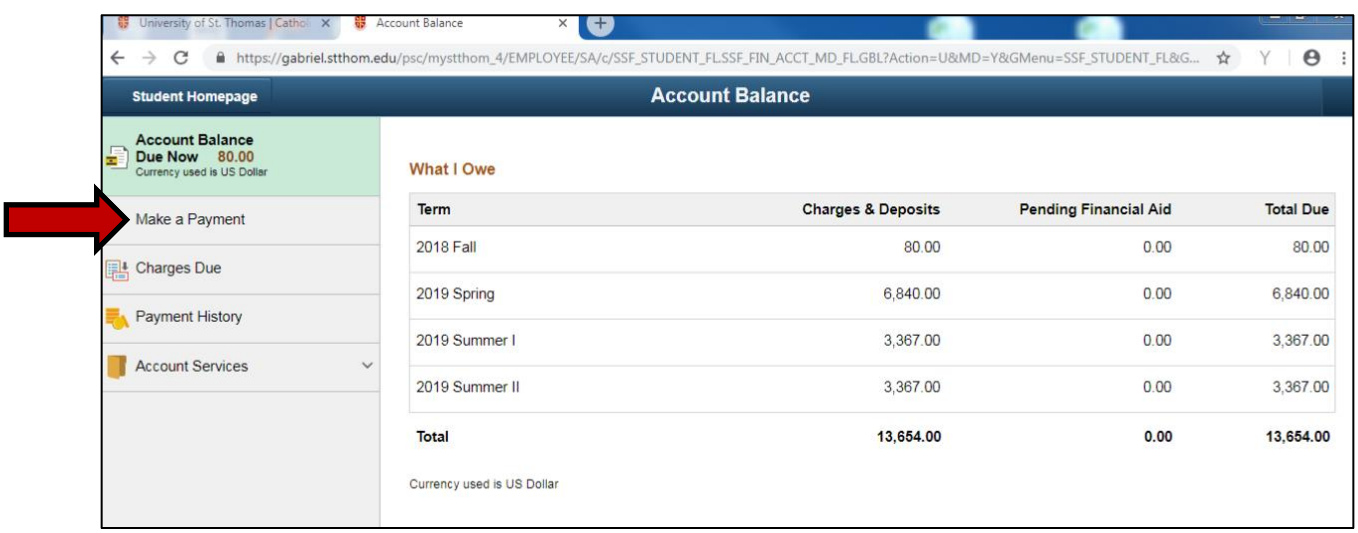
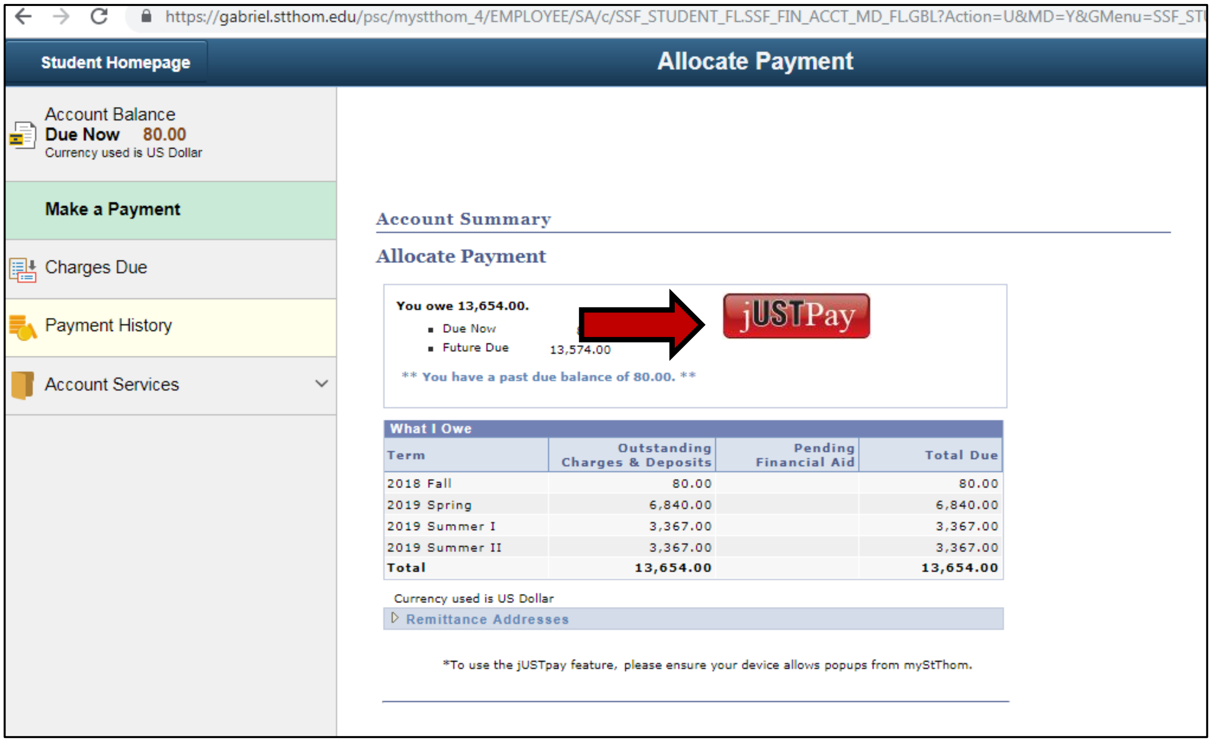
HOW TO MANAGE REFUNDS

