How to Sign up for eRefund

**DO NOT SEARCH EREFUND IN THE SEARCH BAR. FOLLOW THESE STEPS**

1. Visit the [www.wisc.edu](http://www.wisc.edu) page.
2. Along the top of the webpage, there are multiple drop-down menus. Click on the drop-down that says “MyUW.” Click on the first option that says, “MyUW Home.”
3. Type in your Net ID and password. You will be brought to a screen with multiple panels you can click on. Click on the one that says, “Student Center” (it might not be in the same exact place that this photo displays; you may need to scroll down.).

4. Once you are in the Student Center, look for the drop down that says “Finances.” Beneath that drop down, there is a link that says “eRefund Management.” Click that link.
5. On the next page you are navigated to, click the box that says, “eRefund.” You will be navigated to a new window.

6. In the new window, titled “Tuition eBill/ePayment Site”, there is a box that says “Your eRefund Status.” Inside that box, click “Enroll in eRefund.” (Note that your screen will say something a little different, because you will not be enrolled. If you are enrolled, it will mirror what you see below.)
7. Enter your bank account information and complete the enrolling process. **Double check that you are enrolled in eRefund by re-checking your enrollment status** (mentioned in previous step). **You should be looking for a confirmation email shortly after you enroll.**