

## Higher One – Direct Deposit to Another Account Option

- 1) Navigate to MyLionCard.com
- 2) Select “Get Started”
- 3) Enter your card number and press “Continue”
- 4) Enter the security code found on the back of the card
- 5) Enter date of birth MMDDYY + last 4 digits of Social Security Number. If you do not have a SSN, you should use the last 4 digits of your W number instead.
- 6) Enter email address which will also be your login and press “Continue”
- 7) There are 3 ways to receive your refund. Select “Show Options”
- 8) Under “Deposit to Another Account” press Select
- 9) Create a password, read and accept the “E-Sign Disclosures” and “Refund Legal Disclosures.”
- 10) Verify Address – Address changes need to be completed through your LeoNet Account for the “Mailing” address.
- 11) Enter your birthday, expected graduation date from the University and language.
- 12) Indicate if you are a U.S. Citizen or not
- 13) Once completed press “Continue”
- 14) Enter Bank Name, Routing number, Account type and Account number twice and press “Continue”
- 15) Verify the banking information and press Print Form.
- 16) The form will appear and you press Print to actually print the form and then press Done.
- 17) Direct Deposit isn’t complete until the form is signed and submitted to Higher One through one of the following options:
  - a) Fax to 1-866-754-6216 (This may be done at the Controller’s Office or Asst VP for Student Affairs)
  - b) Take a picture and send to EasyHelp - Ask a Question with the mobile app attach the form.
  - c) Drop in Communication box in Controller’s Office
  - d) Mail directly to HigherOne, 105 Munson St, New Haven, CT 06511
- 18) Your account is now created. You may be asked to confirm the account or verify your identity if the documentation information provided doesn’t meet HigherOne requirements for the Customer Identification Program.

\*Note – If you have problems creating your account, you may contact the Controller’s Office at (985) 549 -2068.