

To sign up, either log-in to your existing eBilling account and add your banking information to "Refund Disbursement", or create a new account by logging on to <https://www.e-fao.com/cgu/business> and selecting "eBill and Refund Options" (the second option on the left-hand side). Then, please follow the sign-up instructions on the screen.

**Remember; if you have not signed up before; please create a user name and a password. Then select the button under "New User/Sign up Now"**

During the electronic refund enrollment process you will need to have your ID number and your banking information available. Whenever you are prompted to enter you ID number, please use the 6-digits AFTER the prefix 254. (Please do not include the number after the dash).

**Step 1:** After you select "New User", you will be prompted to enter you last name, ID number, and zip code. **If the system doesn't recognize you with that information, PLEASE put in your middle name AND last name in the box that reads: "last name"**. (For some reason, some students had their middle names included with the last name).

Remember to click the box under the "Terms and Agreement" section at the top of the page. Then click "next".

**Step 2:** Your email information should automatically pop up on the next screen. If not, go ahead and enter it in.

Then click "next".

**Step 3: In the first section,** Enter in your Login info that you created on the VERY first screen. In the second section (AND THIS IS THE MOST IMPORTANT STEP) make sure you scroll down and click the radio button that reads "Checking Account". The "Debit Card" button is already selected by default and quite often students forget to check the "Checking Account" button. Then please enter your banking information.

Also, give this account a nickname. (It will not let you proceed without giving it a nickname)

Remember to click the box under the "Terms and Agreement" section at the bottom of this page as well.

Then click "next".

At this point, you should be set up for direct deposit.

You should be able to click on the tab that reads, "Refund Disbursement" and review your banking information.

**REMEMBER TO CLICK "SAVE" WHERE INDICATED.**