
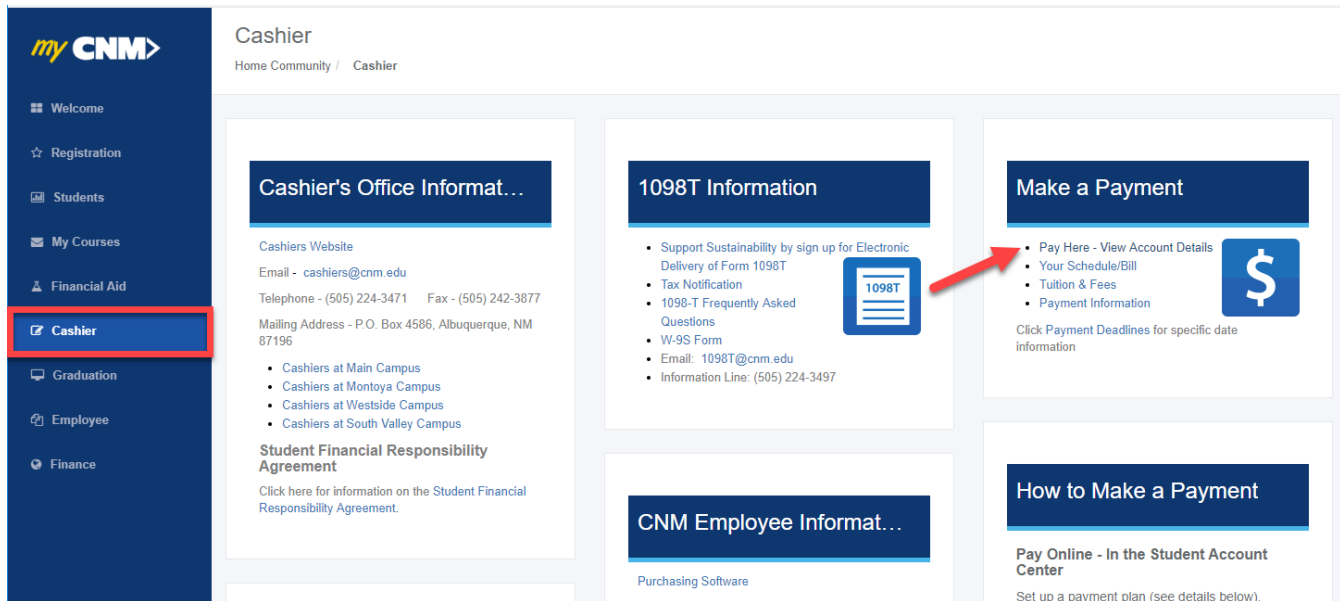


Begin by logging into your  at CNM.edu

Click on the Cashiers link on the left side menu.

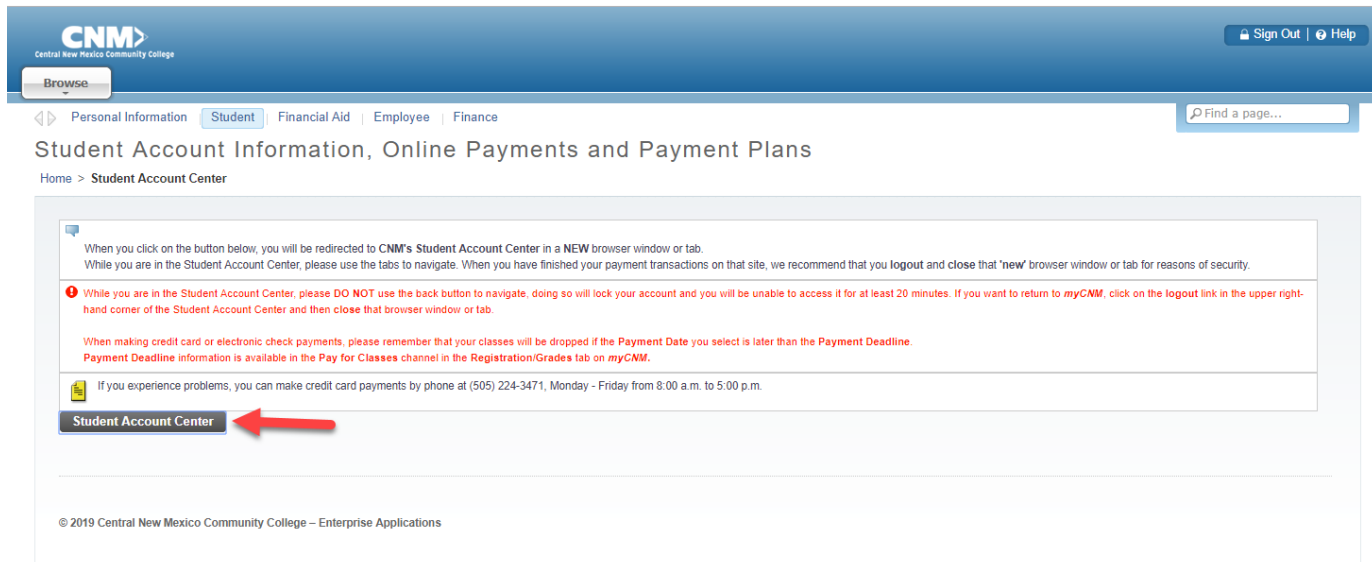
- If the left side menu is not visible click the  in the upper left corner.

