Steps To sign up for Direct Deposit

➢ Access the Institution link: www.lawsonstate.edu
➢ Click on “MyLawson” at top of page
➢ Click on “Student Login “MyLawson”
➢ Follow the directions of user name and password (Ex. A01235678@Lawsonstate.edu)
➢ Scroll down and click on “Login”
➢ Click on “Student”
➢ Click on “Student Landing Page”
➢ Click on “Make Payment” (you are re-directed to “Touchnet” Website)
➢ There are 4 consents and agreement, click “I agree” for each
➢ A Dialog box will appear for paperless 1098- T option, click on “Accept consent”
➢ Click on “Electronic Refunds” tab on the right under my profile setup
➢ Click on “Two Step Verification Enrollment”
➢ Click on “Set Up New Account” and enter your direct deposit routing and account numbers.
➢ Once completed, you will receive an email confirmation to your Lawson State issued email address

(1.) Routing Number: Enter 9 digit routing number (no spaces/dashes or letters) from a valid checking or savings account Please enter all routing numbers without spaces and no letters. (Debit or credit card numbers are not acceptable)

(2.) Account Number: Enter bank account number (no spaces/dashers or letters) Note: the number of digits varies from bank to bank. If you are changing Your account information, please delete the existing information and rekey the full account number(no letters).