Step 1: Click on Financial Account

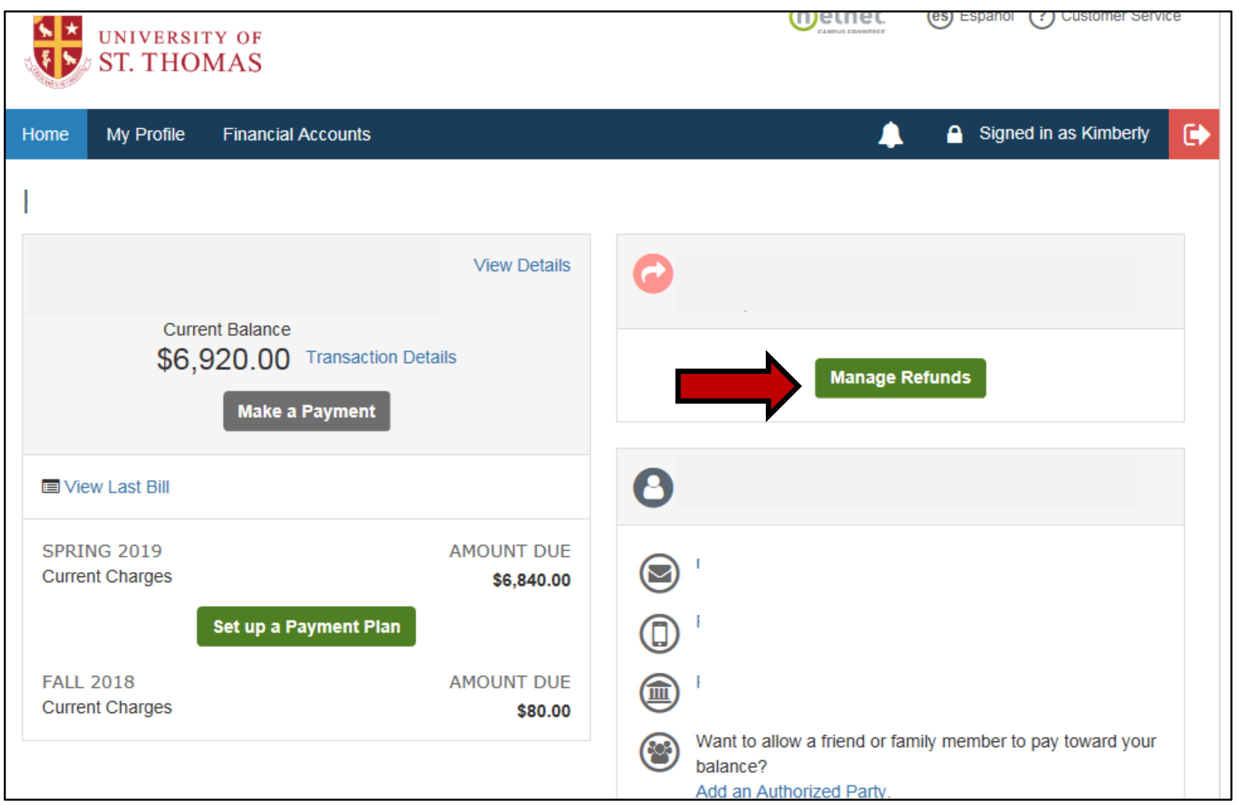
Step 2: Click on "Make a Payment" (left-hand margin).