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



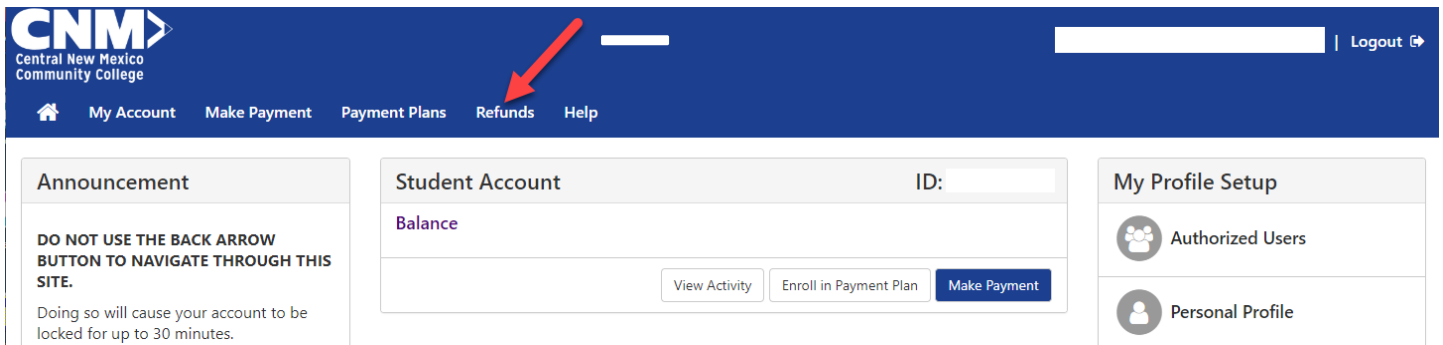
The screenshot shows the 'myCNM' website interface. On the left is a dark blue sidebar with a 'myCNM' logo and a list of navigation items: Welcome, Registration, Students, My Courses, Financial Aid, **Cashier** (highlighted with a red box), Graduation, Employee, and Finance. The main content area is titled 'Cashier' and contains several informational boxes: 'Cashier's Office Information', '1098T Information' (with a red arrow pointing to a '1098T' icon), 'Make a Payment' (with a red arrow pointing to a 'Pay Here - View Account Details' link), 'Student Financial Responsibility Agreement', 'CNM Employee Information', and 'How to Make a Payment'.

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

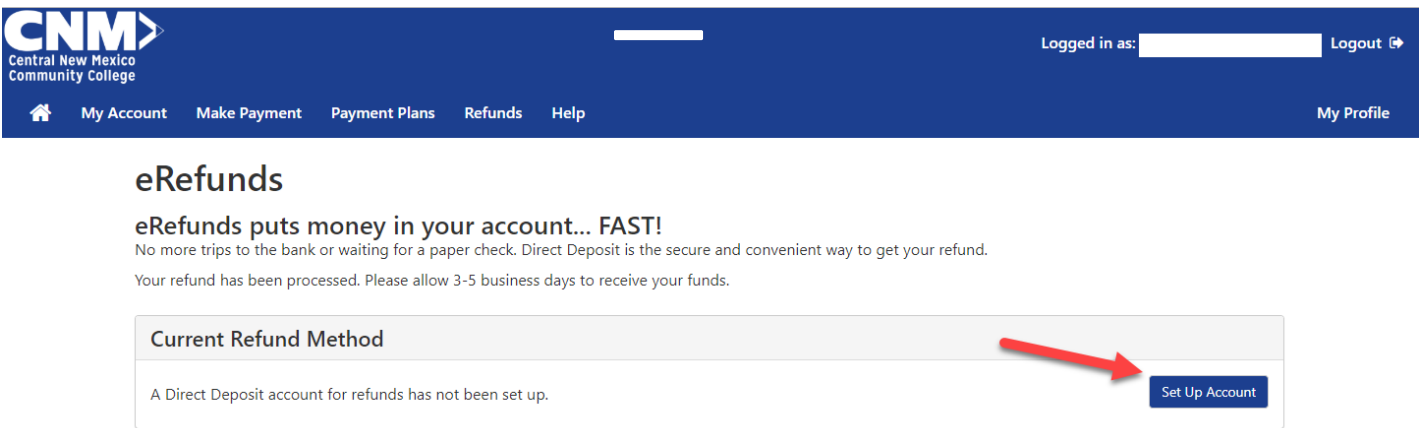


The screenshot shows the 'Student Account Center' page. At the top, there is a navigation bar with 'Personal Information', 'Student', 'Financial Aid', 'Employee', and 'Finance'. Below this is a search bar and a 'Find a page...' input field. The main heading is 'Student Account Information, Online Payments and Payment Plans'. A large text box contains instructions: 'When you click on the button below, you will be redirected to CNM's Student Account Center in a NEW browser window or tab. While you are in the Student Account Center, please use the tabs to navigate. When you have finished your payment transactions on that site, we recommend that you logout and close that new browser window or tab for reasons of security.' A red arrow points to a 'Student Account Center' button at the bottom of this text box. Below the text box is a copyright notice: '© 2019 Central New Mexico Community College – Enterprise Applications'.

