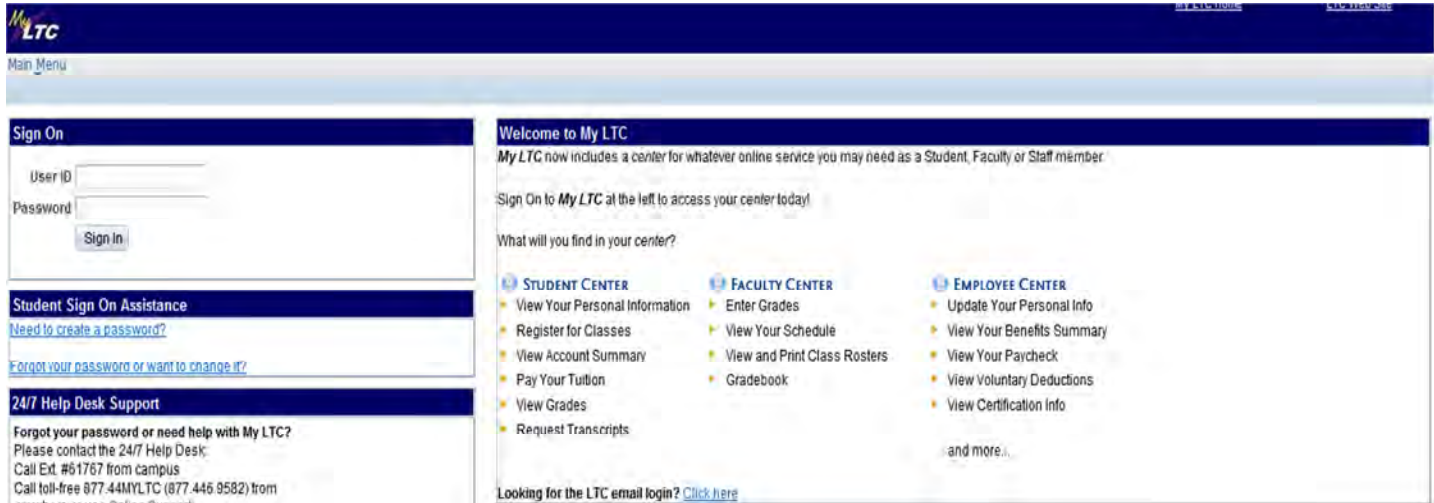
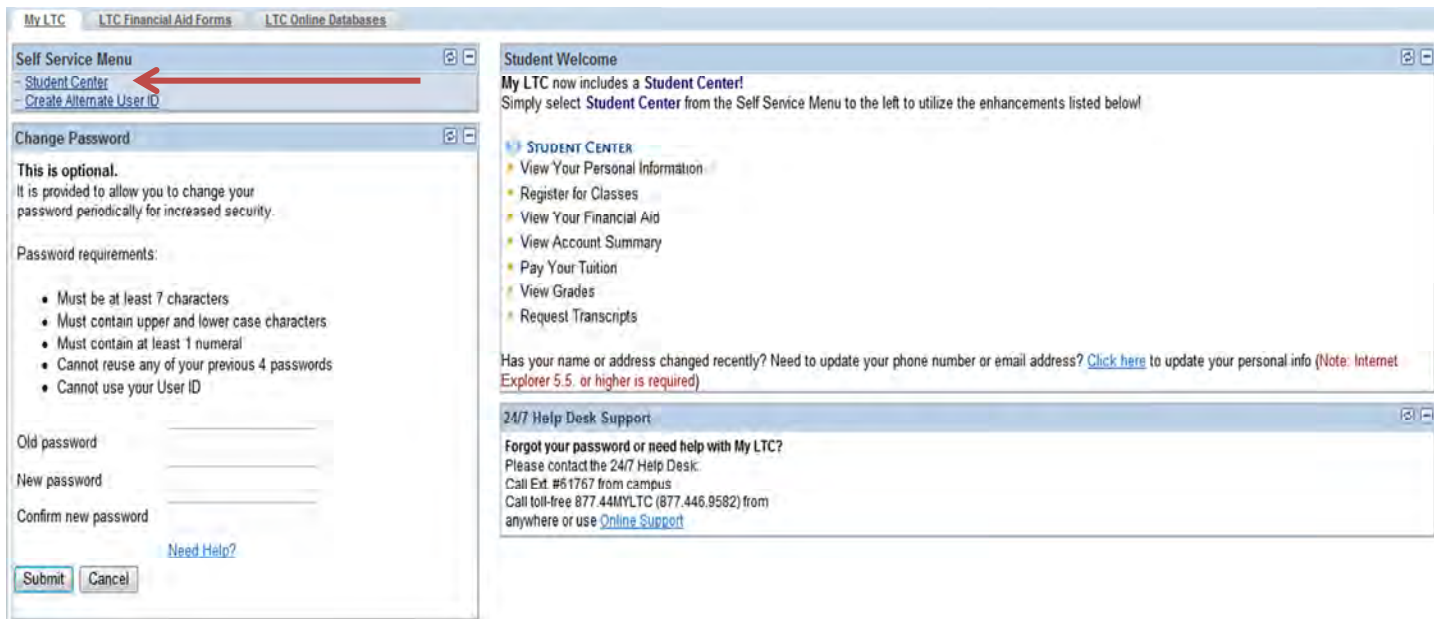


