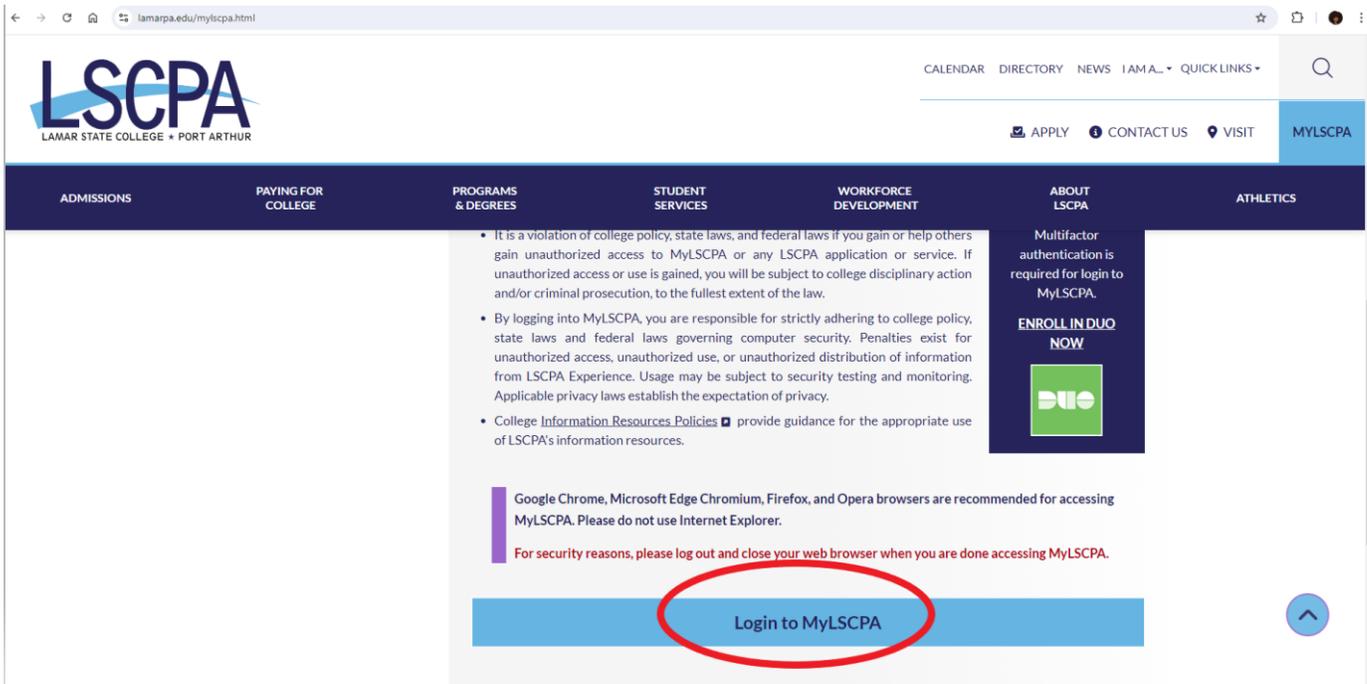


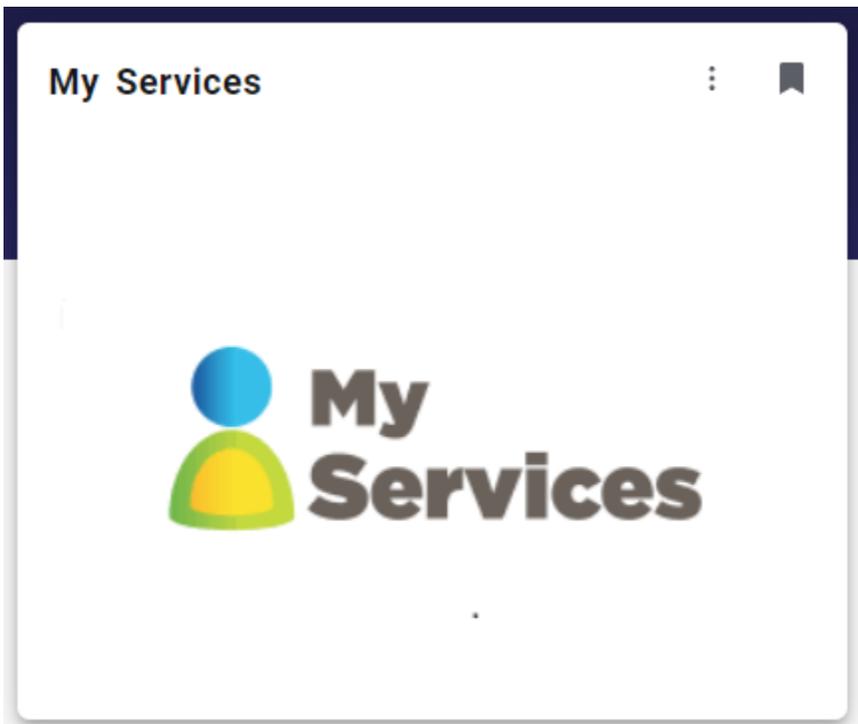
How Do I Set Up my Direct Deposit?

