



## eRefund (Direct Deposit) Enrollment Instructions

UCEAP eRefund is separate from your home campus direct deposit and will stay in effect for all EAP programs until you un-enroll.

### To Enroll in eRefund

1. Confirm with your bank that the routing number and account number can be used for ACH on the bank account you want to set up.
2. Login to [MyEAP](#) and select “eRefund Signup” on the menu.
3. Click on “eRefund Signup on Secure Server”. A new window will open taking you to the eRefund homepage.
4. In the eRefund box, choose “Sign up for eRefund Direct Deposit”. You will be asked “Do you want to use eRefund for direct deposit?” Choose “Yes, I want refunds deposited directly into my bank account” and choose Continue.
5. Enter the appropriate information in the boxes and select Continue.
  - If you need help identifying your account and/or routing numbers, you can click on the link “What are my Routing Transit and Account Numbers?”
  - Please confirm with your bank that the routing and account numbers can be used for an ACH deposit.
  - The bank account you designate to receive your EFT deposit must be in the U.S.
  - Deposits cannot be issued to accounts held at investment firms.
6. Please note signing up for eRefund does **not** authorize UCEAP to extract funds from your account.
7. You will then be directed to a new page reflecting a confirmation of your eRefund account identified by the last 4 digits of your bank account. This page also contains the terms and conditions, which you need to review. If you agree with the terms and conditions, check the box next to “I agree to the terms and conditions of this Agreement”, enter in the box your 5 character electronic signature (this can be any 5 characters of your choice), and click Submit.
8. You will be directed back to the eRefund Signup page, which will now reflect your current status as Enrolled, and receive an email confirming your actions from “noreply@eap.ucop.edu”.
9. At this point, you can add a new account or sign out.

### To Un-Enroll in eRefund

1. Login to [MyEAP](#) and select “eRefund Signup” on the menu.
2. Click on “eRefund Signup on Secure Server”. A new window will open taking you to the eRefund homepage.
3. In the eRefund box, you will see “EREFUND: Enrolled” and “Edit”. Click on Edit.
4. In the new screen, click on “Withdraw from eRefund.” You will be asked “Do you want to use eRefund for direct deposit?” Choose “No, I want to go back to receiving refunds by check.” And choose Continue.
5. At this point, you can add a new account and Re-Enroll in eRefund or sign out. You will receive an email confirming your actions from “noreply@eap.ucop.edu”

### To Re-Enroll in eRefund

1. Login to [MyEAP](#) and select “eRefund Signup” on the menu
2. Click on “eRefund Signup on Secure Server”. A new window will open taking you to the eRefund homepage.
3. In the eRefund box, you will see “EREFUND: Withdrawn” and Edit. Click on Edit.
4. In the new screen, Click on “Re-Enroll in eRefund.” You will be asked “Do you want to use eRefund for direct deposit?” Choose “Yes, I want refunds deposited directly into my bank account” and choose Continue.
5. You can choose an existing account by clicking on the “Use for eRefund” (next to the account) or “Add a New Account.” If you choose to use an account that already exists, click on the “Use for eRefund” by that account. You will be directed to a new page with the terms and conditions. If you agree with the terms and conditions, check the box next to “I agree to the terms and conditions of this Agreement”, enter your 5 character electronic signature (this can be any 5 characters of your choice) in the box and click Submit. You will be directed back to the eRefund Signup page, which will now reflect your current status as Enrolled. You can add a new account at this point, or sign out.
6. If you choose to add an account, select “Add a New Account” and refer to the To Enroll in eRefund Instructions above, beginning with Step 4.
7. You will receive an email confirming your actions from “noreply@eap.ucop.edu”