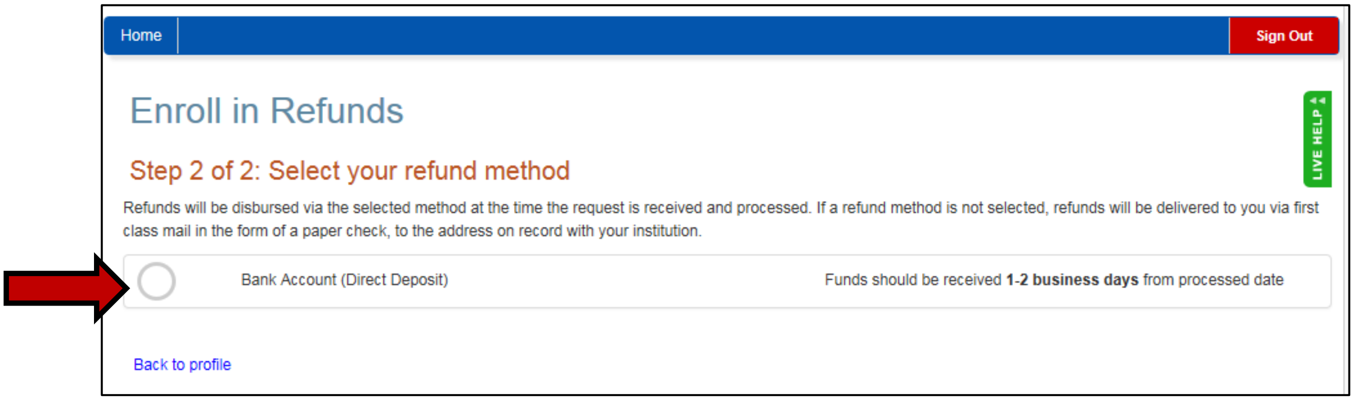
Step 3: Click on the red "jUSTPay" button



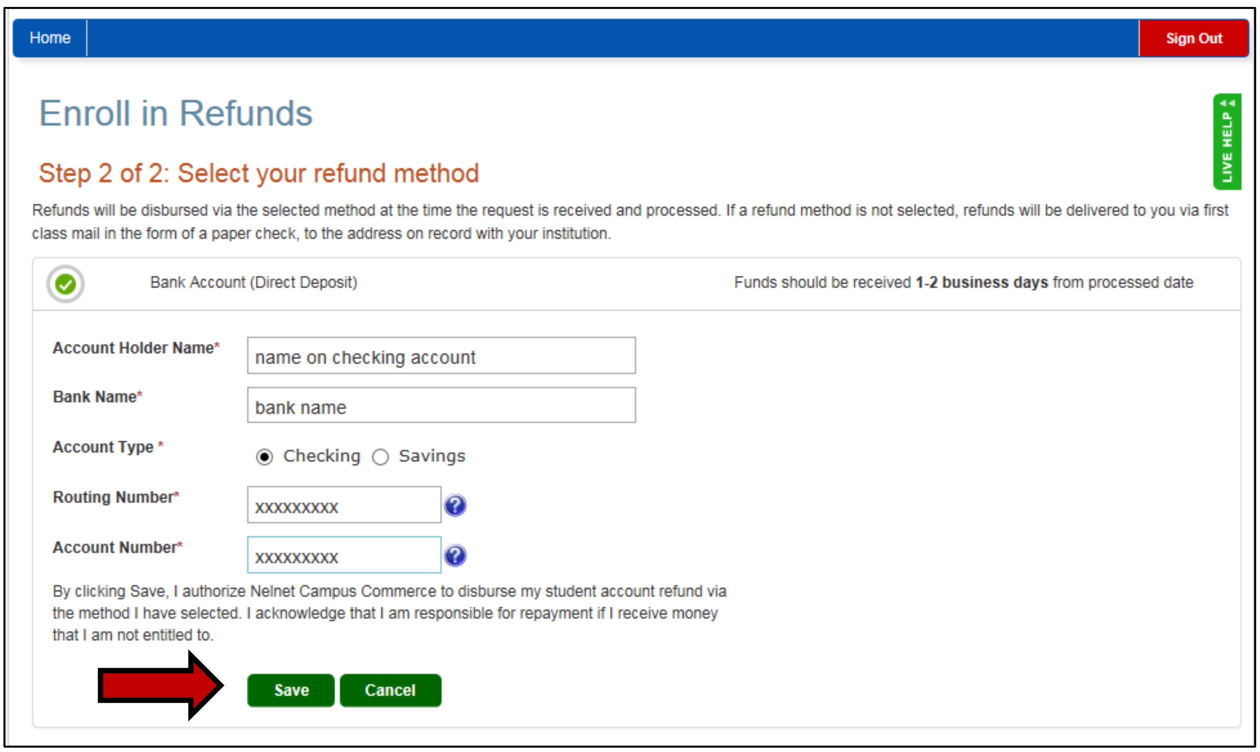
Step 4: Click on "Manage Refunds" button:



