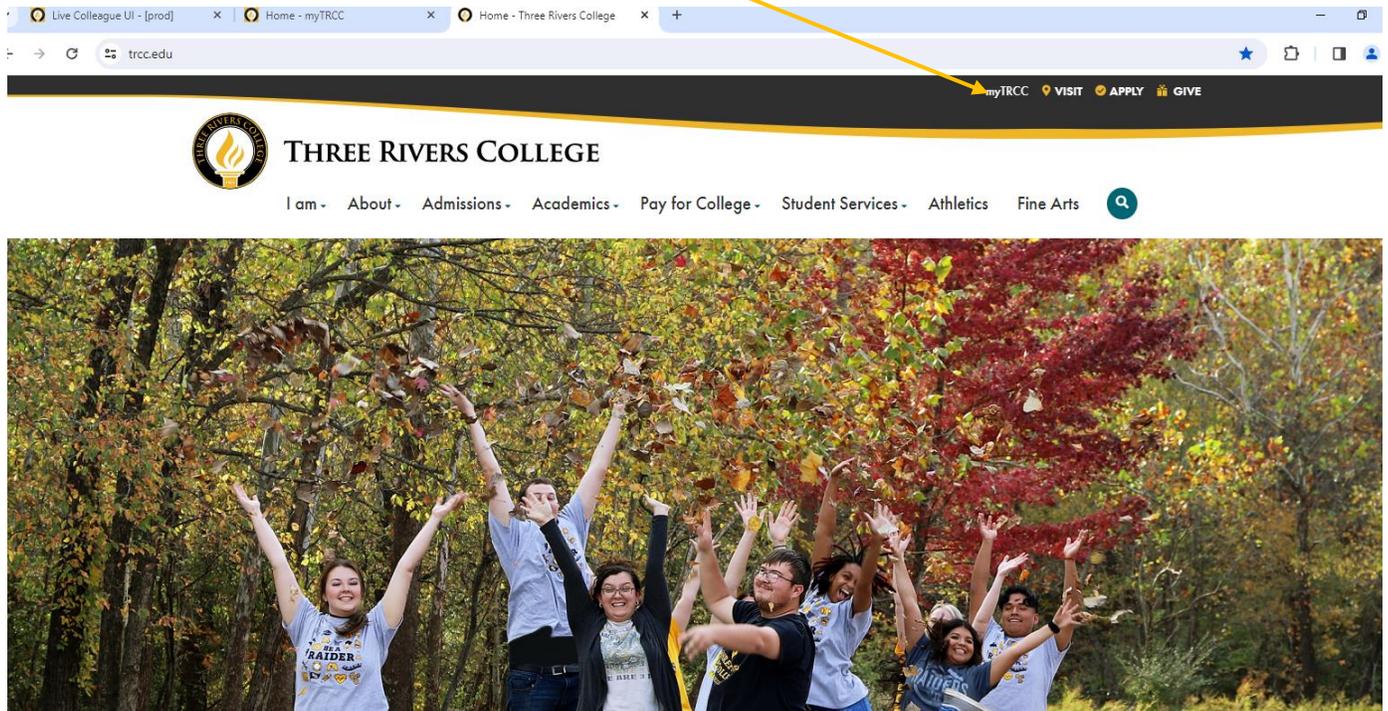
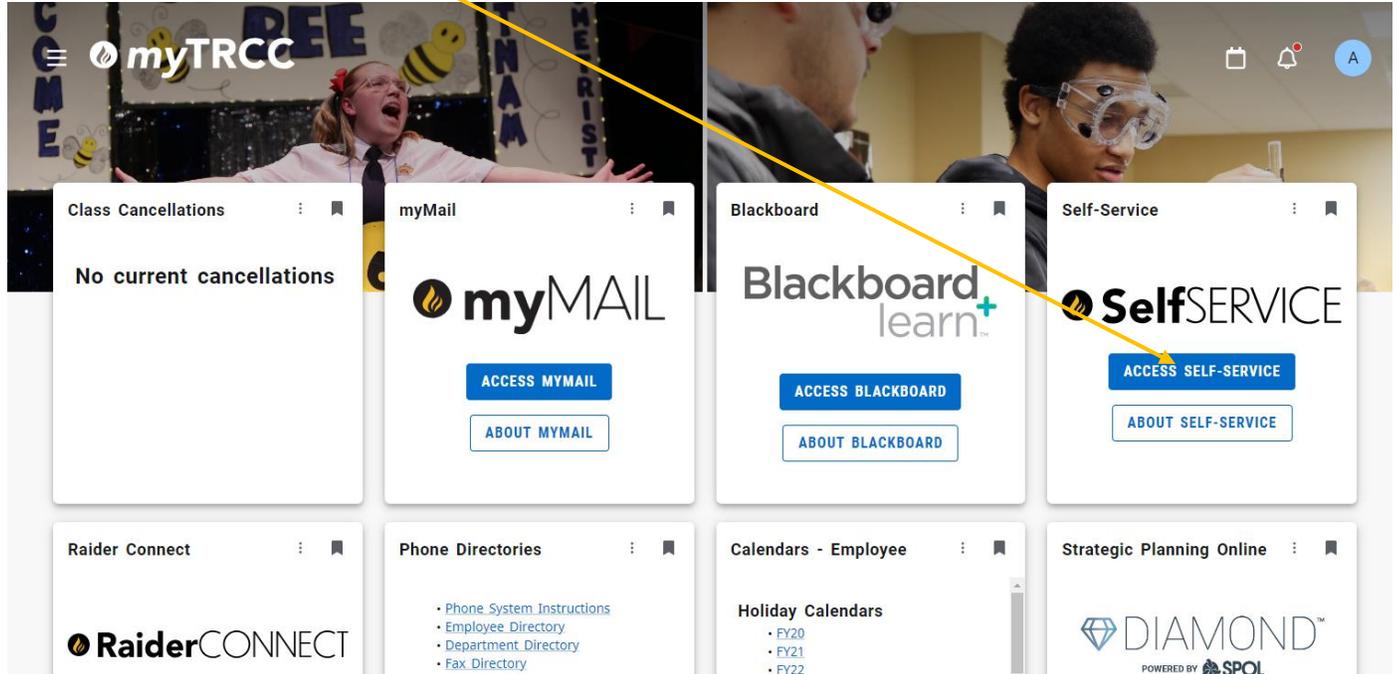