1. Click “Login to MyLSCPA” to log in:



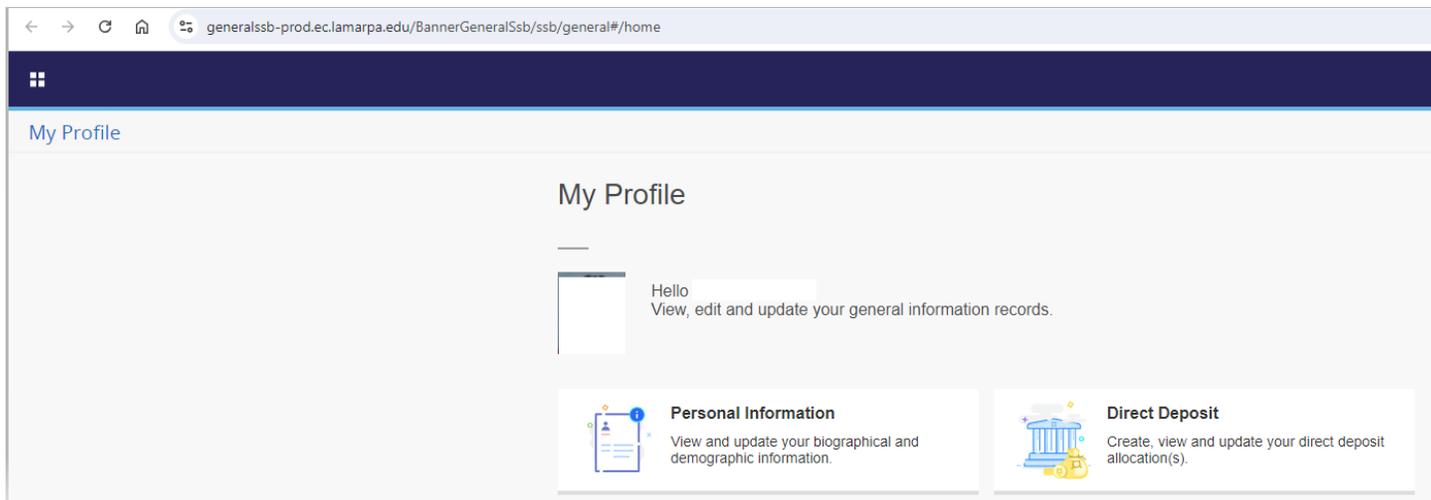
The screenshot shows the LSCPA website interface. At the top left is the LSCPA logo with the text "LAMAR STATE COLLEGE • PORT ARTHUR". To the right are navigation links: CALENDAR, DIRECTORY, NEWS, I.A.M.A., and QUICK LINKS. Below these are links for APPLY, CONTACT US, VISIT, and MYLSCPA. A dark blue navigation bar contains categories: ADMISSIONS, PAYING FOR COLLEGE, PROGRAMS & DEGREES, STUDENT SERVICES, WORKFORCE DEVELOPMENT, ABOUT LSCPA, and ATHLETICS. The main content area features a security notice with three bullet points, a "DUO" logo, and a "Login to MyLSCPA" button circled in red. A security warning at the bottom states: "For security reasons, please log out and close your web browser when you are done accessing MyLSCPA."

