Digital Disbursements with Kyck Global



- a. Students will be notified of Digital Disbursements via email and text message. The link to Kyck Global will be included in the email notification. Click '<u>link</u>'.
- b. First-time users will receive a pop-up window to add financial information. Click 'OKAY'.
- c. Pop-up window for subsequent logins after bank information has been added will notify the student of pending payments. Click 'OKAY'

support@kyckglobal.com To: ○ LBC4 Test	(2) ← ← → ···· Tue 4/25/2023 2.27 PM
CAPITAL SEMINARY & GRADUATE SCHOOL	
Helio LBC4 TestFour,	
A refund in the amount of \$ 3.40 has been issued to your account. Please follow this link to log in and approve this refund. If you have not your financial details in order to accept the payment for timely processing.	done so already, you will need to input
Sincerely, Lancaster Bible College (717) 569-7071 Solutions@lbc.edu	

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d. Click '+' in the top right corner to add financial information.

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- e. Select the disbursement option. Students can add as many options as they choose.
- f. Add information, click 'SUBMIT'.
 - a. NOTE: if incorrect banking information is entered and the funds cannot be disbursed, the refund will be reviewed again the following week; we will <u>not</u> immediately reissue.
- g. Set a default disbursement method when more than one disbursement account has been created. Click 'UPDATE.'

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- h. On the HOME page, you will find the Pending Payments tab.
- i. Select a single refund to a single disbursement method (or it will automatically use the default)
 - a. NOTE: if a check is selected, <u>no overnight option is available</u>; the check will be mailed to the address currently on file with LBC if your address needs updated, please email <u>studentaccounts@lbc.edu</u>
- j. Click 'SUBMIT'

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- k. To disburse funds to more than one account, click '+ ADD MORE' and select from options already added in payment methods. Separate funds to specific accounts and amounts.
 Click 'SUBMIT'
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- m. Reminder emails and texts are sent to students who do not act on their pending payments. Below is a sample email students will receive once they have accepted their pending payment(s).
- n. After 5 days, students who take no action on their pending payments will automatically have their refund mailed to them via check. No overnight option is available.
- o. Students may contact Solutions (solutions@lbc.edu) or Student Accounts (studentaccounts@lbc.edu) with questions

Lancaster Bible College: Pendi	ng Refund <mark>Reminder</mark>	Q,
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① The identity of this sender has not bee	verified. Click here to learn more	
support@kyckglobal.com		· · · · · ·
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Hello LBC4 TestFour,		
A refund in the amount of \$ 1.20 has bee your financial details in order to accept th	issued to your account. Please follow this link to log in and approve this e payment for timely processing.	refund. If you have not done so already, you will need to input
Sincerely,		
Lancaster Bible College (717) 569-7071		
Solutions@lbc.edu		
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Lancaster Bible College: Refund Processed	€, ,
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 The identity of this sender has not been verified. Click here to learn more 	
support@kyckglobal.com To: O LBC4 Test	② ← ← → … Thu 4/27/2023 924 AM
Hello LBC4 TestFour,	
Your refund from Lancaster Bible College is on its way.	
Amount: 2.40	
Thank you, Lancaster Bible College (717) 569-7071 Solutions@lbc.edu	