

# Set up your payment elections to make payment in UR Student (first time only)

In order to pay by direct debit / ACH, you must set up **Payment Elections** in the system. *Note that any refunds paid directly to parents are paid only by check, made payable to the parent. This type of refund occurs if the account balance is the result of a Parent PLUS loan on the student’s account. Even though the “Student Refund Election Rule” appears as an option for third parties, refunds will not be issued using that information.*

Prior to entering any information into the system, gather the information for your checking or savings account (United States banks only). You will need:

- The bank’s **routing transit number**,
- -The **type of account** (savings or checking) and
- Your **bank account number**.
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- The routing transit number and the bank account number can be seen on a paper check or you can get the information by contacting your bank. We do not recommend searching online (Google, Bing, etc.) to find your routing number because many banks use multiple routing numbers A payment submitted using an incorrect routing number will fail and you may be subject to a returned payment fee, holds, etc.

On the Finances for Third Party worklet, click on **Current Payment Elections** to begin the process.

## Make a Payment

Make a Payment

**Current Payment Elections**

Click on the **Add** button to add an account

**Payment Elections** Jimmy Rochester ⋮

Enter below the information of the bank account you would like to use for making payments and receiving refunds.

Person	Jimmy Rochester
Default Country	United States of America
Default Currency	USD
Payment Election	No payment elections specified.

Add

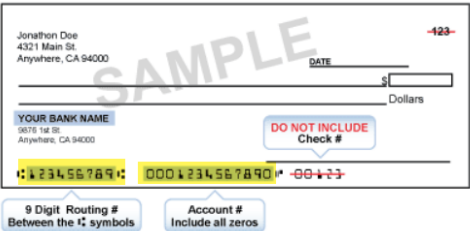
Scroll down and enter your Account Information. Payment elections must be made from a Checking or Savings account, using the Bank Routing Number and Bank Account number you can find on a paper check or by contacting your bank as noted above. Reminder: you cannot use your Debit or Credit Card information to create payment elections. Payments attempted using debit or credit card information will fail. You must use your bank's routing number and your account number.

- **Account Nickname:** Something that will make it easy for you to identify which account you are using when making a payment in UR Student. For example 'My Chase Checking' or 'Chase Savings.' We recommend including in the nickname the date you entered this bank account into UR Student. This will make it easier to confirm you're using your preferred account when making a payment (this nickname is displayed when making a payment in UR Student).
- **Routing Transit Number** (9 digits) of your US-based checking or savings account. Do not input information from a debit or credit card. You can find this number on a paper check (as shown below).
- **Bank Name:** This does not have to match your bank name exactly; it is not used for verification.
- **Account Type:** checking or savings
- **Account Number** of your checking or savings account. *Remember: do not input the 16 digit number from a debit or credit card in this field. Entering debit or credit card numbers will result in a returned payment. A returned payment could result in the student account being charged additional fees and/or holds being placed on the student account.* You can find the account number on a check (as shown below).

Use the example below to create your payment election:

### Account Setup

Sample Check



### Account Information

Account Nickname (optional)

Routing Transit Number \*

Bank Name \*

Account Type \*  Checking  
 Savings

Account Number \*

Name On Account \*

When finished, click **OK**. After clicking “OK” UR Student will automatically associate this account with the “Student Payment” and “Student Refund Election Rule” Pay Types in the “Payment Elections” grid at the bottom of the screen.

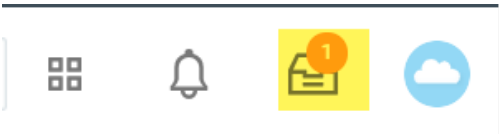
You will receive an email from UR Student requesting that you agree to the **UR ACH Authorization** agreement and approve your payment elections. The email you receive will contain the following text and will include a link to let you access your Workday Notification inbox.

Jimmy Rochester --

You have added or updated a bank account in UR Student. Before you can make a payment, you must agree to the UR ACH Authorization agreement. Please access your UR Student inbox at the link below to review the agreement and proceed.

<https://wd5-impl.workday.com/rochester/d/home.html?redirect=n>

*You can access the Inbox and the ACH Authorization agreement from within the UR Student application. At the top right corner of your page, select the inbox.*





The **Print Generated Document** task should appear at the top of your notification listing on the page to allow you to **Review Documents for Payment Election**. Click the **I Agree** checkbox and press **Submit** to authorize the account setup on your behalf.

**Print Generated Document** Review Documents for Payment Election: Jimmy Rochester on 03/22/2021 ⋮ ☆

22 minute(s) ago - Effective 03/22/2021

**Documents**

Document	 UR ACH Authorization 03/22/2021.pdf
Signature Statement	I authorize payments to be made using the account details provided. This authorization is effective until I revoke it by removing the Account.
I Agree	

Comment

This account is now ready to be used to submit payment through UR Student.

Click the **University of Rochester** logo at the top left of your page to return to your home screen.