To Set up ACH Deposit for Refunds to a Personal Banking Account

Step 1: Click myTRCC from the main webpage trcc.edu and login to your account utilizing your student email.



Step 2: Click Access Self Service



Step 3: Go to Financial Information

SelfSERVICE

Hello, Welcome to Self-Service!
Choose a category to get started.

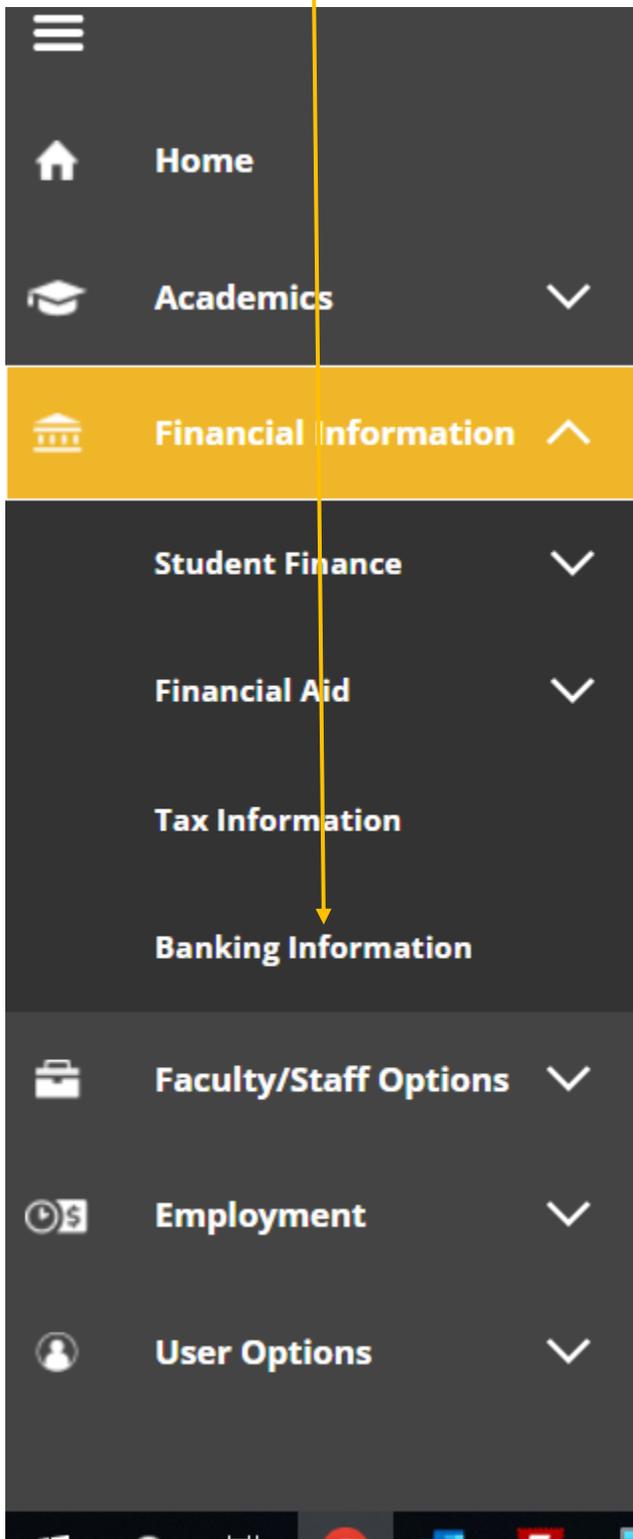
Notifications

Title	Details
No College Transcript	Student is n

Student Finance
Here you can view your latest statement and make a payme

Tax Information
Here you can change your consent for e-delivery of tax infor

Step 4: Click Banking Information



Click +Add an Account

 **THREE RIVERS COLLEGE**

ahic... [Sign out] [Help] 1

[Financial Information](#) · [Banking Information](#)

Banking Information

Active Accounts

 [+ Add an Account](#)

Refunds, Reimbursements & Payments [View All](#)

 You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

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Step 5: Slide the bar to Activate

The screenshot shows the 'Banking Information' page on the Three Rivers College website. The page is titled 'Banking Information' and includes a 'Back' link. Under the 'Bank Account Usage' section, there is a toggle switch for 'Refund, Reimbursement & Payment Deposit' which is currently set to 'Activate'. A red arrow points to the toggle switch, and a yellow arrow points to the 'Activate' label. Below this, there is an 'Effective Date' field with the value '7/16/2020'. At the bottom of the form, there are 'Next' and 'Cancel' buttons. The footer of the page contains the copyright notice: '© 2000-2020 Elucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

Step 6: Enter your Bank Account Details. **Click Submit when complete.**

Edit Bank Account Details

New Account

Account Nickname

New Account

Country of Bank

United States

Routing Number *

