



How do I...?

Set up an E-Refund Account



What is an E-Refund and why is it helpful?

Sometimes a student has a credit balance on their account, and, once the semester begins, each week the college will review and refund the credit to the student using one of two ways: Electronic Refund (E- Refund) or mailing a paper check to the student's home address. E-Refunds offer a faster, more secure option to receive the student refund, up to a week earlier than a paper check mailed home. The student will just need to enroll their own personal bank account information in E-Refunds, where they want the refund to deposit.

*Click on the link
labeled “RavenZone”
in the upper right
corner*

**BENEDICTINE**
COLLEGE
RAVENS RESPECT LIFE

BENEDICTINE COLLEGE: WHERE GREATNESS BEGINS

Learn how our mission launches students who are transforming the world through intellectual, personal, and spiritual greatness.



Enter your Benedictine Email as well as your Password

Click Here

Announcements

College News

There were no announcements found.

View and Pay my Account

View and Pay my Account

Student Self-Service

Student Planning, Financial Aid, Request Transcript

My Classes - Blackboard

Could not retrieve classes from ILP.

There were no classes found.

Email Messages

Access Email

[Access your Student Email](#)

Frequently Used Links

[Blackboard](#)

[Navigate](#)

[Dining Hall Menu](#)

[Endowed Scholarships](#)

[Transferology](#)

[Student Handbook](#)

[College Library](#)

[Virtual Bookstore](#)

[Add Raven Bucks](#)

[Dining Locations](#)

[Work Study Application](#)

[Meal Plan Changes](#)

[College Consortium](#)

[Student Success and Campus Engagement Initiative](#)

Key Contacts

Benedictine College

(800) 467-5340

Announcement

Welcome to the Benedictine College Student Payment Center! You can view your current account activity and make payments. You can also allow authorized users to access your account information, make payments, and view your current account activity.

View Account: Student Account: \$12,985.00

Student Account

ID:

Balance

\$12,985.00

Statements

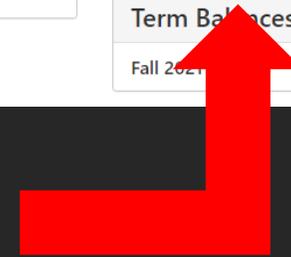
 Click the button to view your current account balance and details.Your latest eBill Statement
(10/11/21) Statement : \$12,885.00

My Profile Setup

 Authorized Users Personal Profile Security Settings Consents and Agreements **Electronic Refunds**

Term Balances

Fall 2021 \$12,985.00

**CLICK
HERE**

Two Step Verification

BENEDICTINE COLLEGE

My Account Make Payment Payment Plans Deposits Refunds Help

eRefunds

eRefunds puts money in your account... FAST!
No more trips to your financial institution or waiting for a paper check to come in the mail. Direct Deposit is the secure and convenient way to receive your refund. A paper check will be produced unless an eRefund account has been created. Your eRefund account needs to be created no later than the week your refund will be processed.

Refund Methods

⚠ No Two-Step Verification Profile. You must enroll in Two-Step Verification to update a Refund Method

Enroll in Two-Step Verification

Direct Deposit

Typically received in 3-5 business days from the date the refund is processed. You will be sent an email notification. Funds will be transferred to the personal checking or saving account of your choice.

A Direct Deposit account for refunds has not been set up.

Set up a new account Select Account

eRefunds History for

You have no past refunds.

Two-Step verification is a process that involves two authentication methods, performed one after the other, to verify that whoever is requesting the update is who they say they are. Meaning: you, the student, are using two verification methods to confirm you are the person actually attempting to update your refund method.

My Profile

[Personal Profile](#)[Payment Profile](#)[Security Settings](#)

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

- 1 Text message to existing or new mobile number
- 2 Email message to existing or new email address
- 3 Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

[Setup Method](#)

Choose one of the options to complete your enrollment in Two-Step verification.

Two-Step verification protects your refund information, you will be sent a passcode (using whatever method you set up up here) that you must type in to complete the update. The next three slides describe each option.

My Profile

Personal Profile

Payment Profile

Security Settings

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

Text message to existing or new mobile number

New mobile number

AT&T



Send Code

Email message to existing or new email address

Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.



Option One: Enter a cell phone number if you want to receive the passcode via text.

My Profile

Personal Profile

Payment Profile

Security Settings

2

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

- Text message to existing or new mobile number
- Email message to existing or new email address

Existing email addresses

@ravens.benedictine.edu

Select

New email address

|

Send Code

- Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

Option Two: Enter an Email address if you want to receive the passcode via Email.

