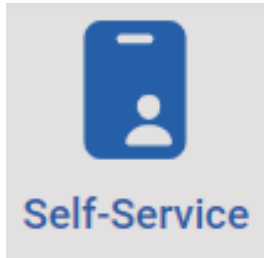


How to sign up for eRefunds (Direct Deposit)



1: On the [CEI Website](#) go to your [Student Self-Service Page](#) under 'Quicklinks'



2: Login using your CEI email and password



Sign in

[Can't access your account?](#)



← first.lastname@cei.edu

Enter password

[Forgot my password](#)

3: Click on 'Student Finance'

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Student Finance

Here you can view your latest statement and make a payment online.

4: Click on 'Make a Payment'

Account Overview

Amount Overdue	\$0.00	
Total Amount Due	\$0.00	Make a Payment
Total Account Balance	\$0.00	Account Activity

5: Continue to 'Secure Payment Center'

Secure Payment Center

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

6: Click on 'Electronic Refunds'



Electronic Refunds

CONTACT US FOR MORE INFO

208-535-5352

cashier.office@cei.edu

Important Websites:

CEI Website: www.cei.edu

Student Self-Service:

<https://colssprod.ec.cei.edu/Student/Finance>

7: Complete the verification process & provide your bank account information.

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.

Paper check will be mailed if no ACH Refund is setup.

Refund Methods

No Two-Step Verification Profile. You must enroll in Two-Step Verification to update a Refund Method

[Enroll in 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](#)

College of Eastern Idaho is pleased to offer eRefund, a secure, convenient, and fast way to get your refunds. If you would like to use eRefund (Direct Deposit) for your financial aid refunds and other refunds, sign up today!

By signing up for eRefunds (Direct Deposit), you will get the following benefits:

- **CONVENIENCE:** No more waiting for the mail, then making an extra trip to the bank to deposit your check. Directly deposit your refund into your checking or savings account.
- **SECURITY:** Direct deposit eliminates the possibility your check will be lost in the mail or stolen. And you won't have your check returned to us as "undeliverable" if there's a problem with your address.
- **QUICK:** You will receive your refund faster than a traditional paper check.
- It is free and easy to sign up, and friendly to the environment since it is completely paperless.

How to Get Your Refund

eRefund (Direct Deposit)-Recommended

Sign up for eRefund any time. It's easy.

- In CEI [Self-Service](#), go to CEI Student Finance tab and click 'make a payment'.
- Click on 'Continue to Payment Center'.
- In the Payment Center, click the "Electronic Refunds" option.
- Complete the verification process and provide your bank account information.
- If you need help logging in to your Self-Service contact the Help Desk at (208)535-5444.
- If you have questions about eRefunds, please contact the Cashier at (208)524-3000 option 3.

Once processed, the money should be deposited into your bank account in 3 to 4 business days.

- Make sure the refund is in your account before you try to use the money.
- If for any reason your bank won't accept the funds, we'll let you know.
- If you change accounts or banks, remember to update your bank account information.

Paper Check-Make sure your mailing address is current.

- If you do not set up an eRefund account, you will be mailed a paper check to the mailing address on file at CEI.
- You can update your address by contacting Student Affairs at (208)524-3000 option 4 or emailing admissions@cei.edu.
- This method can take 7 to 10 business days depending on the postal service.