

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 Account” (*you are re-directed to “Touchnet” Website*)
- *There are 4 consents and agreement, click “I agree” for each*
- 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).