



*How do I...?*

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**Set up an E-Refund Account**



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

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**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: 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**

The Self-Service Screen will appear. Click on the "Student Finance" tab, which will take you to the Payment Center.

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

 <b>Student Finance</b> Here you can view your latest statement and make a payment online.	 <b>Financial Aid</b> Here you can access financial aid data, forms, etc.
 <b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.	 <b>Course Catalog</b> Here you can view and search the course catalog.
 <b>Grades</b> Here you can view your grades by term.	 <b>Graduation Overview</b> Here you can view and submit a graduation application.
 <b>Academic Attendance</b> Here you can view your attendances by term.	 <b>National Clearinghouse</b> Here you can view enrollment information, transcripts, loan information held by Clearinghouse.
 <b>Financial Management</b> Here you can view the financial health of your cost centers and your projects.	

Once you are in the "Student Finance" tab, you will have the option to make payments on your account. To do so, click on the "Make a Payment" link on the right-hand side.



The screenshot shows a web interface for a student finance account. A large red arrow originates from the left side of the page and points to the right, where the text "Make a Payment" is circled in red. The page content includes an account summary, an overview table, and a list of terms.

Account Summary		
View a summary of your account		
Account Overview		
Amount Overdue	\$0.00	
Total Amount Due		<a href="#">Make a Payment</a>
Total Account Balance	\$0.00	<a href="#">Account Activity</a>
<a href="#">2022 Fall</a>	\$0.00	
<a href="#">2022 Summer Term</a>	\$0.00	
<a href="#">2022 Spring</a>	\$0.00	
<a href="#">2016 A.R. Data Migration</a>	\$0.00	

