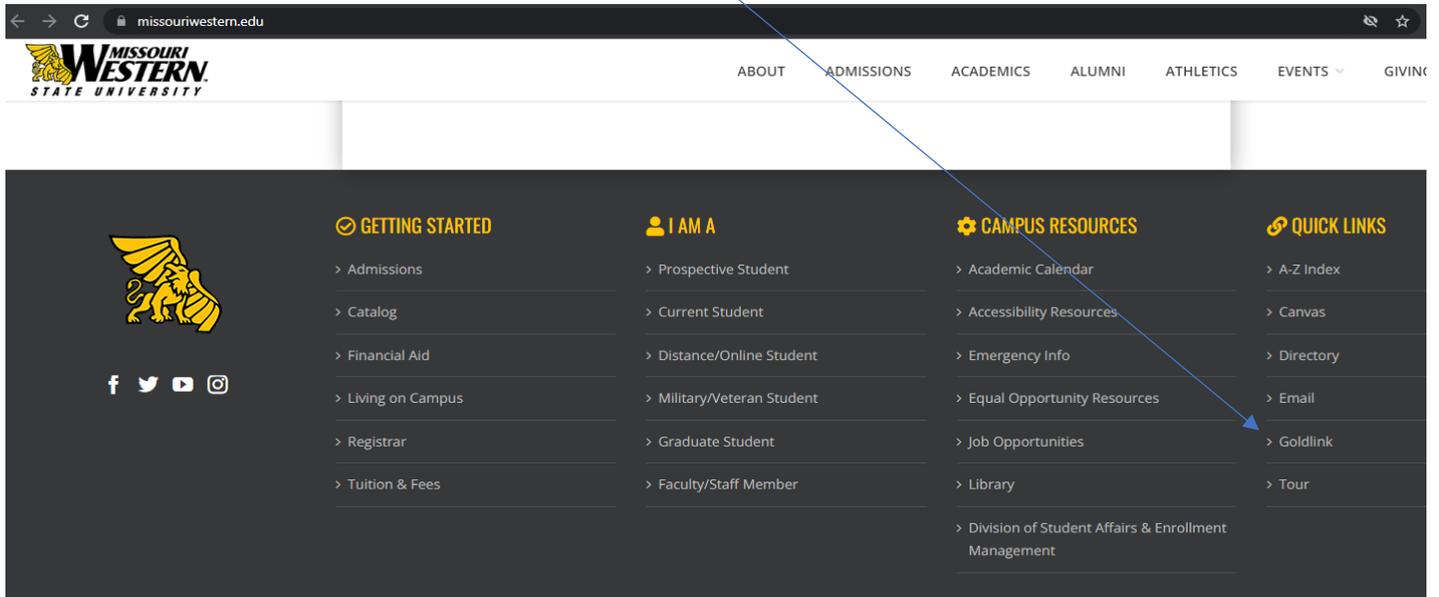


HOW TO SET UP E-REFUND ACCOUNT:

- Go to missouriwestern.edu and click **Goldlink** at the very bottom under quick links.



- Log in to your Goldlink Account.



Username

[> Forgot My Password](#)

