
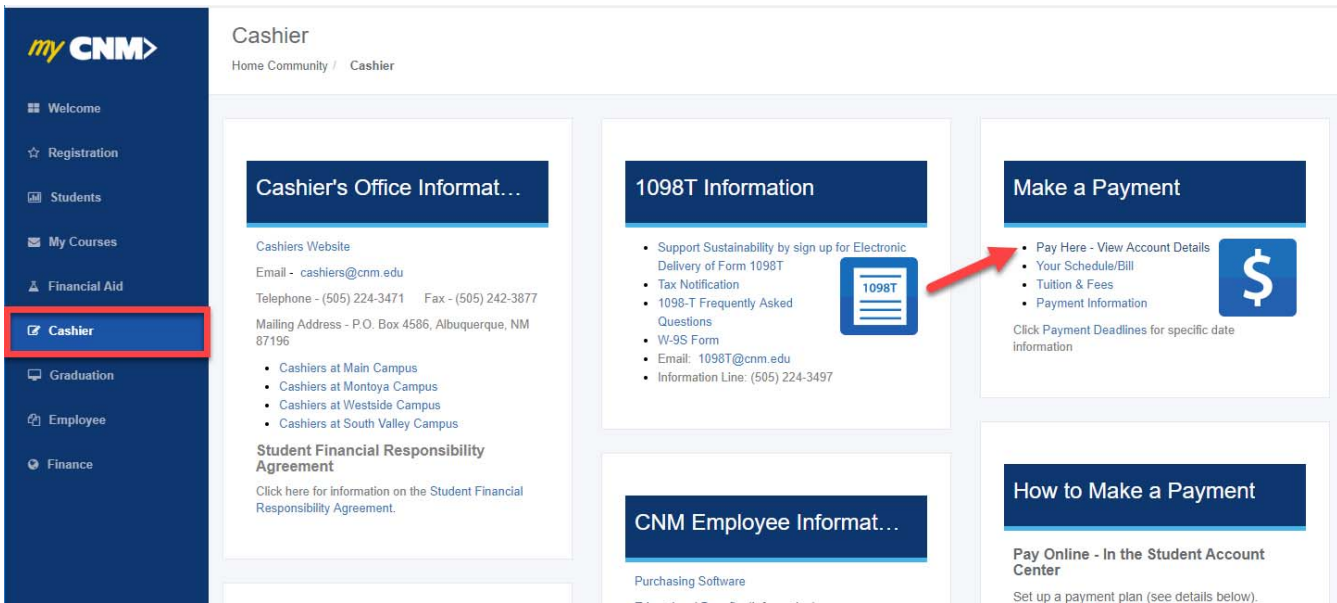


Begin by logging into your  at CNM.edu

Click on the Cashiers link on the left side menu.

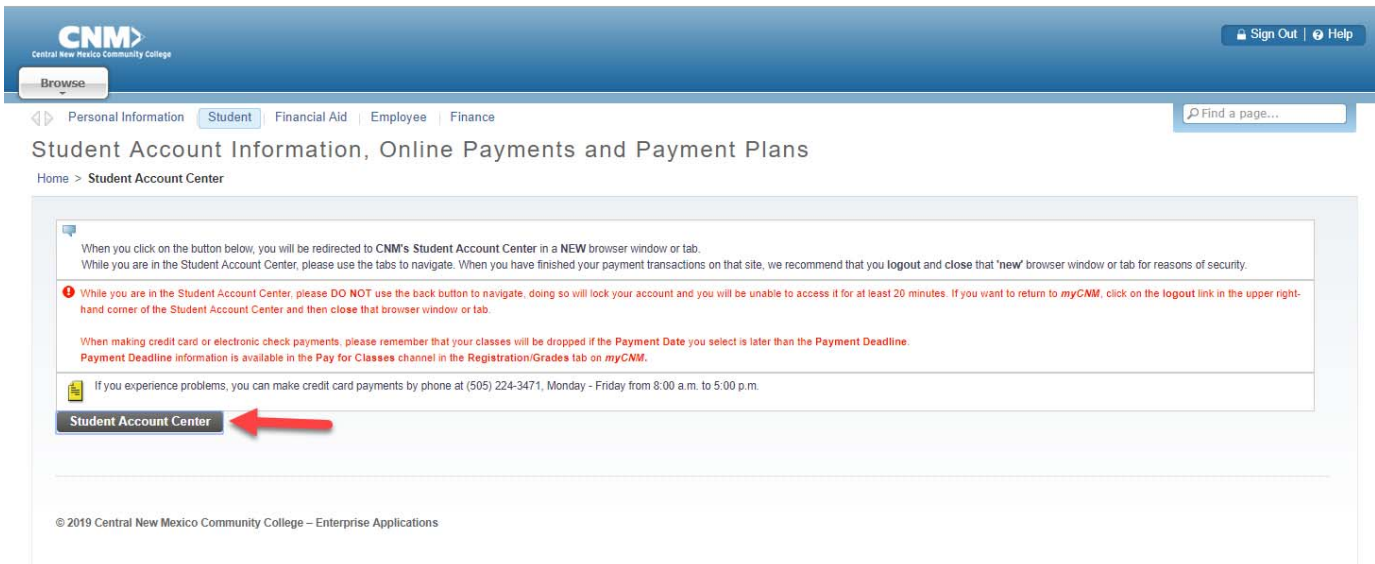
- If the left side menu is not visible click the  in the upper left corner.