## Make a Payment

Use this page to make a payment on your account

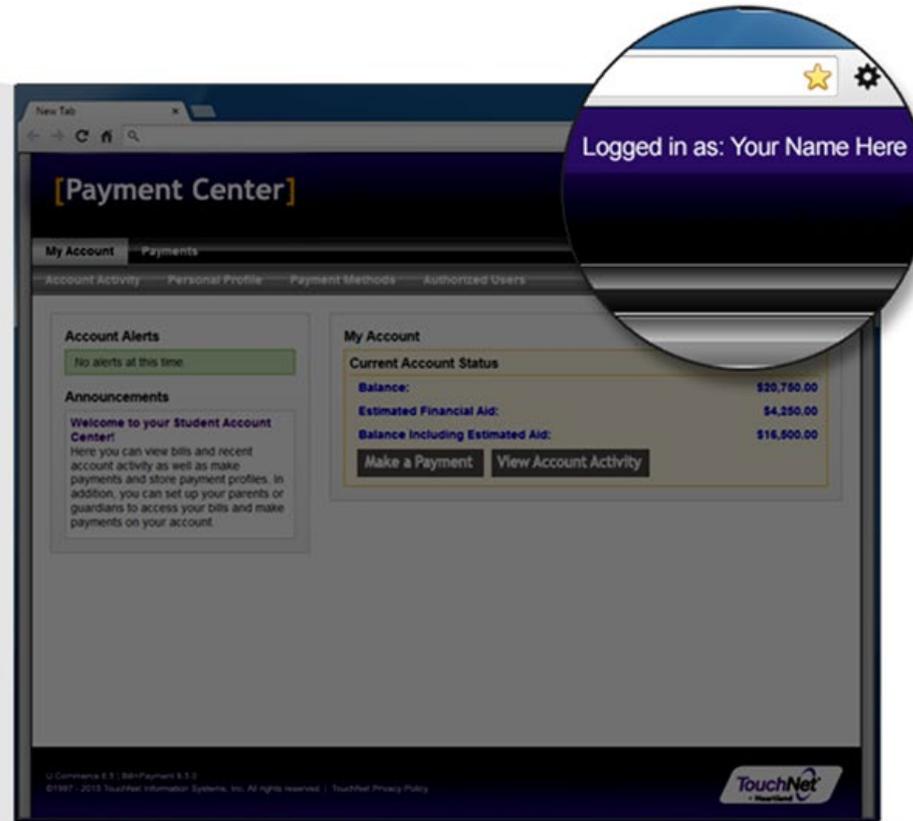
*You are moving to the...*

### Secure Payment Center

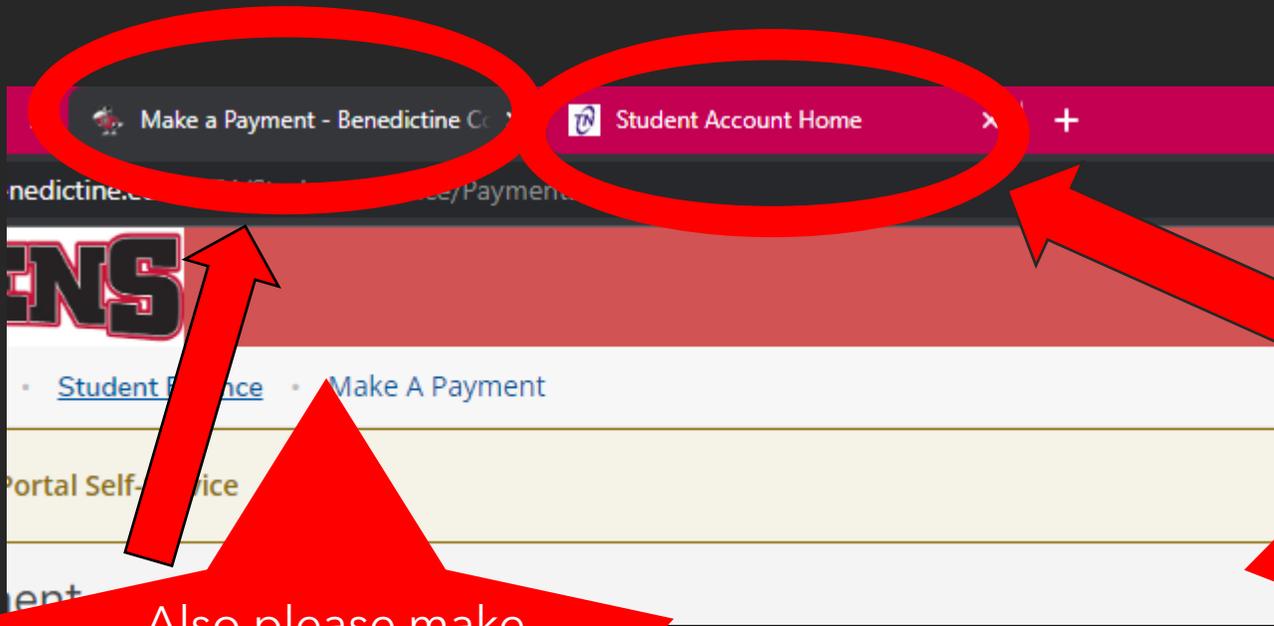
To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

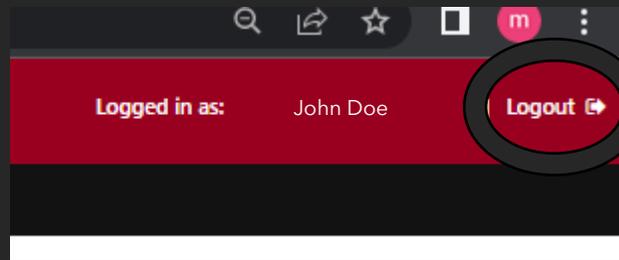


Once you click make a payment, you will be informed of a new Secure Payment Center Page that will be opening up. Click "Continue to Payment Center" to continue.



Once the "Continue to Payment Center" button is clicked on previous screen, a new internet browser tab will be created. -  
NOTE- Please make sure that once you are done with your payment in this tab, that you go to upper right-hand corner and log out.

Also please make sure to log out of your "Make a Payment-Benedictine" Tab as well



### 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

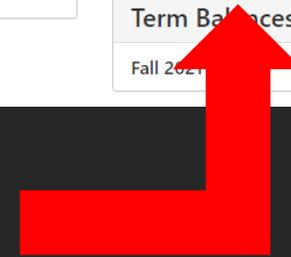
 Click the button to view your current account balance and details.Your latest eBill Statement  
(10/11/21) Statement : \$12,885.00

### 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

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

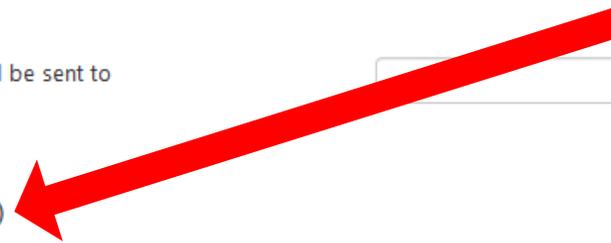
Edit

#### Backup Method (optional)

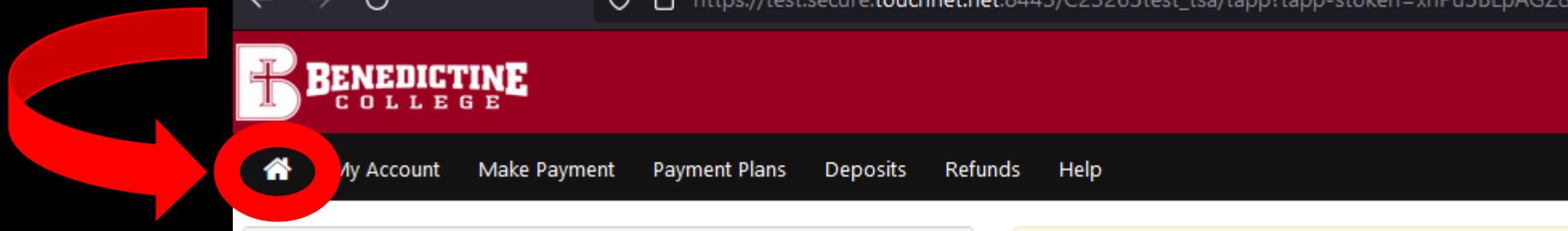
Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