Password

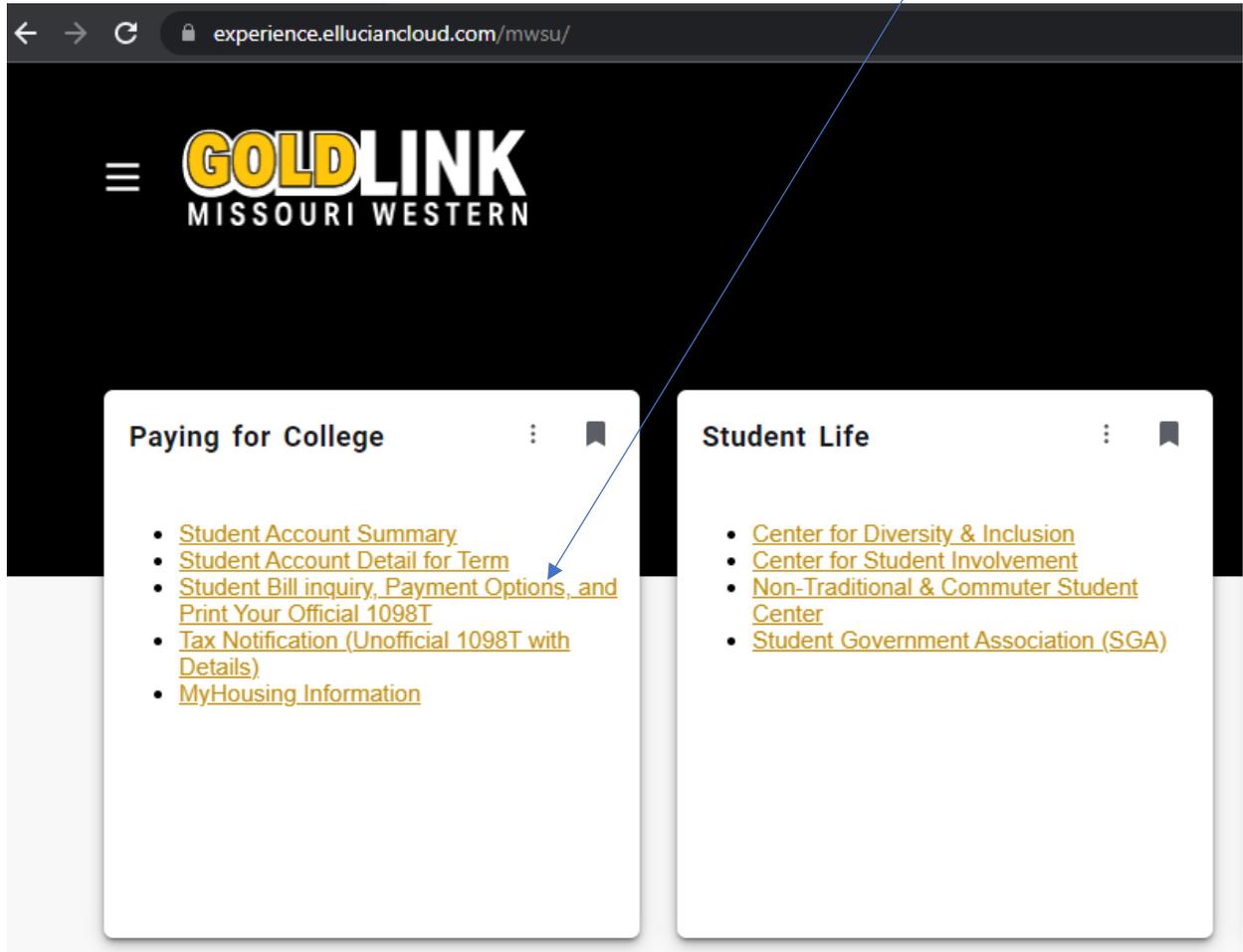
[> Change Password](#)

[> Activate account](#)