My Profile

Personal Profile

Payment Profile

Security Settings

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

- Text message to existing or new mobile number
- Email message to existing or new email address
- Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Open the Authenticator app on your device

Select the "+" sign

Choose "Scan barcode"



Or enter this unique key in the Authenticator App:

Verify passcode

Verify

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

3

**Option Three:
Download the
Google
Authenticator
App if you want
to receive the
passcode via this
Application.**

My Profile

Personal Profile

Payment Profile

Security Settings

Two-Step Verification Enrollment

Primary Method

Passcode communications will be sent to

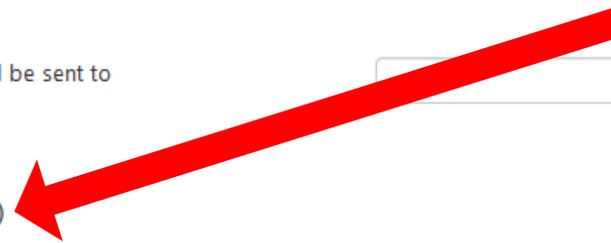
Edit

Backup Method (optional)

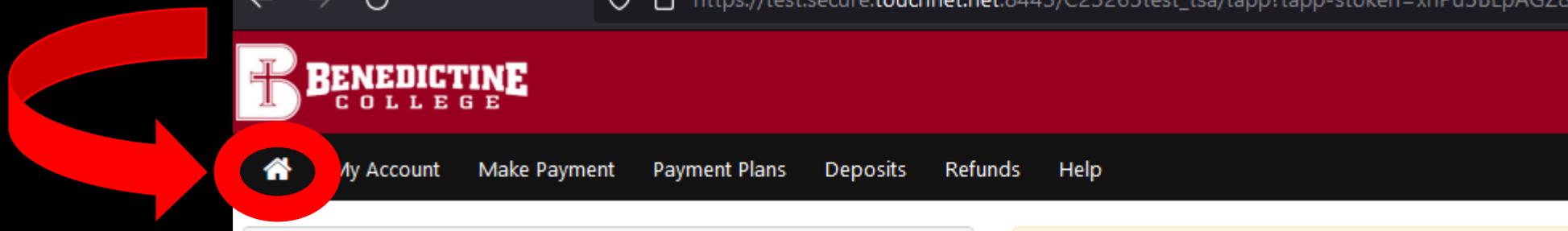
Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

- Text message to existing or new mobile number
- Email message to existing or new email address
- Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Once you have chosen a Primary Method you will have the option to choose a Backup Method.



Once you have completed enrolling in Two-Step Verification, you need to input your personal bank account information where you want your E-Refund to deposit. Please select the Home button to go back to the main page.



Announcement

Welcome to the Benedictine College Student Payment Center! You can view your current account activity and make payments. You can also allow authorized users to access your account information, make payments, and view your current account activity.

 To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Student Account

ID:

Balance

\$638.91

[View Activity](#)

[Make Payment](#)

My Profile Setup

 Authorized Users

 Personal Profile

 Payment Profile

 Security Settings

 Consents and Agreements

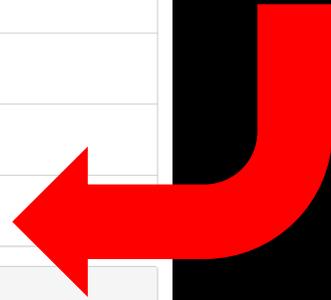
 **Electronic Refunds**

Term Balances

Spring 2021

\$638.91

Click Here



eRefunds

eRefunds puts money in your account... FAST!

No more trips to your financial institution or waiting for a paper check to come in the mail. Direct Deposit is the secure and convenient way to get your refund.

A paper check will be produced unless an eRefund account has been created. Your eRefund account needs to be created no later than the Monday of the week your refund will be processed.

Refund Methods

 **No Two-Step Verification Profile.** You must enroll in Two-Step Verification to update a Refund Method

[Enroll in Two-Step Verification](#)

Direct Deposit

Typically received in 3-5 business days from the date the refund is processed. You will be sent an email notification.
Funds will be transferred to the personal checking or saving account of your choice.

A Direct Deposit account for refunds has not been set up.

[Set up a new account](#) [Set Account](#)

eRefunds History for

You have no past refunds.

**Click here to
input your
personal bank
account
information for
your E-Refund
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:

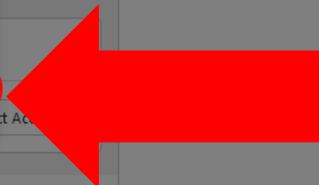
*City:

*State:

*Postal Code:

*Save payment method as:
(example My Checking)

Read and update the required fields with your bank account information. Review it for accuracy, then click here to proceed.



Deposits Refunds Help

eRefund

No more trips to the bank to get your refund.
A paper check will be mailed to you.

Refund Method

No Refund

Direct Deposit
Typically receive your refund faster.
Funds will be deposited directly into your bank account.
A Direct Deposit is required for eRefunds.

eRefunds History for Allison Jade Gibson

You have no past refunds.

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)

Here is an Example

Refunds Help

Set Up Refund Account

I hereby authorize **Benedictine 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 **\$30.00** return fee will be added to my student account.

Name: Rocky Raven
Address: 1020 N 2nd st
Atchison KS 660002
Depository: COMMERCE BANK
ACH DEPT.
KANSAS CITY, MO 641416248
Routing Number: 101000019
Account Number: xxxxx6789

This agreement is dated 11/01/2021 12:05:58 PM CDT.
For fraud detection purposes, your internet address has been logged: 1 at 11/01/2021 12:05:58 PM CDT

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.

