

The Following Instruction Will Activate Your Eagle OneCard Student ID and Open the
Checking/ Debit OneAccount
(More information at <http://ict.emich.edu/eagleonecard/oneaccount.cfm>)

Step 1 Personal Information

- Enter your 16 digit card number and click “Activate”
- Enter your name exactly as it is on the card
- Your card number (this may already be imputed)
- Your birthday (i.e. if your birthday is October 27 1984 enter it like this:
- Security Code (three digit number on the back of the card)19841027)

Step 2 Login Information

- Please enter the email address that you most commonly use (it need not be your university email). This will be your Registered User Login. Anytime you need to access your profile, report your card lost or activate a replacement card, you will need to login to the website using this information.

ATM PIN Information

- Enter a 4-digit pin (This will be your pin number to use at the ATMs. You must choose a PIN even if you choose NOT to use the card as a debit card.)

Personal Information

- Social Security Number - By entering your social security number, you are taking the first step in opening the OneAccount. If you do **not** want to activate the debit portion of the card enter all ones (1) for every digit in your social security number. You are only required to open a Higher OneAccount if you want to use the card as a Debit MasterCard.
- Passport Number - A passport number is required for foreign nationals who do not have a social security number. If you are citizen of the U.S. you do not enter a Passport number
- Citizenship - You do not need to enter this information
- Birth Date - Please double check that your birth date is correct if it is incorrect please correct it, in the same format as in the example.
- Expected Graduation Date - Enter it MM/YYYY (i.e. if you are graduating April of 2010 you would enter it in 04/2010)
- Address Information - Your primary address is the address HigherOne will send your refund check if you choose paper check as your refund option. If you lose your ID card the address listed is where it will be sent. This has no connection to your University bills. If you move it is your responsibility make sure you change your address with HigherOne and EMU. Click “Next”

Step 3 Account Preferences

Using the card as a debit card read #1

Not using the card as a debit read #2

1. Easy Refund- Receive your money into your OneAccount when it’s released by the university. Use your Eagle OneCard to access your money. It is a free FDIC insured checking account. (1 business day for first deposit. Instant if you’ve made a previous deposit.) Click “Next”

2. If you are not going to use the card as a Debit card you must **UNCHECK** the box where it says: *“I have read and agree to the disclosures. By clicking the “Next” button, I acknowledge my understanding that this is a legally binding signature. I realize that I can unclick this box to not activate the OneAccount.”* Click “Change Preferences”

Account & Refund Preferences

- Easy Refund using the card as a Debit MasterCard
- 3rd Party ACH: You can deposit University refunds into your own bank account. There is no charge for receiving refunds this way it may take up to 3 or more business days longer to receive your refund. You will have to complete, print and mail in a form which is available online.
- Receive paper check, which will be mailed to your primary address. This could take 5 or more business days.

One Account Preferences

- If you will be using the card as a Debit MasterCard leave everything as is
- If you will not be using the card as a Debit card you must **UNCHECK** “Open OneAccount”
- Then on Information on Payroll Direct Deposit **UNCHECK** the box to “Receive more information about Direct Deposit of payroll” Click “Next”

Step 4 Other OneAccount Features

- If Your Parents Send You Money- Read This! - Do you have relatives or friends who send you money? Eagle One makes it easier for them to send you the money and faster for you to receive it. You can send a money request now by listing the email addresses of people you’d like to have send you money through EagleOne. HigherOne will help enable them to send you money electronically directly from their bank account to your OneAccount!
- Campus Autoload - At this time this feature is not available.
- Checks - If you are going to use the card as a Debit MasterCard you must decide if you want to order checks. It is recommended that you order checks, in the event your card is lost it will allow you access to your money until you receive your replacement ID.

Got Questions?

If you have a question about your card or OneAccount, you can use Easy Help 24 hours a day 7 days a week to have your question answered quickly. Easy Help answers are available by going to www.EMUEagleOne.com/easyhelp.

For security reasons and to better assist you, you must have a confirmed email address to submit a request through Easy Help or call customer service.

- Choose “profile” then “email” from the menu bar
- Choose the email you want to confirm or add a new email address
- Follow the on screen instructions