# How to Sign Up for E-Refunds

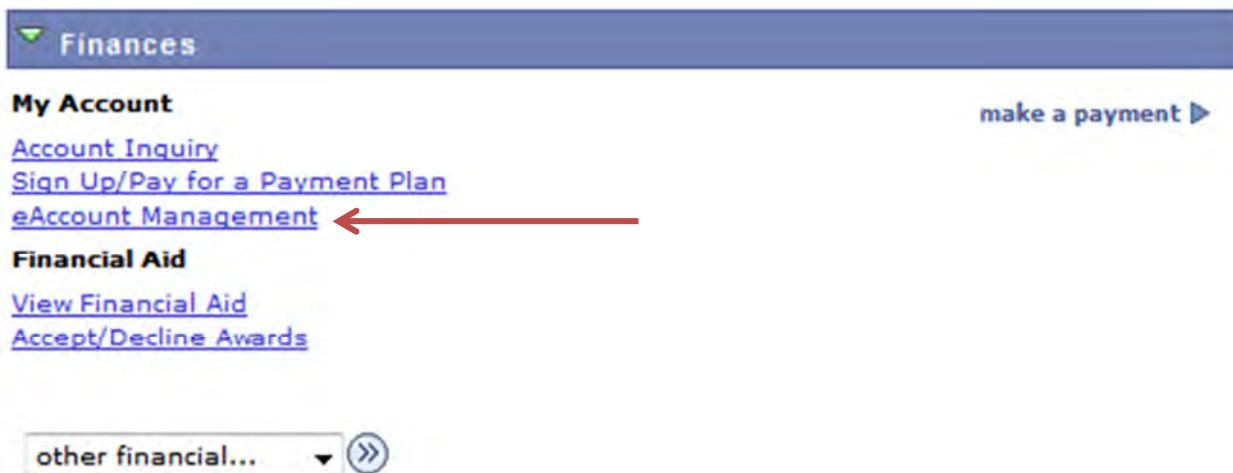
1. Log into MyLTC at [www.gotoltc.edu/myltc](http://www.gotoltc.edu/myltc) using your Student ID and Password



2. Click on the Student Center link under the Self Service Menu



3. Under the Finances Section, click on the eAccount Management link



You will be redirected to LTC's E-Account Management secure website.

