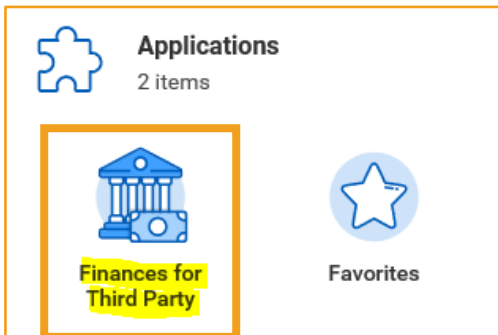# SETTING UP PAYMENT AND REFUND ELECTIONS

To pay by electronic check a student and/or parent must set up **Payment** elections in Workday.

At this time, **Refunds** can only be processed based on the refund elections set up by the student. Therefore, if your student is requesting that a refund be processed to your bank account, your banking information must be entered in your student's refund elections. Parent refund functionality will be available in the future.

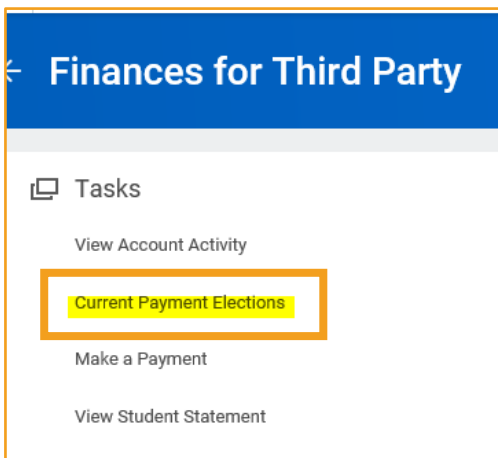Here's how to set up payment in Workday:

STEP 1

After logging in to Workday, select the **Finances for Third Party** icon.
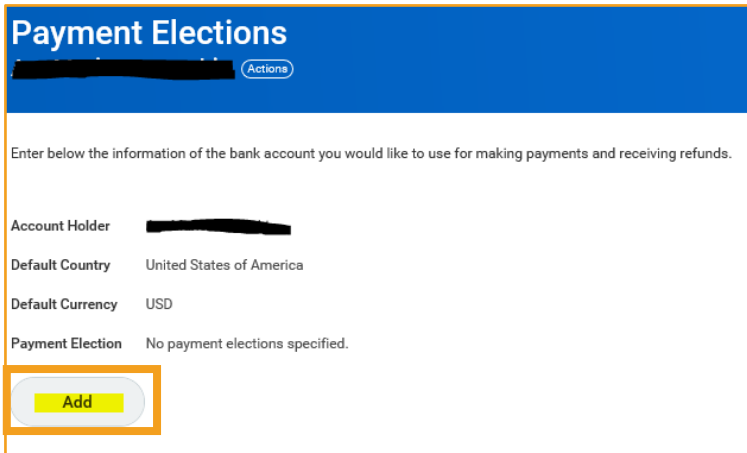

STEP 2

From menu options in the **Finances for Third Party** section, select **Current Payment Elections**.
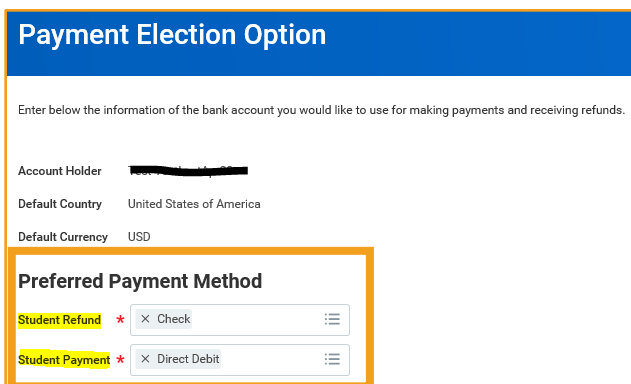
STEP 3

This brings you to the **Payment Elections** screen, displaying your name and currency, and prompting you to add your **Payment Election**. To do so, click **Add**.
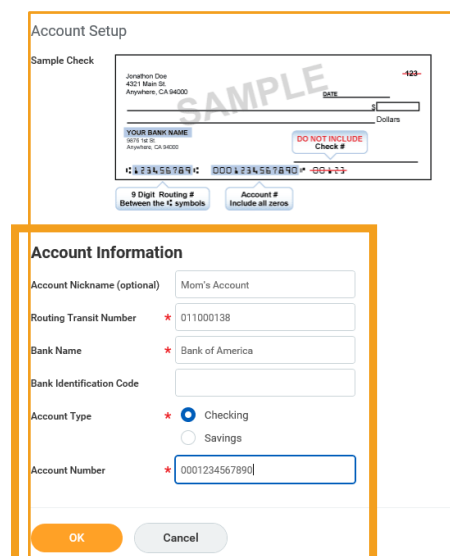

STEP 4

This takes you to the **Payment Election Option** screen, which is where you indicate your preferred form of payment—direct debit. To do so, select **Direct Debit** in the drop-down menu**.** Next, you'll be prompted to complete your **Account Information**:

- **Account Nickname:** For example "Daniel's Account," or "My Account."
- **Routing Transit Number** of your checking or savings account. Do not input information from a debit or credit card.
- **Bank Name**
- Select **Account Type:** Choose from checking or savings.
- **Account Number** of your checking or savings account. Do not input information from a debit or credit card.
- When you're done, click **OK.**

Please note: At this time **Refunds** can only be processed based on the **Refund** elections set up by the student. If you add information into the **Refund** section, please be sure it matches what your student has input.

STEP 5

To review or change your bank account information, in the **Payment Elections** section, click **Edit**. In the **Payment Type** box, select **Direct Debit** and edit the bank account information as needed. Click **OK.**

Please note: At this time **Refunds** can only be processed based on the **Refund** elections set up by the student. If you add information into the **Refund** section, please be sure it matches what your student has input.