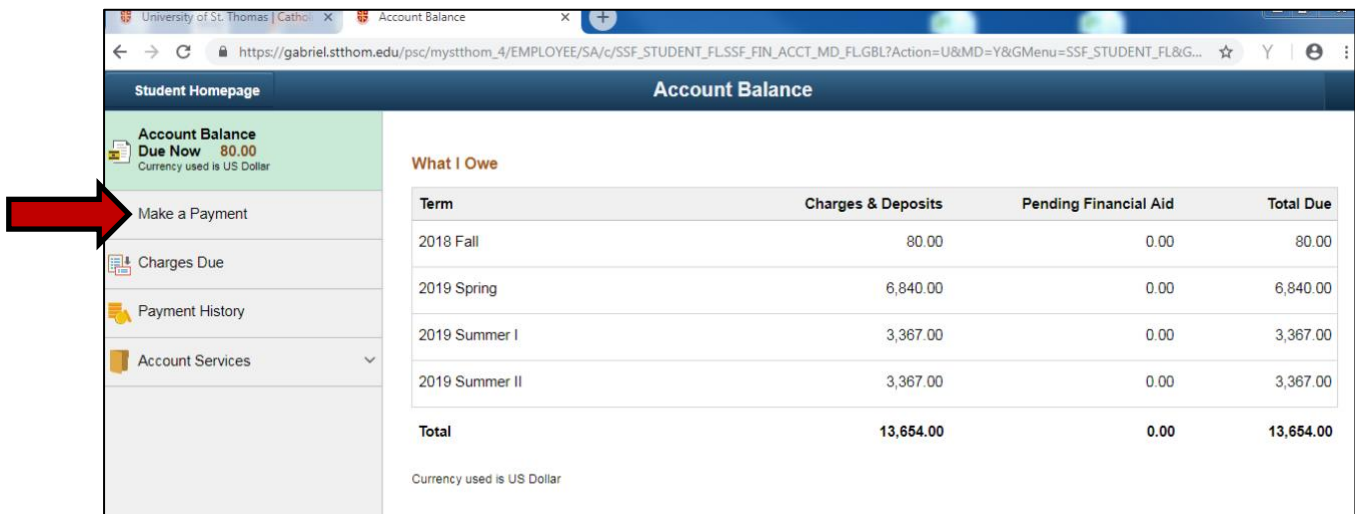


## HOW TO MANAGE REFUNDS

Step 1: Click on Financial Account



Step 2: Click on “Make a Payment” (left-hand margin).



The screenshot shows the 'Account Balance' page in the Oracle system. The page is divided into a left-hand margin and a main content area. The left-hand margin contains a list of links: 'Account Balance Due Now 80.00', 'Make a Payment', 'Charges Due', 'Payment History', and 'Account Services'. A red arrow points to the 'Make a Payment' link. The main content area displays a table titled 'What I Owe' with columns for 'Term', 'Charges & Deposits', 'Pending Financial Aid', and 'Total Due'. The table shows data for the years 2018 Fall, 2019 Spring, 2019 Summer I, and 2019 Summer II, with a total due of 13,654.00. The currency used is US Dollar.

Term	Charges & Deposits	Pending Financial Aid	Total Due
2018 Fall	80.00	0.00	80.00
2019 Spring	6,840.00	0.00	6,840.00
2019 Summer I	3,367.00	0.00	3,367.00
2019 Summer II	3,367.00	0.00	3,367.00
<b>Total</b>	<b>13,654.00</b>	<b>0.00</b>	<b>13,654.00</b>

Currency used is US Dollar

### Step 3: Click on the red "jUSTPay" button

Account Balance  
**Due Now 80.00**  
Currency used is US Dollar

**Make a Payment**

Charges Due

Payment History

Account Services

#### Allocate Payment

**You owe 13,654.00.**

- Due Now
- Future Due 13,574.00

**\*\* You have a past due balance of 80.00. \*\***

**jUSTPay**

#### What I Owe

Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due
2018 Fall	80.00		80.00
2019 Spring	6,840.00		6,840.00
2019 Summer I	3,367.00		3,367.00
2019 Summer II	3,367.00		3,367.00
<b>Total</b>	<b>13,654.00</b>		<b>13,654.00</b>

Currency used is US Dollar

Remittance Addresses

\*To use the jUSTpay feature, please ensure your device allows popups from mySTThom.

### Step 4: Click on "Manage Refunds" button:

UNIVERSITY OF ST. THOMAS

Home My Profile Financial Accounts

Signed in as Kimberly

Current Balance  
**\$6,920.00**

**Make a Payment**

View Last Bill

SPRING 2019 Current Charges **\$6,840.00**

**Set up a Payment Plan**

FALL 2018 Current Charges **\$80.00**

**Manage Refunds**

Want to allow a friend or family member to pay toward your balance?  
[Add an Authorized Party.](#)

## Step 5: Check the circle

Home Sign Out

### Enroll in Refunds


**Step 2 of 2: Select your refund method**

Refunds will be disbursed via the selected method at the time the request is received and processed. If a refund method is not selected, refunds will be delivered to you via first class mail in the form of a paper check, to the address on record with your institution.