4. Use your same Student ID and Password to login to your E-Account Management page.

The screenshot shows the LTC Student Account Suite login page. The header includes the LTC logo, a group photo of students, and navigation links for Mail, Help, and Logout. The main content area is divided into two sections: "Students and Staff" and "Welcome". The "Students and Staff" section contains a login form with a red circle around it. The form includes a red asterisk indicating required information, a label "is this login id field:" followed by a text input field, a label "PASSWORD:" followed by a password input field, and a green "Login" button. The "Welcome" section contains a message about the 24x7 service and instructions for logging in.

5. Once logged in you will see options along the top of your screen to enroll or manage all of your LTC E-Account information. Click on eRefunds.

The screenshot shows the LTC Student Account Suite dashboard after login. The header includes the LTC logo, a group photo of students, and navigation links for Mail, Help, and Logout. The main content area is divided into two sections: "Account Alerts" and "My Account". The "Account Alerts" section contains a message "No alerts at this time." and an "Announcements" section with a welcome message. The "My Account" section contains a "Current Account Status" box showing a balance of \$0.00 and buttons for "Make a Payment" and "View Account Activity". Below this is a "Statements" section with an "eBill Statement" link and a message "You currently do not have any billing statements." The top navigation bar includes links for "My Account", "Payments", "Payment Plans", "eBills", and "eRefunds", with "eRefunds" highlighted by a red circle.

6. Click on Set up Account link

The screenshot shows the top navigation bar with the LTC logo and links for Mail, Help, and Logout. The user is logged in as TestA LTC. The main navigation menu includes My Account, Payments, Payment Plans, eBills, and eRefunds. The eRefunds section is active, displaying a message: "eRefunds puts money in your account...FAST! Direct Deposit is the secure and convenient way to get your refund. No more trips to the bank or waiting for a paper check. \*payments made by credit card will be refunded to credit cards used for payment". A green "Set up Account" button is circled in red. Below this is a table titled "Direct Deposit Bank Account" with one row: "No account has been set up." and an action link "Set up Account".

7. Complete all of the fields and click the Continue Button

**Set Up Refund Account** [Close]

Account Information

\*Indicates required fields

Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.

\*Account type: Savings

\*Routing number: 075904856 (View example)

\*Account number: 123456

\*Confirm account number: ●●●●●●

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Billing Information

\*Name on account: Jane Doe Smith

Check here for an international address

\*Billing address: 1290 North Avenue

Billing address line two:

\*City: Cleveland

\*State/Province: Wisconsin (WI)

\*Postal code: 53015

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\*Save payment method as: (e.g. Primary Checking) Savings

**Continue** **Cancel**

8. Read and Agree to the Terms and Conditions than click Continue

### Set Up Refund Account x

I hereby authorize **Lakeshore Technical College** to initiate recurring 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 "NSF" or "Insufficient Funds", I understand that a **\$25.00** return fee will be electronically debited from my account.

Name: **Jane Doe Smith**

Address:  
1290 North Avenue  
Cleveland WI 53015  
Depository: CLEVELAND STATE BANK  
1250 W WASHINGTON AVE  
CLEVELAND, WI 53015  
Routing Number: 075904856  
Account Number: xxx456

This agreement is dated Wednesday, August 8, 2012.  
For fraud detection purposes, your internet address has been logged: 205.213.134.253 at 8/8/12 8:32:33 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: [help@gotoltc.edu](mailto:help@gotoltc.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](#)

9. Finished

My Account   Payments   Payment Plans   eBills   **eRefunds**

### eRefunds

Your new ACH refund account has been saved.



**eRefunds puts money in your account...FAST!**  
Direct Deposit is the secure and convenient way to get your refund.  
No more trips to the bank or waiting for a paper check.  
\*\*payments made by credit card will be refunded to credit cards used for payment

| Direct Deposit Bank Account |   |
|-----------------------------|---|
| Account Description         | Actions                                       |
| Savings                     | <a href="#">Edit</a>   <a href="#">Remove</a> |