NEW MEXICO TECH

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How to Set Up Direct Deposit for Refunds

STUDENT ACCOUNTS · BURSAR

TouchNet is NMT's secure portal for billing and payment processing. Students can have refunds deposited directly into their checking or savings accounts by setting up direct deposit information in TouchNet. This eliminates the need to wait for a paper check.

Logging into TouchNet

TOUCHNET DIRECT ACCESS

https://secure.touchnet.com/C22533_tsa/web/login.jsp

CREDENTIALS

Log in with your Banweb Student ID and Password. You can also access TouchNet through Banweb by clicking Make Online Payment under Personal Information.

NEED A PIN RESET?

The Registrar's Office in Fidel Center can help with ID and password issues. registrar@nmt.edu | 575-835-5133 | Toll free: 1-800-428-TECH ext. #6

Setting Up Your Direct Deposit

1 Click the “eRefunds” Tab

At the top of the TouchNet page, click the eRefunds tab.

> **IMPORTANT**
>
> Do **NOT** select eDeposits — that option is for paying housing and key deposits. If you accidentally click eDeposits, press Cancel to return to the prior screen.

2 Click “Set up Account”

On the eRefunds page, click the Set up Account button. You may also see a Set up Account link under the Actions column in the Direct Deposit Bank Account section.

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Complete Your Direct Deposit Setup

3 Enter Your Bank Account Information

Fill in the required fields. Fields marked with an asterisk (*) are required. You will need:

- Your bank's routing number (9 digits)
- Your checking or savings account number
- Your account type (checking or savings)

4 Click “Continue” and Follow the Prompts

Review your information for accuracy, then click Continue. Follow any additional instructions provided by TouchNet to complete the setup.

WHERE TO FIND YOUR BANK DETAILS

Your routing number and account number can be found at the bottom of a personal check. The routing number is the first set of numbers (9 digits), and the account number follows. You can also find these in your bank's mobile app or online banking portal under account details.

TIPS

Double-check your routing and account numbers before submitting. Incorrect information can delay your refund. Once set up, future refunds will be deposited automatically — you can update or change your bank information at any time through the eRefunds tab.

Need Help?

Contact Student Accounts for assistance with direct deposit or refunds.

bursar@npe.nmt.edu · 575-835-5338 · Fidel Center, Room 231

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