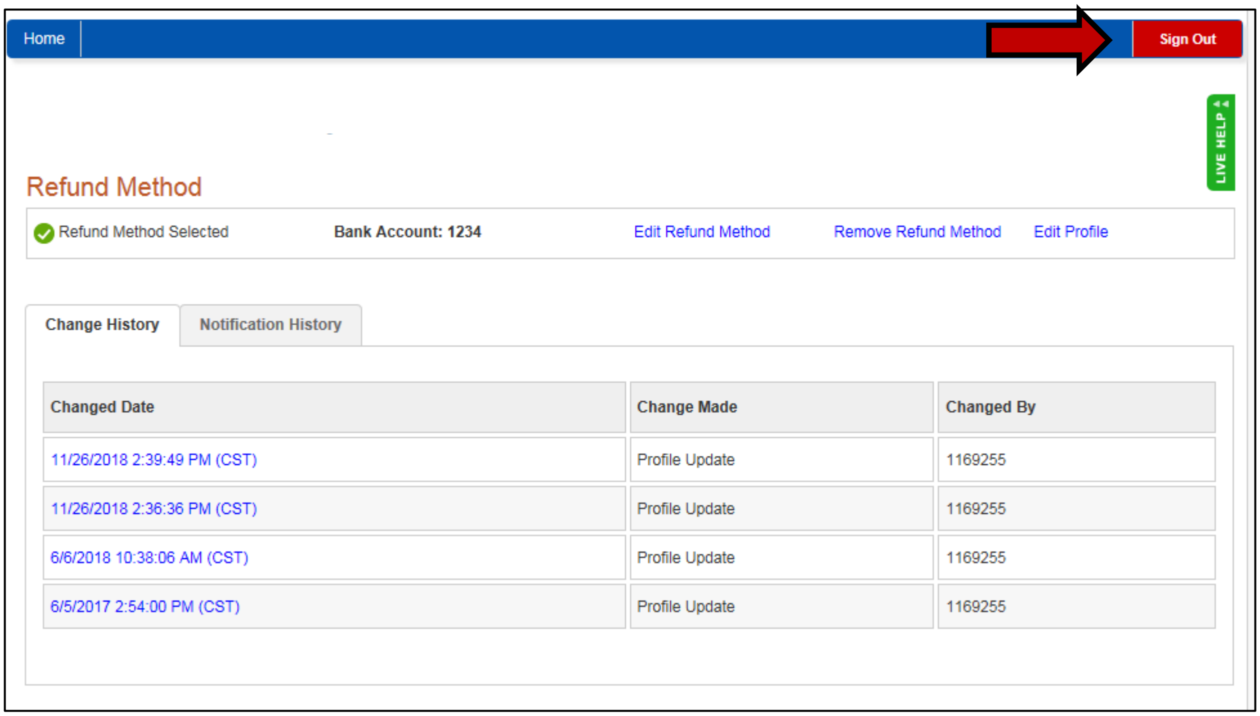
Step 5: Check the circle



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



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



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