

How To Set Up New Payment/Refund Profile

Click on Goldlink, located at the bottom of the MWSU homepage

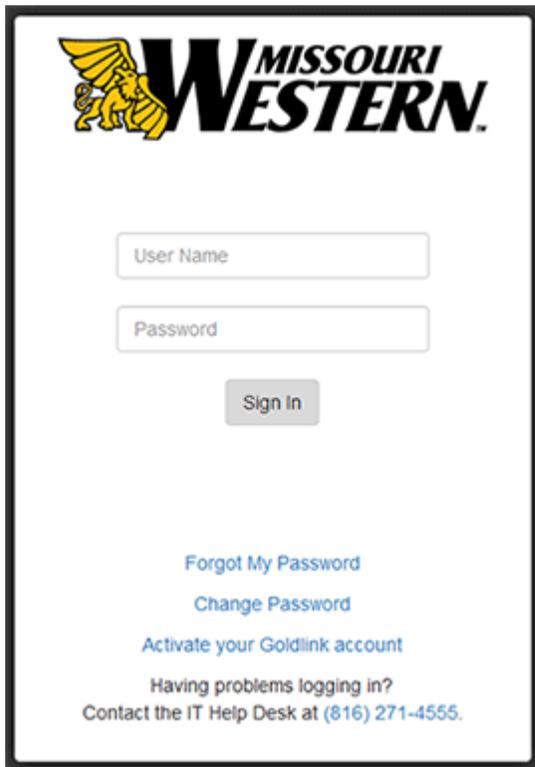


The screenshot shows the footer navigation menu of the Missouri Western State University homepage. The menu is organized into four columns: GETTING STARTED, I AM A, CAMPUS RESOURCES, and QUICK LINKS. The 'QUICK LINKS' column contains a list of links, with 'GoldLink' highlighted by a red circle. The 'everything is possible' logo and social media icons are also visible in the center of the footer.

GETTING STARTED	I AM A	CAMPUS RESOURCES	QUICK LINKS
Admissions	Current Student	Academic Calendars	Canvas
Catalog	Distance/Online Student	Accessibility Resources	Directory
Financial Aid	Faculty/Staff Member	Emergency Info	Email
Living on Campus	Graduate Student	Job Opportunities	GoldLink
Registrar	KC Northland Student	Library	Moodle
Tuition & Fees	Visitor	Student Affairs	Tour

Missouri Western State University
4525 Downs Drive, St. Joseph, MO 64507
(816) 271-4200 | Contact Us | Feedback
An equal opportunity/affirmative action institution.

Sign in to your GoldLink account



The screenshot shows the GoldLink sign-in page. It features the Missouri Western State University logo at the top left. Below the logo are two input fields for 'User Name' and 'Password', followed by a 'Sign In' button. At the bottom of the page, there are links for 'Forgot My Password', 'Change Password', and 'Activate your Goldlink account'. A note at the very bottom states: 'Having problems logging in? Contact the IT Help Desk at (816) 271-4555.'

MISSOURI WESTERN.

User Name

Password

Sign In

[Forgot My Password](#)

[Change Password](#)

[Activate your Goldlink account](#)

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

My Account Content

Western GoldLink

Welcome Student Name
You are currently logged in.

My Account Content Layout

E-mail Groups Logout Help

All Users My Stuff Tech Resources Library Tutorial **Financial Aid & Billing** Student Academics August 28, 2012

Financial Aid Requirements

Award Year 2012-2013

Requirements	Fund	Source	Term	Status
Complete Entrance Loan Counseling Online at studentloans.gov	Sub Direct	Stafford Loan		✓
Complete a Master Promissory Note online at studentloans.gov	Sub Direct	Stafford Loan		✓
FAFSA Received				✓

Choose Another Year Go

Message Holds Financial Aid Status Progress

Financial Aid Awards

Financial Aid Awards

Financial Aid

Financial Aid Sources
Apply for Financial Aid
Complete Entrance Loan Counseling

My Account

Fall 2008	\$0.00
Spring 2009	\$0.00
Summer 2009	\$0.00
Fall 2009	\$0.00
Spring 2010	\$0.00
Fall 2010	\$0.00
Spring 2011	\$0.00
Fall 2011	\$0.00
Spring 2012	\$0.00
Fall 2012	\$3,715.12

Account Balance \$3,715.12

Paying for College

Student Bill Inquiry and Payment Options
Student Tax Notification (1098T)

Student Work Study Balance

100%

1. Select **Financial Aid & Billing** tab
2. Select **Student Bill Inquiry and Payment Options**

Notification that you are leaving Missouri Western State University Web site and will be redirecting to a secure Web site.

