

# How to Sign Up for eRefunds: Step-By-Step Instructions

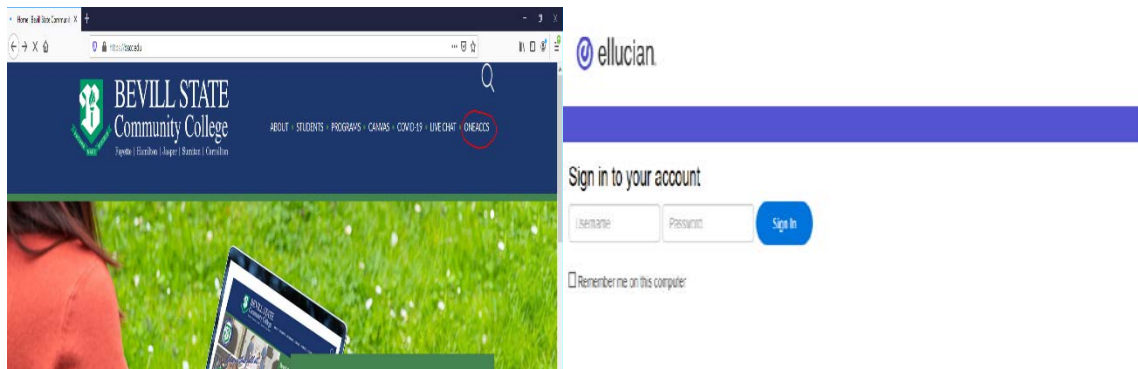
**Step 1:** Go to [bscc.edu](http://bscc.edu) and click “OneACCS” at the top right, next to “LIVE CHAT”.

- Your username was built using the first letter of your first name + your entire last name + the last 4 digits of your A number @student.bscc.edu.
- Your password is BSCC + your 6-digit date of birth in the format of mmddyy.

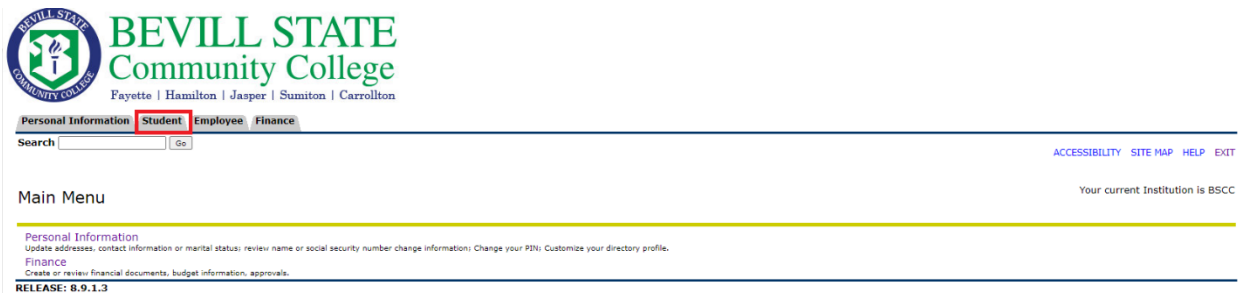
Janice Doe, A98765432, whose date of birth is 11/25/2001, will have the following username and password:

Username: [jdoe5432@student.bscc.edu](mailto:jdoe5432@student.bscc.edu)

Password: BSCC112501



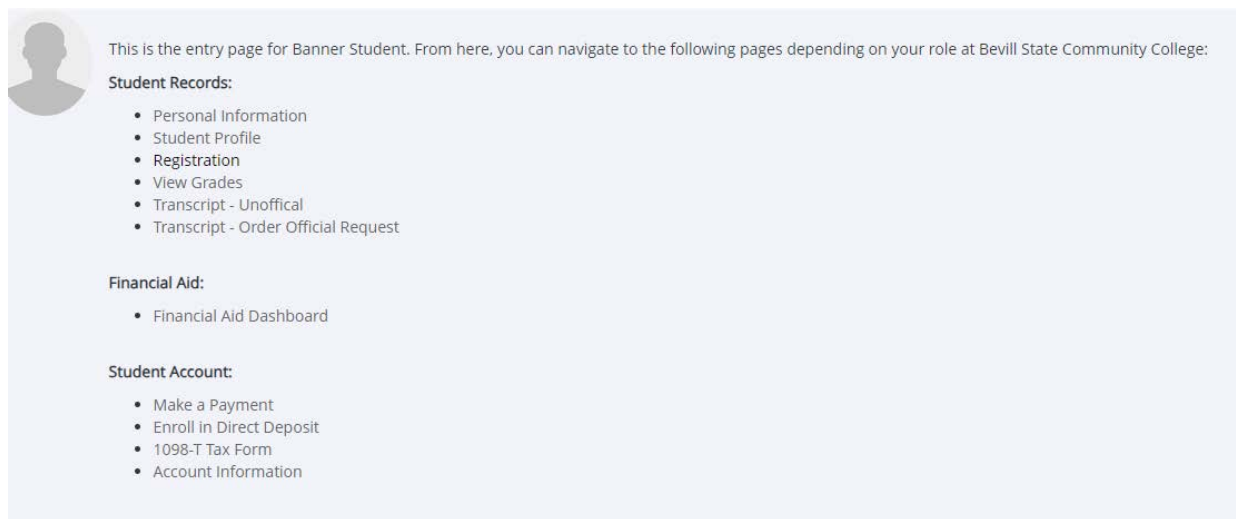
**Step 2:** You are now directed to the OneACCS student portal home page. Click on the “Student” Tab.



