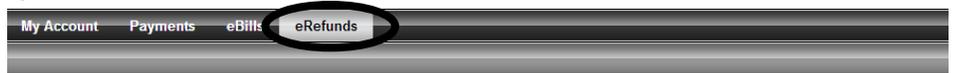
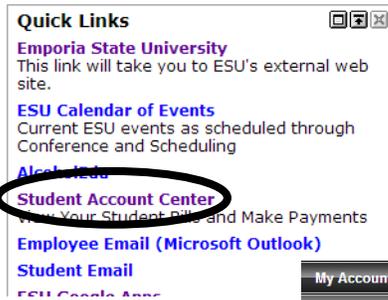


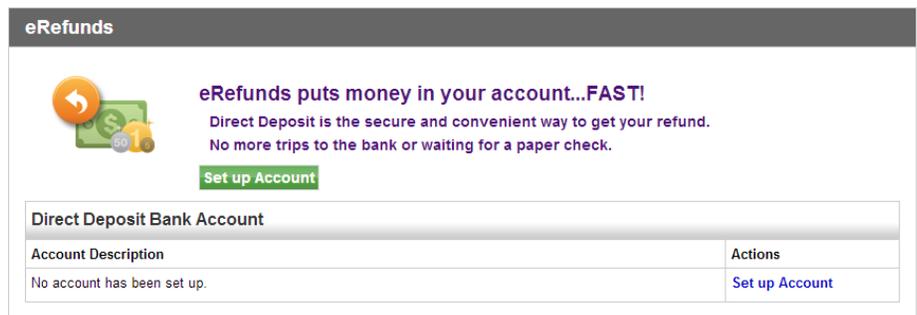
# Set up Direct Deposit for the Bank of **YOUR CHOICE!**

Complete this process **15 days prior to the 1st day of class** to ensure direct deposit of excess aid

1. Log into your student Buzz In account at <http://buzzin.emporia.edu>
  - a. Select the “**Student Account Center**” Link under the Quick Links Section



- b. *You will then be logged into your secure student account center*



2. Under the “**eRefunds**” section, select the “**Set up Account**”
  - a. Select “**Set up Account**” and continue
3. Enter your bank account information for the bank of **YOUR CHOICE!**

*You are NOT making a payment at this time. You are only establishing the checking/savings account where you want to direct deposit excess funds*

  - a. **IMPORTANT: Check the “Refund Option” box to initiate the direct deposit settings**
  - b. Click “**Save**”

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## Add Authorized Users to Your Account

Give others access (i.e. parents, spouse, guardians) to view your financial information and/or make payments online

1. Enter the secure student account center through your student Buzz In account
2. Select “**Authorized Users**” at the top of your screen
3. Select the “**Add an Authorized User**” bar
4. Enter the email address of the authorized user of your choice and answer the two privacy questions
5. Select “**Add User**”
6. An email will be sent to the authorized user indicated
  - a. **Authorized User:** The email will include the log in username and password
  - b. A link will also be provided to access the student’s account

Detailed instructions for the enhanced online features are also available at [www.emporia.edu/busaff](http://www.emporia.edu/busaff)

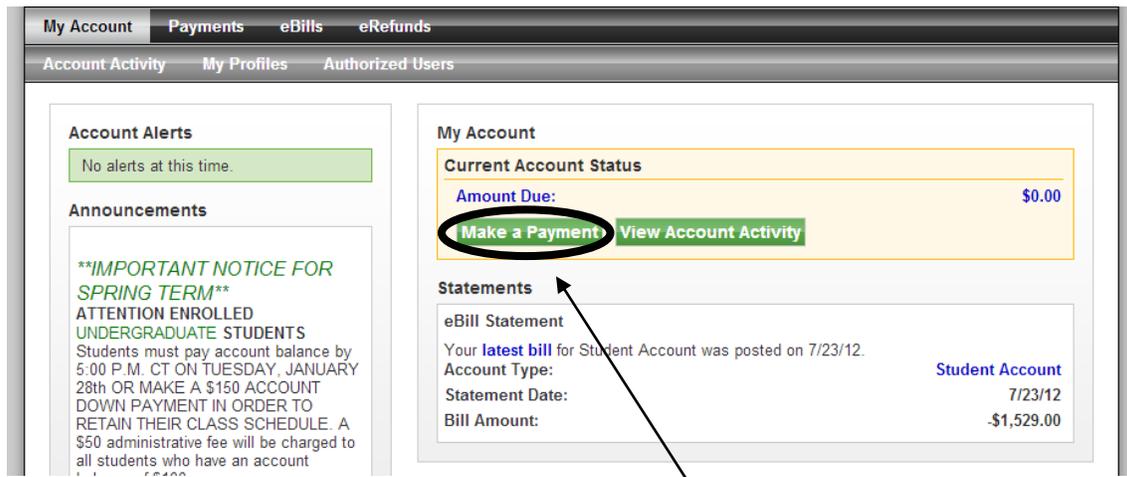
# - ENHANCED ONLINE FEATURES -

## Pay Your Bill Online

Webcheck, Visa, MasterCard, Discover, and American Express Accepted

1. Log into your student Buzz In account at <http://buzzin.emporia.edu>
  - a. Select the “**Student Account Center**” Link under the Quick Links Section

*You will then be logged into your secure student account center*



2. Under the “**My Account**” section, select “**Make a Payment**”
3. Select “**Make a Payment**”
4. Select **Current Account Balance**, or enter the amount you want to pay and select continue
5. Select a Payment Method
6. Input the required information into our secure payment portal
7. Print a receipt for your records

**Trouble logging into your Student Buzz In account?**

**Contact the Help Desk at 620-341-5555**

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## Important Changes to Credit Card Payment Processing

Efforts to limit the growing costs of electronic payment options to those using the services have resulted in the implementation of a new credit card policy for tuition, fees and housing payments.

- **Credit card payments will no longer be accepted at Cashiering Services.** Credit card payments can be made online through your student Buzz In account.
  - A computer will be available in Plumb Hall for those needing assistance with the online payment process.
- Emporia State University has contracted with TouchNet, a third party vendor, to provide secure online payments and to process *all* online credit card payments.
- There will be a **2.75% convenience fee** applied to your bill by TouchNet for the use of a credit card (\$3.00 minimum charge).
- You may avoid this charge by using cash, check or webcheck.
- Visa, MasterCard, Discover and American Express will be accepted.