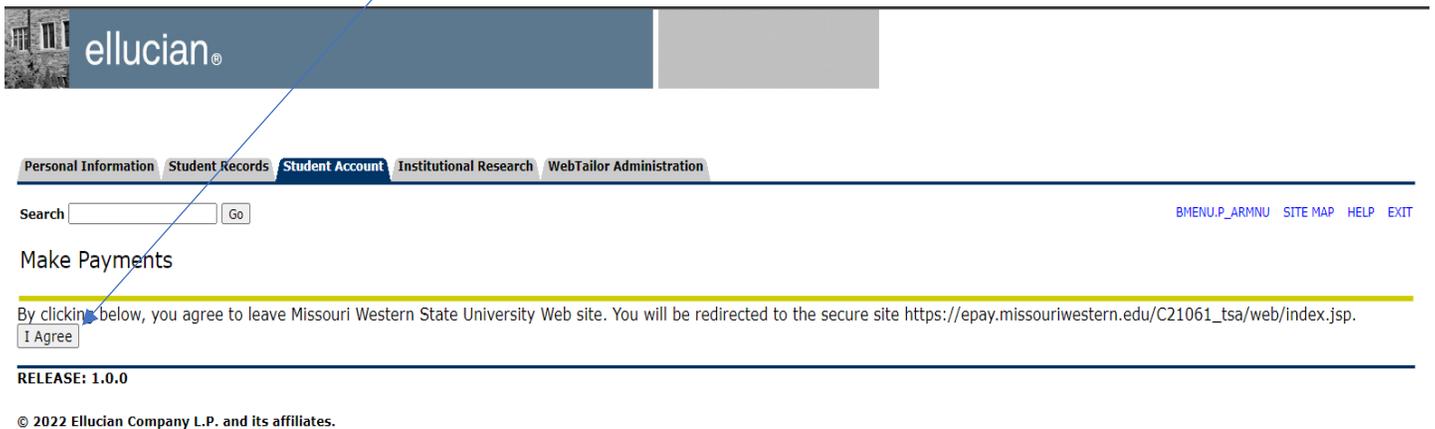
Login

Having problems logging in?
Contact the Help Desk at (816) 271-4555.

- Look for the **“Paying for College”** card and select **“Student Bill Inquiry, Payment Options, and Print Your Official 1098T”**



- Select **“I Agree”**



- Then select “Refunds” at the top OR “Electronic Refunds” on the right side.

- You will then need to select “Enroll in Two-Step Verification” This has to be completed otherwise the process will not work

- Select from 3 different options how you would like to receive the passcode.

My Profile

Personal Profile Payment Profile Security Settings

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

- Text message to existing or new mobile number
- Email message to existing or new email address
- Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

Setup Method

- Depending on the selection you choose, you will either enter your phone number, email, or use Google Authenticator. Follow the prompts to complete the Two-Step Verification.
- After completing you will also have the option to set up a backup method. This is optional but recommended.
- To complete setting up your e-refund account you will need to click “Refunds” at the top. And then select “Set up a new account”

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. Direct Deposit to your personal account is the preferred method to get your refund!

Refund Methods

No Refund Method Selected.

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

- Enter your account and billing information.

Set Up Refund Account

Account Information

*** Indicates required fields**

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type:

*Routing number:
(Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

*Save payment method as:
(example My Checking)

- Next you will need to review your information carefully and click “I Agree” and then select “Continue”

Set Up Refund Account

I hereby authorize **Missouri Western State University** to initiate debit or 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 any reason, I understand that a **\$50.00** return fee will be added to my student account.

Name: **Sam Student**
Address: 4525 Downs Drive
Depository: St. Joseph MO 64507
Sam Student Bank
Routing Number: 111222333
Account Number: 1234567

This agreement is dated 05/13/2022 09:19:52 AM CDT.

For fraud detection purposes, your internet address has been logged: 150.200.33.168 at 05/13/2022 09:19:52 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: **businessoffice@missouriwestern.edu**

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

- After completing successfully, you will have a message at the top that the refund account has been saved.



eRefunds

Your new ACH refund account has been saved.

- Underneath that message you will see **“Complete Two Step Verification.”** After selecting, it will send a code to the method you previously selected. Type the passcode into the box and select **Verify** to complete the process.

Complete Two-Step Verification. Two-Step Verification required before refund method updates Complete Two-Step Verification

A passcode was sent to you for Two-Step Verification. Please enter the passcode to update refund method

Cancel Resend Code Verify

- You can change your e-refund account anytime by going to **“Refunds”** at the top or **“Electronic Refund”** on the right-hand side and then selecting **“Set up a new account”**

Announcement
You can now opt to receive automatic text messages when we send you a new bill, confirm a payment received online or remind you of a pending payment that is due. To opt in click on Notifications under My Profile Setup.

To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Student Account ID: xxxxx2449
Balance: \$842.96
View Activity Make Payment

Payment Plans
Summer 2022 \$842.96

Description	Due Date	Amount	Action
Installment 1 of 3	5/20/22	\$280.99	⚙️
Installment 2 of 3	6/20/22	\$280.99	⚙️
Installment 3 of 3	7/20/22	\$280.98	⚙️

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds**

Term Balances
Summer 2022 Covered by plan

