**Set up Direct Deposit for the Bank of YOUR CHOICE!**

*Complete this process 15 days prior to the 1st day of class to ensure direct deposit of excess aid*

1. Log into your student Buzz In account at [http://buzzin.emporia.edu](http://buzzin.emporia.edu)
   a. Select the “Student Account Center” Link under the Quick Links Section

   ![Image](image1.png)

   b. **You will then be logged into your secure student account center**

2. Under the “eRefunds” section, select the “Set up Account”
   a. Select “Set up Account” and continue
3. Enter your bank account information for the bank of YOUR CHOICE!
   
   *You are NOT making a payment at this time. You are only establishing the checking/savings account where you want to direct deposit excess funds*
   a. **IMPORTANT:** Check the “Refund Option” box to initiate the direct deposit settings
   b. Click “Save”

---

**Add Authorized Users to Your Account**

Give others access (i.e. parents, spouse, guardians) to view your financial information and/or make payments online

1. Enter the secure student account center through your student Buzz In account
2. Select “Authorized Users” at the top of your screen
3. Select the “Add an Authorized User” bar
4. Enter the email address of the authorized user of your choice and answer the two privacy questions
5. Select “Add User”
6. An email will be sent to the authorized user indicated
   a. **Authorized User:** The email will include the log in username and password
   b. A link will also be provided to access the student’s account

---

*Detailed instructions for the enhanced online features are also available at [www.emporia.edu/busaff](http://www.emporia.edu/busaff)*
Pay Your Bill Online

Webcheck, Visa, MasterCard, Discover, and American Express Accepted

1. Log into your student Buzz In account at [http://buzzin.emporia.edu](http://buzzin.emporia.edu)
   a. Select the “Student Account Center” Link under the Quick Links Section
   
   You will then be logged into your secure student account center

2. Under the “My Account” section, select “Make a Payment”
3. Select “Make a Payment”
4. Select Current Account Balance, or enter the amount you want to pay and select continue
5. Select a Payment Method
6. Input the required information into our secure payment portal
7. Print a receipt for your records

Trouble logging into your Student Buzz In account?
Contact the Help Desk at 620-341-5555

**Important Changes to Credit Card Payment Processing**

Efforts to limit the growing costs of electronic payment options to those using the services have resulted in the implementation of a new credit card policy for tuition, fees and housing payments.

- **Credit card payments will no longer be accepted at Cashiering Services.** Credit card payments can be made online through your student Buzz In account.
  - A computer will be available in Plumb Hall for those needing assistance with the online payment process.
- Emporia State University has contracted with TouchNet, a third party vendor, to provide secure online payments and to process all online credit card payments.
- There will be a **2.75% convenience fee** applied to your bill by TouchNet for the use of a credit card ($3.00 minimum charge).
- You may avoid this charge by using cash, check or webcheck.
- Visa, MasterCard, Discover and American Express will be accepted.