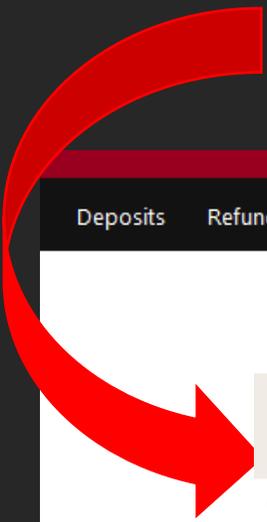
To revoke this authorization agreement you must contact: bcbusinessoffice@benedictine.edu
Print and retain a copy of this agreement.
Please check the box below to agree to the terms and continue.

I Agree

Continue

A popup window will appear with your Refund information. Review for accuracy, read the agreement, and click the "I Agree" check box on the left, then proceed to click the Green "Continue" button on the right.

**This indicates you
have completed your
enrollment in E-
Refund process.**



Deposits Refunds Help

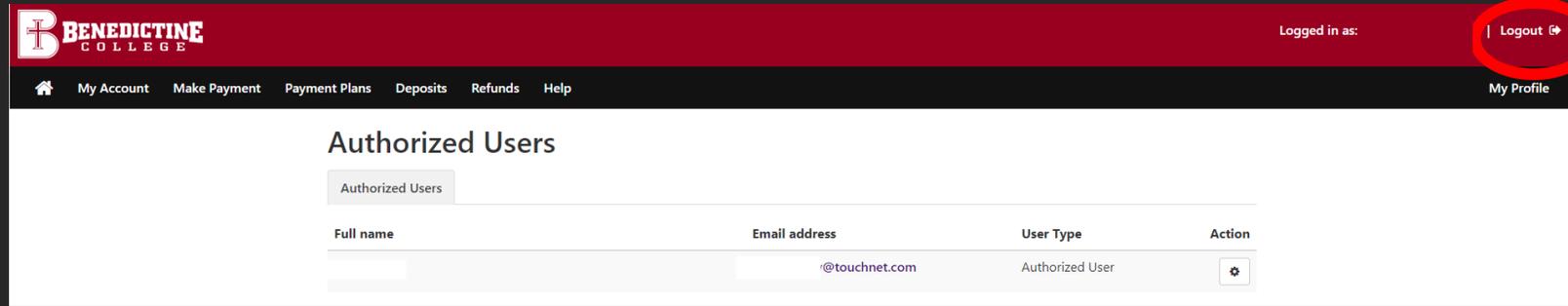
eRefunds

Your new ACH refund account has been saved.

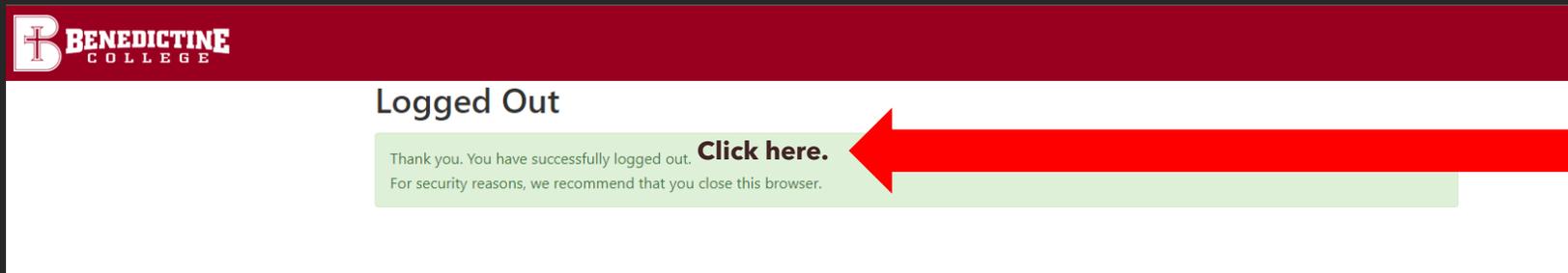
eRefunds puts money in your account... FAST!
No more trips to your financial institution or waiting for a paper check to come in the mail. Direct Deposit is the secure and convenient way to get your refund.
A paper check will be produced unless an eRefund account has been created. Your eRefund account needs to be created no later than the Monday of the week your refund will be processed.

Refund Methods

IMPORTANT RAVENZONE SECURITY TIP!



To fully log out of TouchNet, click the Logout Button



On the next screen that pops up you must select "Click Here" to completely log out of TouchNet.

You must then "Sign Out" of your RavenZone account. This is located in the dropdown under the student name in the upper right-hand corner. This will fully log you out of RavenZone.

Benedictine College Business Office

St. Benedict Hall, 3rd Floor

Office hours: Monday-Friday:

8:30 a.m.- 4:30 p.m.

bcbusinessoffice@benedictine.edu

913.360.7403

