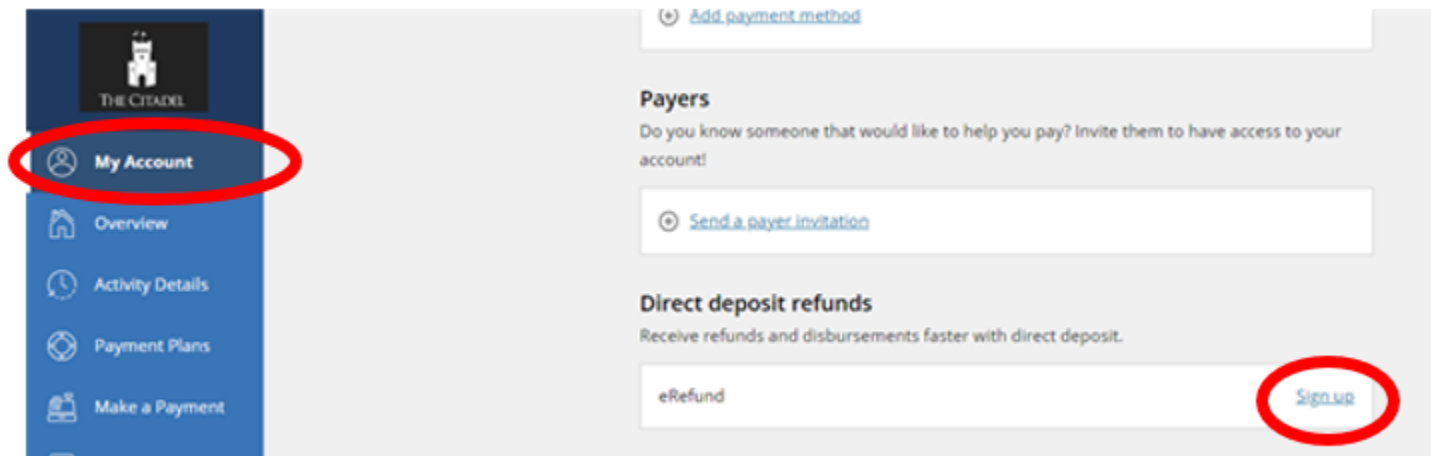


## **How a Cadet Signs up for Electronic Refunds**

1. Your cadet needs to login to Lesesne Gateway and go to the “Student Tab” by selecting “Student” from the menu on the left.
2. Under “Manage Money and Make Payments”, click on “Click to pay your tuition and review billing information”,
3. Select “I Agree”. This takes you to Transact, our new online payment portal.
4. Click “My Account” from the menu on the left.
5. In the “Direct deposit refunds” section, click “sign up”. Agree to the terms and conditions by entering your Student ID as your electronic signature, then click continue.



6. Follow prompts to complete enrollment. Be sure to have your bank account number, bank routing number, and the name of the bank account holder.

Contact the Treasurer’s Office with any questions at 843-953-5254 or [trsr@citadel.edu](mailto:trsr@citadel.edu).