How To Set Up New Payment/Refund Profile

Log in to GoldLink

1. Link to your GoldLink account

1. User Name
2. Password
3. Log in
1. Select **Financial Aid & Billing** tab
2. Select **Student Bill Inquiry and Payment Options**

Notification that you are leaving Missouri Western State University Web site and will be redirecting to a secure Web site.

1. Select **I Agree**
1. Select My Account
2. Select My Profiles
3. Select Add New Payment Method
4. Select Payment Method from the drop down box
5. Select
1. Select **Account type**
2. Enter account information.
3. If you’re unsure please **View Example**.
4. If you wish to have your Refunds deposited into the same account, check mark box
5. Name the account. This name will be displayed under **Saved Payment Methods** once you complete this process.
6. Continue
1. Read and verify that the information is correct.
2. Select I Agree
3. Select Continue

Once you have completed the above process, you will see the saved profile name under Saved Payment Methods (See below). Also, anytime that a payment or refund is generated you will receive an email stating the payment method’s name and the action that has occurred.
Note: You **cannot** change the routing or account number under Edit. You must delete the profile and set up a new profile with the correct information.

1. Select My Account
2. Select My Profiles
3. Select Saved Payment Methods
4. Select Edit
1. Change **Account type**
2. Change **Name on account**
3. If you no longer wish to have your refunds deposited into this account, uncheck.
4. Change the Name of your payment profile
5. **Save**