Then Click on Pay Here, in the Make a Payment box.



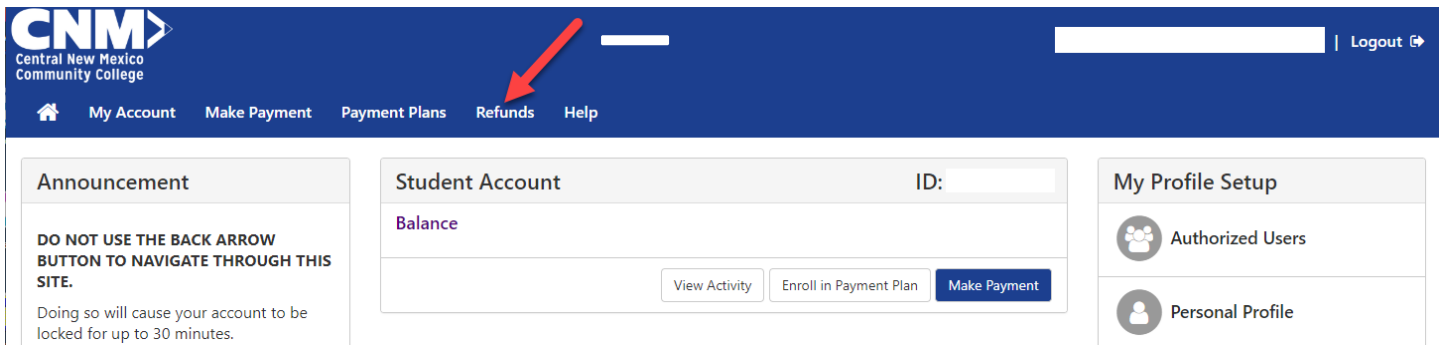
The screenshot shows the 'myCNM' website interface. On the left is a dark blue sidebar with a menu. The 'Cashier' link is highlighted with a red box. The main content area has a header 'Cashier' and 'Home Community / Cashier'. Below this are several white boxes with blue headers: 'Cashier's Office Information', '1098T Information', 'Make a Payment', 'Student Financial Responsibility Agreement', 'CNM Employee Information', and 'How to Make a Payment'. A red arrow points from the '1098T Information' box to the 'Pay Here - View Account Details' link in the 'Make a Payment' box.

A new window will pop up. Please read the important information and then click on Student Account Center Button.