**Step 3:** Several options will appear under the student tab. **Click on “Student Landing Page”.**



**Step 4:** You will be directed to a Student Services Landing Page. **Under the Student Account section, click “Make a Payment.”**



**Step 5:** Your TouchNet Dashboard will now appear. If this is your first time logging into TouchNet you will be asked to read and accept the Terms and Conditions. You will also have the option to consent to electronic tax forms (1098-T). **Click on the “Refunds” link located at the top of the page.**

**BEVILL STATE Community College**  
Fayette | Hamilton | Jasper | Sumner | Carrollton

My Account Make Payment Payment Plans **Refunds** Help

Currently there is no activity on your account Student Account.

**Announcement**

**Welcome to Bevill State Community College MyBill**

**Refunds will be mailed unless you're enrolled in eRefunds. Check your address in OneACCS. eRefund setup instructions: <https://www.bscc.edu/Content/Uploads/bscc.edu/files/Step%2>**

Save time when paying. Set up a preferred payment profile in the **Payment Profile** page.

To sign up for direct deposit of your refunds, complete your setup in the **Refund Account Setup** page.

**Student Account** [Redacted]

**Student Account** There is no activity on this account at this time.

View Activity **Make Payment**

**Step 6: Enroll in Two Step Verification.**

My Account Make Payment Payment Plans **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 get your refund.  
\*\*payments made by credit card will be refunded to credit cards used for payment

**Refund Methods**

**No Refund Method Selected.** Two-Step Verification required before making a selection. **Complete Two-Step Verification**

**Direct Deposit**  
Typically received in 1-2 business days  
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

**Step 7:** A passcode will be sent to you via email and text message. This is sent using the primary cell phone number and email listed in your OneACCS account. **Enter the passcode in the box provided and click “Verify”.**

Refund Methods

**i** No Refund Method Selected. Two-Step Verification required before making a selection. [Complete Two-Step Verification](#)

A passcode was sent to you for Two-Step Verification. Please enter the passcode to update refund method

[Cancel](#) [Resend Code](#) [Verify](#)

**Direct Deposit**  
Typically received in 1-2 business days  
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](#)

**Step 8:** After enrolling in Two Step Verification, you will need to set up a new account. **Click on “Set Up a New Account” under the Direct Deposit Section.**

**Direct Deposit**  
Typically received in 1-2 business days  
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](#)

**Step 9: Enter your account information and click continue.**

**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.

\*Name on account:

\*Account type:

\*Routing number: (Example)

\*Bank account number:

\*Confirm account number:

\*Save payment method as: (example My Checking)

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

[Cancel](#) [Continue](#)

**Step 10: Verify that the information entered is correct. Check the box “I Agree” and click “Continue”.** \*\*\*Note that a \$25.00 return fee will be added to your account if an electronic payment is returned unpaid for any reason.

**Set Up Refund Account**

I hereby authorize **Bevill State Community 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 **\$25.00** return fee will be added to my student account.

Name: [REDACTED]  
Address: [REDACTED]  
Depository: [REDACTED]  
Routing Number: [REDACTED]  
Account Number: [REDACTED]

This agreement is dated 06/09/2021 11:19:32 AM CDT.  
For fraud detection purposes, your internet address has been logged: [REDACTED] at 06/09/2021 11:19:32 AM 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: [student.receiveables@bscc.edu](mailto:student.receiveables@bscc.edu)  
Print and retain a copy of this agreement.  
Please check the box below to agree to the terms and continue.

I Agree

Print Agreement Cancel Continue

**Step 11: The account entered should now be visible under “Current Refund Method”.**

**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.

\*\*payments made by credit card will be refunded to credit cards used for payment

**Current Refund Method**

Direct Deposit  
My Checking - xxxxxx [REDACTED] Remove

If you have any questions regarding your enrollment in eRefunds, please contact one of our Campus Business Offices.

Fayette Campus: (800) 648-3271 ext. 5110

Hamilton Campus: (800) 648-3271 ext. 5319

Jasper Campus: (800) 648-3271 ext. 5714

Sumiton Campus: (800) 648-3271 ext. 5203