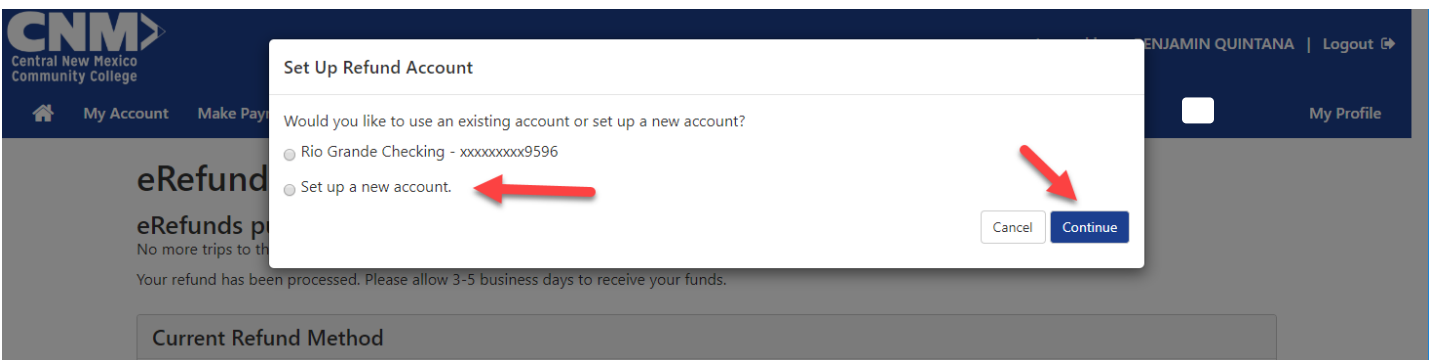
Once the Student Account Center launches in a new window, click on **Refunds** on the menu bar.



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)

Cancel

Continue

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.

**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: RIO GRANDE CREDIT UNION  
310 RIO BRAVO BLVD SE  
ALBUQUERQUE, NM 87105

Depository: RIO GRANDE CREDIT UNION  
310 RIO BRAVO BLVD SE  
ALBUQUERQUE, NM 87105

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](mailto:cashiers@cnm.edu)

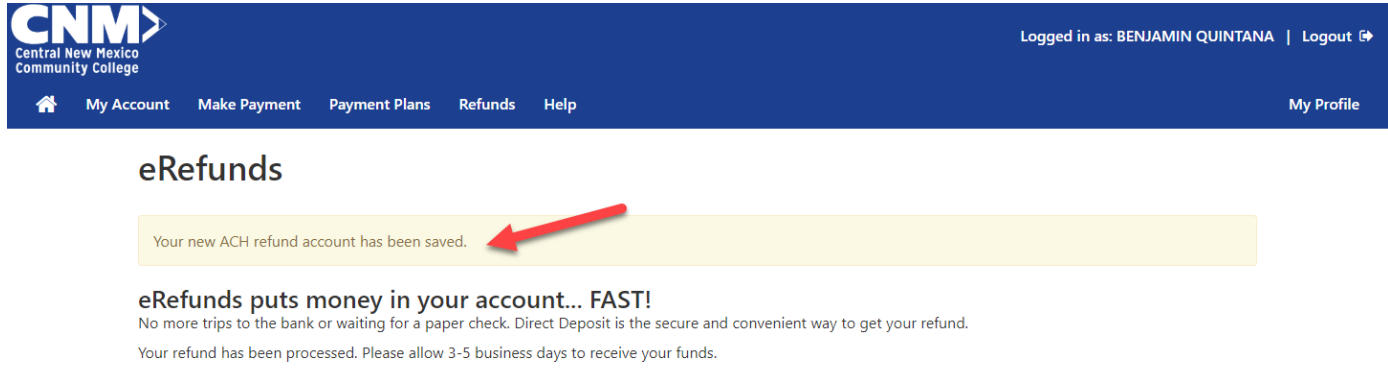
Print and retain a copy of this agreement.

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

I Agree

Print Agreement Cancel Continue

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 'Refunds' section is active, displaying the heading 'eRefunds'. A yellow notification box contains the message 'Your new ACH refund account has been saved.' with a red arrow pointing to it. Below the notification, the text reads: 'eRefunds puts money in your account... FAST! No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund. Your refund has been processed. Please allow 3-5 business days to receive your funds.'

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