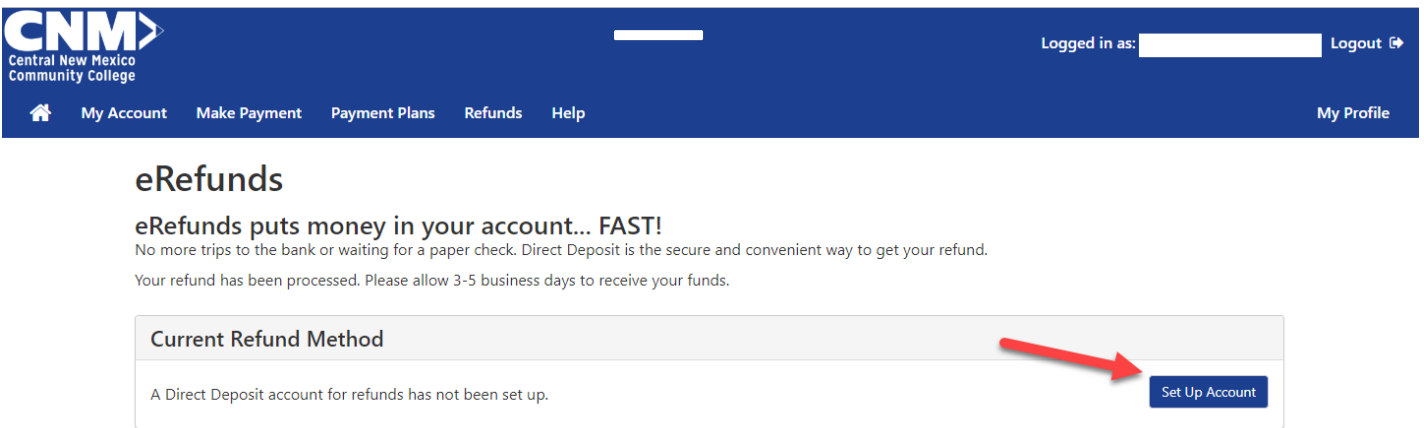


The screenshot shows the 'Student Account Information, Online Payments and Payment Plans' page. At the top, there are navigation tabs for 'Personal Information', 'Student', 'Financial Aid', 'Employee', and 'Finance'. Below the tabs is a large text box containing instructions and a red 'Student Account Center' button. A red arrow points to this button. At the bottom of the page, there is a copyright notice: '© 2019 Central New Mexico Community College – Enterprise Applications'.

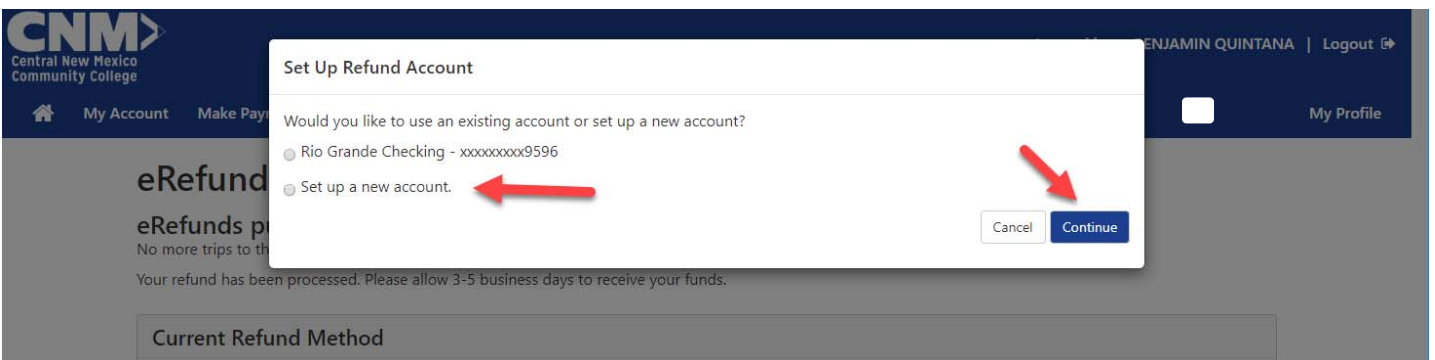
Once the Student Account Center launches in a new window, click on **Refunds** on the menu bar.



Then click on the “Set up Account” button.



If you want to use an existing payment method that was previously set up, you can select the account by clicking the radio button to the left of the account you are selecting. Please note: Credit cards cannot be used for eRefunds. Then click Continue. You will find the set up refund account pictured below:



OR

If you have never set up your account in the Student Account center you will need to click **Set up a new account**. Fill in the Account Information and click continue. Click View example if needed.