Bank Account (Direct Deposit) Funds should be received **1-2 business days** from processed date

[Back to profile](#)

LIVE HELP



## Step 6: Enter information into required fields and click Save button:

Home Sign Out

### Enroll in Refunds

**Step 2 of 2: Select your refund method**

Refunds will be disbursed via the selected method at the time the request is received and processed. If a refund method is not selected, refunds will be delivered to you via first class mail in the form of a paper check, to the address on record with your institution.

Bank Account (Direct Deposit) Funds should be received **1-2 business days** from processed date

Account Holder Name\*

Bank Name\*


Account Type \*  Checking  Savings

Routing Number\*  ?

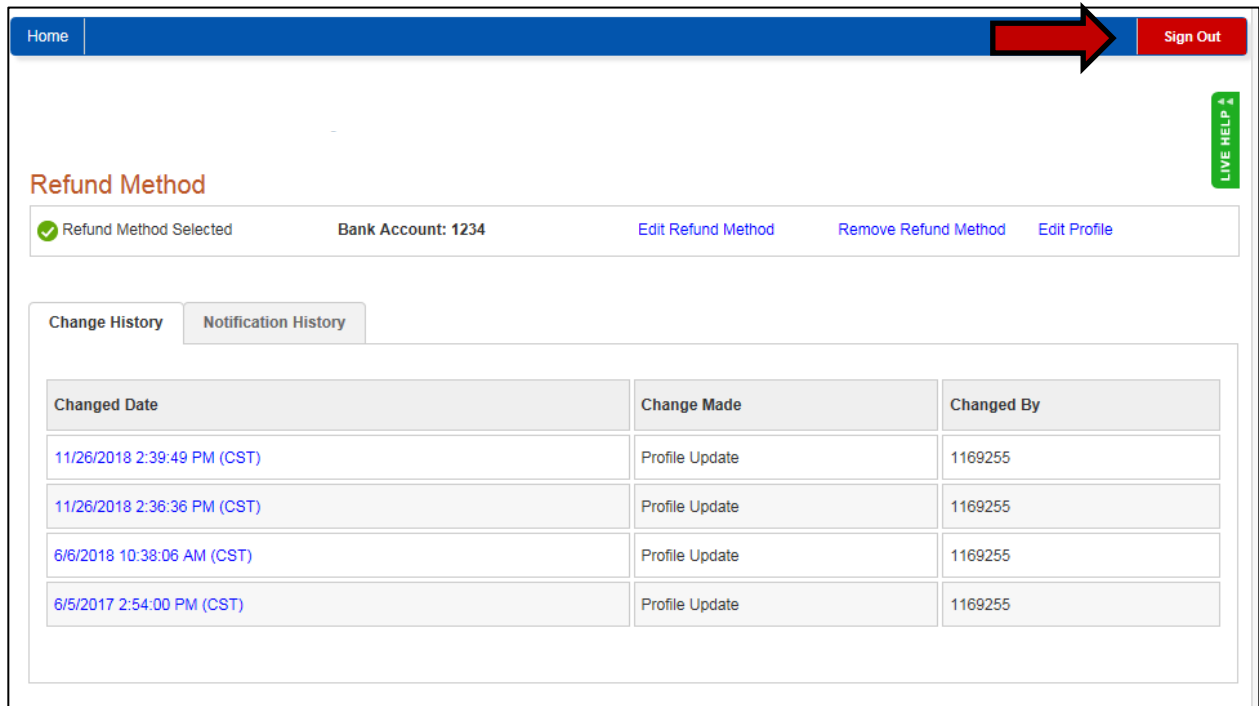
Account Number\*  ?

By clicking Save, I authorize Nelnet Campus Commerce to disburse my student account refund via the method I have selected. I acknowledge that I am responsible for repayment if I receive money that I am not entitled to.

LIVE HELP



Step 7: Click on the red “Sign Out” button



The screenshot shows a web application interface. At the top, there is a blue navigation bar with a 'Home' link on the left and a 'Sign Out' button on the right. A red arrow points to the 'Sign Out' button. Below the navigation bar, there is a 'Refund Method' section. This section includes a status indicator 'Refund Method Selected' with a green checkmark, a 'Bank Account: 1234' label, and three links: 'Edit Refund Method', 'Remove Refund Method', and 'Edit Profile'. To the right of the 'Refund Method' section is a green 'LIVE HELP' button. Below this is a 'Change History' section with two tabs: 'Change History' (selected) and 'Notification History'. The 'Change History' tab displays a table with the following data:

Changed Date	Change Made	Changed By
<a href="#">11/26/2018 2:39:49 PM (CST)</a>	Profile Update	1169255
<a href="#">11/26/2018 2:36:36 PM (CST)</a>	Profile Update	1169255
<a href="#">6/6/2018 10:38:06 AM (CST)</a>	Profile Update	1169255
<a href="#">6/5/2017 2:54:00 PM (CST)</a>	Profile Update	1169255