Direct Deposit and/or E-Refunds

1. Click on “MyLSCPA” blue tab

![Screenshot of MyLSCPA interface]

2. Log in using your Email Address and password
   If you have forgotten your password you can reset it online or contact the Help Desk at (409) 984-6150.

3. Click on “My Services”

![Screenshot of My Services]

4. It will land you on your profile page.

![Screenshot of My Profile]

My Profile
- Personal Information: View and update your biographical and demographic information.
- Direct Deposit: Create, view, and update your direct deposit information(s).
5. Click on the Four Boxes in the corner next to the LSCPA Logo. This is a drop down menu.

6. Select Banner

7. Select Student

8. This will land you on the Student Services Page. Click on Student Payment Center.
You will land on the Account Page. Click on Payment Plan.

10. Follow the on-screen instructions to set up your Payment Plan.