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

*Name on account:

*Account type:

*Routing number:
(Example)

*Bank account number:

*Confirm account number:

*Save payment method as:
(example My Checking)

An authorization screen will display. You must click the "I agree" box. Then scroll down and click continue. If you would like, you have the option of printing this agreement before clicking continue.

Central New Mexico Community College | BENJAMIN QUINTANA | Logout

Set Up Refund Account

I hereby authorize **Central New Mexico Community College** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$30.00** return fee will be added to my student account.

Name: **JOHN DOE**

Address: **310 RIO BRAVO BLVD SE
ALBUQUERQUE, NM 87105**

Depository: **RIO GRANDE CREDIT UNION**

Routing Number: **307083678**

Account Number: **1010101010**

This agreement is dated 8/27/19 5:08:50 PM CDT.
For fraud detection purposes, your internet address has been logged: at 8/27/19 5:08:50 PM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: cashiers@cnm.edu

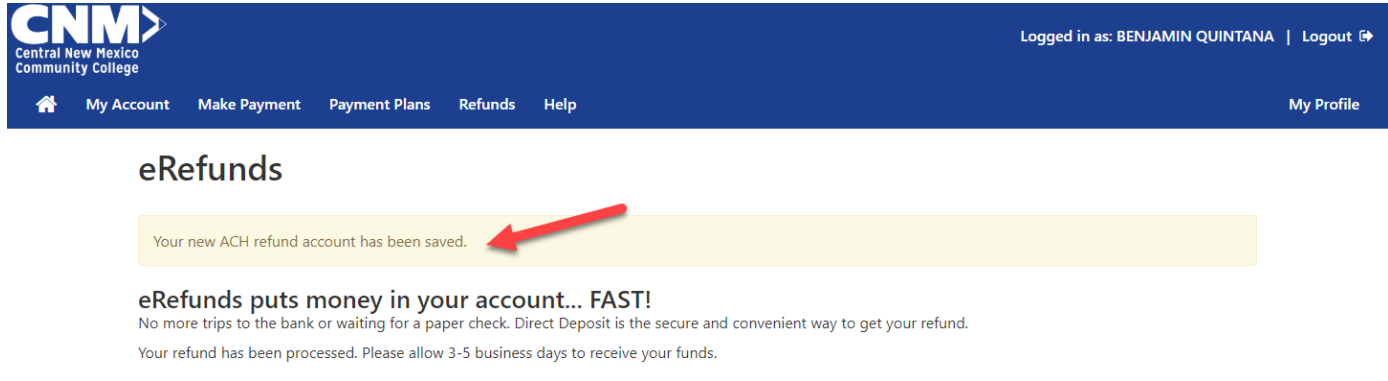
Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

Date	Amount(\$)
2/5/15	-300.00
2/5/15	-1,253.77
6/23/15	-1,154.70
11/9/15	-1,484.00
2/4/16	-1,255.00
6/2/16	-1,255.00
9/15/16	-988.00

The screen will display a confirmation that reads “Your new ACH refund account has been saved”.



The screenshot shows the top navigation bar of the Central New Mexico Community College website. The logo 'CNM' is on the left, and the user is logged in as 'BENJAMIN QUINTANA'. The main navigation menu includes 'My Account', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. The 'eRefunds' section is active, displaying a yellow confirmation message: 'Your new ACH refund account has been saved.' A red arrow points to this message. Below the message, it states 'eRefunds puts money in your account... FAST!' and provides instructions on how to receive the refund.

At any time you can Edit or Remove this account using the Action links.

Once the initial Refund is set up or if you edit or remove an account, you will receive an email notification that a change has occurred.

(Example below)

This is an automated message to inform you that your refund account has been created.
If you did not authorize the setup of this account, please contact the business office.

```
===== NEW PAYMENT METHOD DETAILS =====  
Payment Method Name --- [ Checking Account ]  
Account Number --- [ xxxx345 ]  
=====
```

Please note: that any changes made to your account must be made 7 days before eRefunds are scheduled to disburse.

If you have any questions or concerns, please contact the Cashiers Department at 505-224-3471