View sample check image

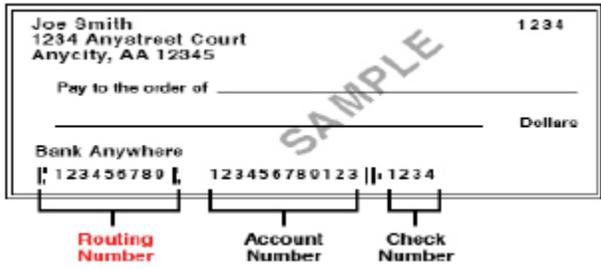
Bank Account Number *

View sample check image

Re-enter Bank Account Number *

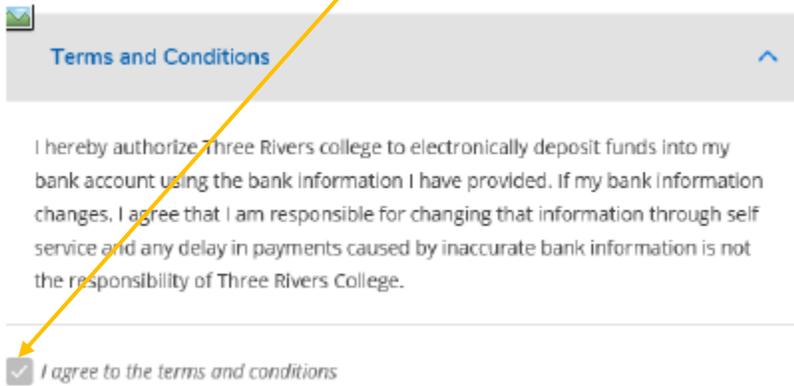
View sample check image

Back Submit



Step 7: Read the Terms and Conditions.

****You will need to check the *I agree* box before you will be able to complete the process.****



The screenshot shows a form titled "Terms and Conditions" with a blue header bar. The main text of the form reads: "I hereby authorize Three Rivers college to electronically deposit funds into my bank account using the bank information I have provided. If my bank information changes, I agree that I am responsible for changing that information through self service and any delay in payments caused by inaccurate bank information is not the responsibility of Three Rivers College." Below this text is a checkbox labeled "I agree to the terms and conditions". A yellow arrow points from the text in the instruction above to this checkbox.

Anytime that you wish to login to review your bank account information on file, you will need to provide your account number. You will also have to provide the account number before you are able to change the bank account information.

All refunds will automatically default to the account on file. It is the student's responsibility to ensure their account information is up to date. If you no longer wish to have your funds sent directly to your banking account, you may de-activate this option by reversing the Activate button from Step 5 and a paper check will be mailed to the address on file. Address maintenance is the responsibility of the student and can be changed through myTRCC through the Address Change link under User Account. Please note paper checks require longer processing. The fastest way to receive refunds is to set up direct deposit.