

Instructions for Enrolling in eRefund:

1. Log on to <http://zagweb.gonzaga.edu>
2. Enter **Secure Area**
3. Enter **GU ID or SSN in User ID**
Enter **PIN**. (If you have forgotten your pin, please contact the Registrar's office at 313-6592 or the Student Accounts office at 313-6812)
4. Click on "**Login**"
5. Select "**Electronic Billing, Payment and Deposits**"
6. Click on "**Enter CASHNet**"
7. In the box labeled "**eRefund Signup**", click on "**Please click here to enroll for direct deposit for refunds**"
8. Click on "**Yes, I want refunds deposited directly into my bank account**"
9. Click "**Add new account**"
10. Assign a name for your saved direct deposit account; enter that in the "**Name for this Account**" box.
11. Enter the bank account holder's name into the "**Account Holder Name**" Box
12. Select either Checking or Savings
13. Enter your Account Number and your bank's Routing Transit Number in the appropriate boxes.**

What are my Routing Transit and Account numbers?

The diagram illustrates the structure of a bank account number and routing number. It shows a long horizontal box divided into three sections. The first section is labeled 'FOR' and contains a series of numbers: 0 1 2 3 4 5 6 7 8. The second section is labeled '0 1 2 3 4 5 6 7 8 9 0 1 2 3' and the third section is labeled '0 1 2 3'. Below the first section is the label 'Bank Routing Number', below the second section is 'Bank Account Number', and below the third section is 'Check Number'.

14. Please read the **Terms and Conditions** of eRefund and then click the "**Agree Here**" box on the bottom of the page
15. Click "**Submit**", you will receive an email notice acknowledging your participation in eRefund.***

** The Student Accounts office encourages students to review their banking information carefully when inputting the Bank Routing and Account numbers into the CASHNet eRefund signup form. **In the event banking information is entered incorrectly, there will be a delay of up to 10 banking days for us to reissue the refund, as Student Accounts must wait for the disbursed funds to be returned to the University.**

***ERefund deposits are generally available to you within **2-5 banking days** after the refund has been processed, depending on the banking institution's policies and procedures.