- 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](#)

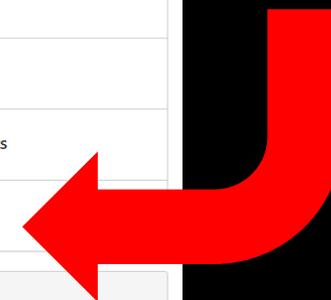
 [Electronic Refunds](#)

### 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:

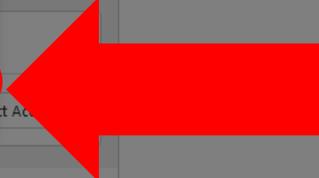
\*City:

\*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

### 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)

eRefunds History for Allison Jade Gibson

You have no past refunds.

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](mailto: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.

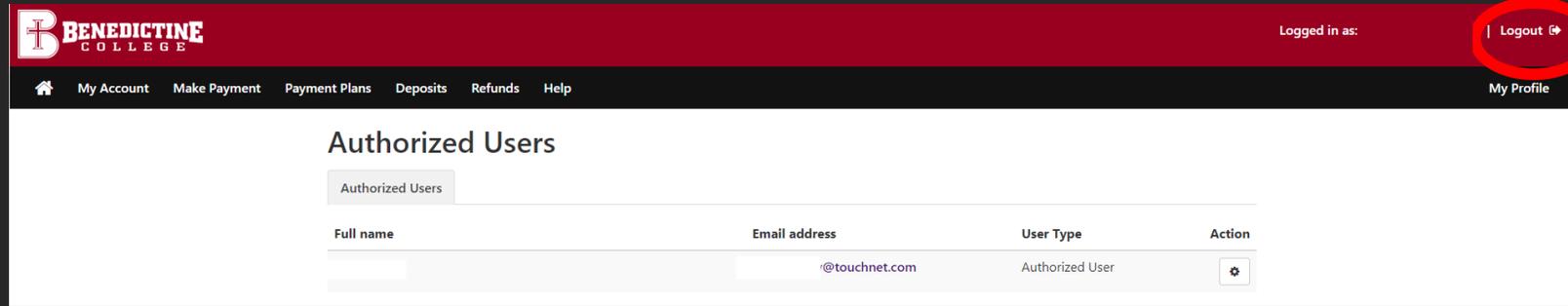
### **eRefunds puts money in your account... FAST!**

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.

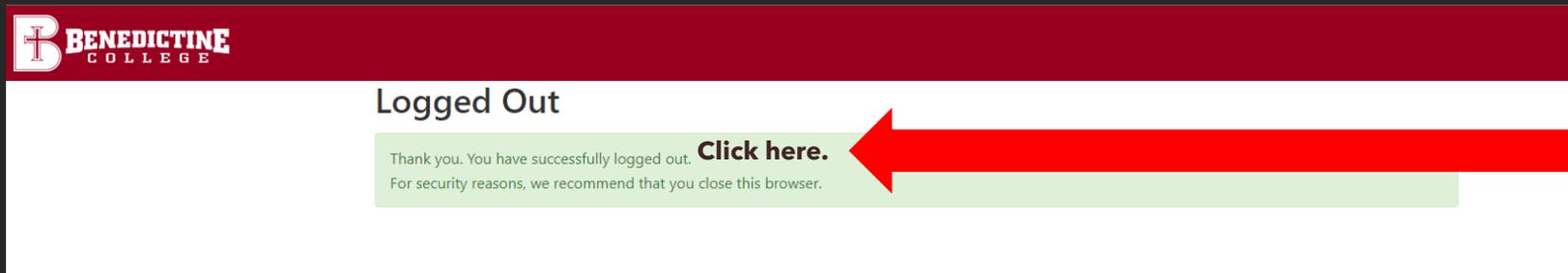
A paper check will be produced unless an eRefund account has been created. Your eRefund account needs to be created no later than the Monday of the week your refund will be processed.

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.

Even after logging out of TouchNet, your RavenZone Self Service browser tab is still logged in and active. You must select the "Make a Payment" tab and select "Sign out" in the upper right-hand corner to fully log out of your RavenZone.

## **Benedictine College Business Office**

Cray Seaberg Hall, Top Floor

Office hours: Monday-Friday:

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

[bcbusinessoffice@benedictine.edu](mailto:bcbusinessoffice@benedictine.edu)

913.360.7403