GoldLink

Back to Financial Aid & Billing Tab

E-mail Groups Logout Help

Personal Information Student Financial Aid Employee

Search Go BMENU.P_ARMNU SITE MAP HELP

Make Payments

By clicking below, you agree to leave Missouri Western State University Web site. You will be redirected to the secure site https://epay.missouriwestern.edu/C21061_tsa/web/index.jsp.

I Agree

RELEASE: 1.0.0

1. Select **I Agree**

Set Up New Payment/Refund Profile

The screenshot shows the Missouri Western State University website interface. At the top, there is a navigation bar with 'My Account', 'Payments', 'Payment', 'eBills', 'eDeposits', and 'eRefunds'. Below this is a sub-navigation bar with 'Account Activity', 'My Profiles', and 'Authorized Users'. The main content area is titled 'Profile Settings' and contains several expandable sections: 'Personal Profile', 'Paperless Options', 'Saved Payment Methods', and 'Add New Payment Method'. The 'Add New Payment Method' section is expanded, showing a dropdown menu with options: 'Select Payment Method', 'Electronic Check (checking/savings)', and 'ATM Debit Card'. Below the dropdown, there is explanatory text for 'Electronic Check' and 'ATM Debit Card', along with logos for supported networks: American Express, NYCE, pulse, and STAR. The footer contains copyright information, contact details, and logos for Missouri Western State University and TouchNet.

1. Select **My Account**
2. Select **My Profiles**
3. Select **Add New Payment Method**
4. Select Payment Method from the drop down box

This close-up view shows the 'Add New Payment Method' section. The dropdown menu is open, and 'Electronic Check (checking/savings)' is selected. Below the dropdown is a green 'Select' button. A callout '5' points to this button.

5. Select

Agreement

I hereby authorize **Missouri Western State University** to initiate recurring 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 "NSF" or "Insufficient Funds", I understand that a **\$20.00** return fee will be electronically debited from my account.

Name: **Student Name**
 Address:
Street address
 Saint Joseph MO 64503
 Depository: NORTH AMERICAN SAVINGS BANK
 12498 SO. 71 HWY
 GRANDVIEW, MO 64030
 Routing Number: 301071631
 Account Number: xxxxxx **0000**
 This agreement is dated Monday, August 27, 2012.
 For fraud detection purposes, your internet address has been logged: 150.200.33.201 at 8/27/12 12:12:16 PM 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: stuaccounts@missouriwestern.edu
 Print and retain a copy of this agreement.
 Please check the box below to agree to the terms and continue.
 I Agree

Continue **Cancel**

cards issued by Bank of America, Chase, US Bank, and Wells Fargo cannot be processed as a debit card online.

100%

1. Read and verify that the information is correct.
2. Select **I Agree**
3. Select **Continue**

Once you have completed the above process, you will see the saved profile name under **Saved Payment Methods** (See below). Also, anytime that a payment or refund is generated you will receive an email stating the payment method's name and the action that has occurred.

▼ **Saved Payment Methods**

To store payment profiles, enter the account information of your preferred bank account(s). To get started, select the Add New Payment Method option below. Select the payment type from the drop-down list and click "Select". You can have refunds sent to whichever bank account profile you choose. You can add a new bank account profile or edit an existing one to accept refunds. To use an account for refunds, check the Refund Option box on its "Bank Account Information" screen.

My Payment Methods	Use for Refunds	Action
My checking	Yes	Edit Delete
▶ Add New Payment Method		

Editing information on a payment or refund method

Note: You cannot change the routing or account number under Edit. You must delete the profile and set up a new profile with the correct information.

The screenshot shows the Missouri Western State University payment portal. The top navigation bar includes 'My Account', 'Payments', 'Payment Plans', 'eBills', 'eDeposits', and 'eRefunds'. Below this, there are tabs for 'Account Activation', 'My Profiles', and 'Authorized Users'. The 'My Profiles' section is expanded to show 'Profile Settings', which includes 'Personal Profile', 'Paperless Options', and 'Saved Payment Methods'. The 'Saved Payment Methods' section is expanded to show a table of payment methods. The table has columns for 'My Payment Methods', 'Use for Refunds', and 'Action'. The first row shows 'My checking account' with 'Use for Refunds' set to 'Yes' and an 'Action' column containing 'Edit | Delete'. A fourth callout points to the 'Edit | Delete' link.

My Payment Methods	Use for Refunds	Action
My checking account	Yes	Edit Delete

1. Select My Account
2. Select My Profiles
3. Select Saved Payment Methods
4. Select Edit

Edit Payment Method ✕

Account Information

**Indicates required fields*
Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.

*Account type: **1**

*Routing number: 301071631

*Account number: xxxxxx0000

*Name on account: **2**

Refund Options

Only ONE account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account. **3**

*Save payment method as: **4**
(e.g. Primary Checking)

5

1. Change **Account type**
2. Change **Name on account**
3. If you no longer wish to have your refunds deposited into this account, uncheck.
4. Change the Name of your payment profile
5. **Save**