2. Click “My Services...”

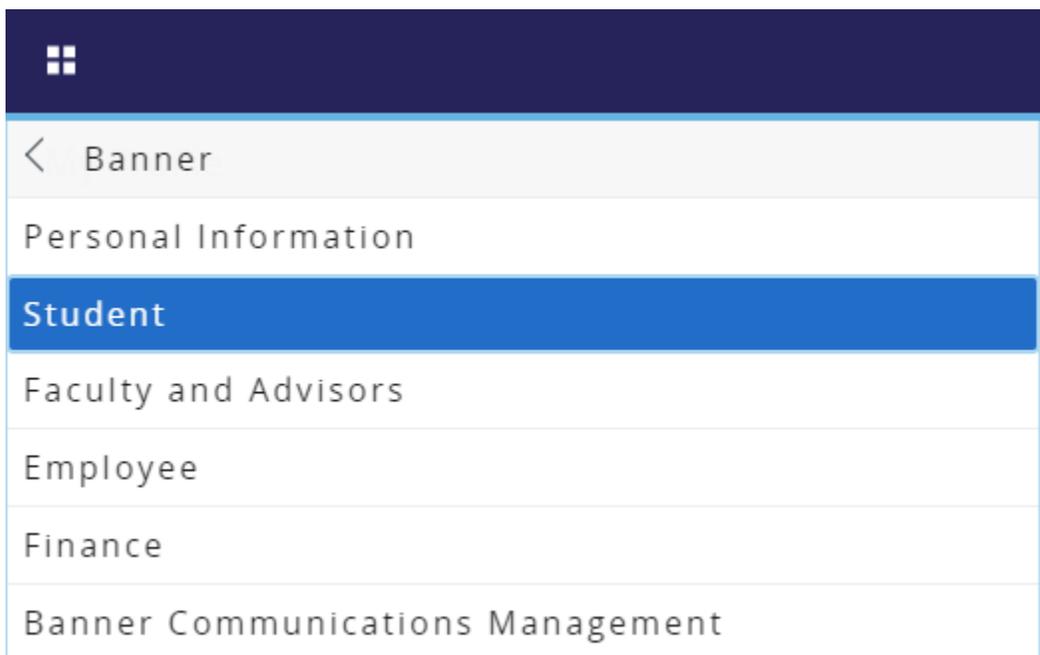


The screenshot shows a mobile application interface titled "My Services". It features a large logo with a stylized person icon in blue and green, followed by the text "My Services". There are three vertical dots and a bookmark icon in the top right corner.

3. ... which leads to “My Profile”:



4. Click on the four squares, in top, left-hand corner, to reveal a series of drop-down options. Click, as shown, in Blue Areas:



5. "Student Services" page is revealed. Click "Student Payment Center..."

Student Services

Hello

Additional services may be available based on your role at the institution by clicking the cube icon in the upper left corner of the browser or by pressing the (Alt+M) keys on your keyboard.

- [Attendance Tracking](#)
- [View Grades](#)
- [Student Profile](#)
- [Registration and Planning](#)
- [Personal Information](#)
- [Academic Transcript](#)
- [Clearinghouse Verification](#)

If you have any questions, please email the [Registrar](#).

- [Financial Aid Applicants](#)

If you have any questions, please email the [Financial Aid Office](#).

- [Account Summary](#)
- [Student Payment Center](#)
- [Account Detail by Term](#)
- [Tax Notification](#)
- [Account Information](#)
- [Statement and Payment History](#)

If you have any questions, please email the [Bursar](#).

6. Click "Refund Account Setup":

secure.touchnet.com/C21841_tsa/web/welcome.jsp

LSCPA
LUSAR STATE COLLEGE • FORT ARTHUR

My Account • My Profile • Make Payment • Payment Plans • Refunds • Help

Announcement
Welcome!!
First-Timer?? Make sure to Update your Profile.
Expecting a Refund. Be sure to set-up your Refund Payment Profile.
Need a little more time?? Check out our On-line Installment Plans.

To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Student Account ID: xxxxx
Balance \$0.00
View Activity Make Payment

My Profile Setup
Authorized Users
Personal Profile
Payment Profile
Consents and Agreements
Electronic Refunds

Term Balances

7. Click "Set up a new account":

secure.touchnet.com/C21841_tsa/tapp?token=I8wXuGLsaw6&Navigate=refund_accounts.jsp



My Account My Profile Make Payment Payment Plans Refunds Help

eRefunds

eRefunds puts money in your account... FAST!

No more trips to your financial institution or waiting for a paper check to come in the mail. Direct Deposit is the secure and convenient way to get your refund.

Refund Methods

No Refund Method Selected.

Direct Deposit

Typically received in 1-2 business days

Funds will be transferred to the personal checking or saving account of your choice.

A Direct Deposit account for refunds has not been set up.

[Set up a new account](#)

eRefunds History

You have no past refunds.

8. **Carefully** complete the requested information and click “Continue.” Your banking information will be validated and confirmed.

Set Up Refund Account

Account Information

* Indicates required fields

You can use any personal checking or savings account.

Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.

Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Save payment method as:
(example My Checking)

*Name on account:

*Account type:

*Routing number:
(Example)

*Bank account number:

*Confirm account number:

9. **Note:** Your Bank Routing Number and Bank Account Number can be found, as shown below. If you have any questions, please call 409.984.6526, for assistance.

