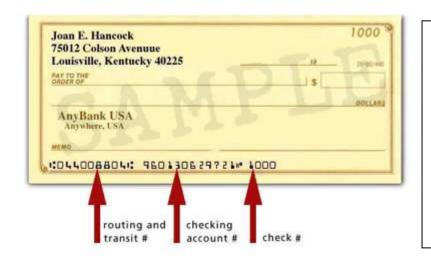# Steps To sign up for Direct Deposit

➢ 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

Joan E. Hancock
75012 Colson Avenuue
Louisville, Kentucky 40225

SAMPLE

PAY TO THE
ORDER OF

AnyBank USA
Anywhere, USA

MEMO

⑆044008804⑆ 960 1306 2972 1⑈ 1000

routing and transit #   checking account #   check #

(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).