



1) Follow the link below for Refund Search Portal:

<https://paymentdetail.ode.state.oh.us/RefundSearch.aspx>

2) If you are not already signed in to your SAFE account, the system will redirect you to the login page:

SIGN IN WITH YOUR SAFE ACCOUNT

Check if you are an ODE employee?

USER NAME

PASSWORD

SIGN IN [FORGOT USER NAME OR PASSWORD?](#)

Don't have a SAFE account? [SIGN UP](#)
[Safe Sign up help](#)

Started sign up process? [CHECK SIGN UP STATUS](#)

3) After signing in, the system will automatically redirect to the Refund Search Page:

Ohio.gov | Department of Education

[Home](#) [Printer Friendly V](#)

- Payment Detail
- Payment Reports ▶
- Refunds**
- RN Crosswalk
- Organization Hierarchy
- SAFE Account Sign Out

Jerry Starkey
QA

REFUND SEARCH

PROGRAM CODE:	<input type="text" value="All Program"/>	ORG NAME:	<input type="text"/>	REFUND STATUS:	<input type="text" value="Approved for Offline Payment"/>
SOURCE ID:	<input type="text"/>	ORG IRN:	<input type="text" value="053983"/>		<input type="text" value="Approved for Online Payment"/>
REFUND ID:	<input type="text"/>	FISCAL YEAR:	<input type="text" value="2018"/>		<input type="text" value="Paid Offline"/>
REFUND DESCRIPTION:	<input type="text"/>	SORT ORG ORDER:	<input type="text" value="Org Name"/>		<input type="text" value="Paid Online"/>
DUE ON OR BEFORE:	<input type="text"/>	SORT REFUND ORDER:	<input type="text" value="Refund Status"/>		<input type="text" value="Paid Reconciled"/>

INCLUDE REJECTED REFUNDS

4) Apply search criteria to find refunds associated with your IRN:

Home

- Payment Detail
- Payment Reports ▶
- Refunds
- IRN Crosswalk
- Organization Hierarchy
- SAFE Account Sign Out

Jerry Starkey
QA

[Printer Friendly Version](#)

REFUND SEARCH

PROGRAM CODE:

SOURCE ID:

REFUND ID:

REFUND DESCRIPTION:

DUE ON OR BEFORE:

ORG NAME:

ORG IRN:

FISCAL YEAR:

SORT ORG ORDER:

SORT REFUND ORDER:

REFUND STATUS:

- Approved for Offline Payment
- Approved for Online Payment
- Paid Offline
- Paid Online
- Paid Reconciled
- Payment Scheduled
- Pending Fiscal Approval
- Referred To AG

INCLUDE REJECTED REFUNDS

Organization List 1 result(s) returned Page 1 of 1

NAME	IRN	TOTAL AMOUNT	PAID AMOUNT	REMAINING AMOUNT	VIEW SUMMARY	VIEW CART
Cleveland Central Catholic	053983	\$2,640.00	\$0.00	\$2,640.00		

Refund Details 2 result(s) returned Page 1 of 1

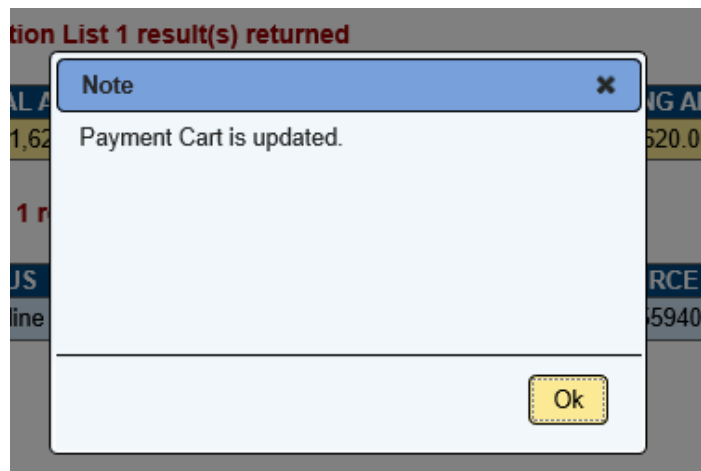
CART	PROGRAM NAME	FISCAL YEAR	STATUS	REFUND ID	DESCRIPTION	AMOUNT	SOURCE ID	REQUEST DATE	DUE DATE	ONLINE PAYMENT DATE
<input checked="" type="checkbox"/>	Cleveland Scholarship	2017	Approved for Online Payment	CLS17621	Aaron Duglus	\$1,620.00	155940	3/14/2017	4/28/2017	N/A
<input type="checkbox"/>	Ed Choice	2017	Approved for Online Payment	ECS175310	Arnez Ronell Weems	\$1,020.00	264625	6/30/2017	8/14/2017	N/A

5) Place a check mark on the refunds you want to pay, and click ‘Update Cart’. They will be added to your cart for payment. Be sure to Update Cart with the selections you want before proceeding.

CART	PROGRAM NAME	FISCAL YEAR	STATUS	REFUND ID	DESCRIPTION	AMOUNT	SOURCE ID	REQUEST DATE	DUE DATE	ONLINE PAYMENT DATE
<input checked="" type="checkbox"/>	Cleveland Scholarship	2017	Approved for Online Payment	CLS17621	Aaron Duglus	\$1,620.00	155940	3/14/2017	4/28/2017	N/A
<input checked="" type="checkbox"/>	Ed Choice	2017	Approved for Online Payment	ECS175310	Arnez Ronell Weems	\$1,020.00	264625	6/30/2017	8/14/2017	N/A

Update Cart

View Cart





6) To Proceed with payment, click View Cart:

CART	PROGRAM NAME	FISCAL YEAR	STATUS	REFUND ID	DESCRIPTION	AMOUNT	SOURCE ID	REQUEST DATE	DUE DATE	ONLINE PAYMENT DATE
<input checked="" type="checkbox"/>	Cleveland Scholarship	2017	Approved for Online Payment	CLS17621	Aaron Duglus	\$1,620.00	155940	3/14/2017	4/28/2017	N/A
<input checked="" type="checkbox"/>	Ed Choice	2017	Approved for Online Payment	ECS175310	Arnez Ronell Weems	\$1,020.00	264625	6/30/2017	8/14/2017	N/A

Update Cart

View Cart

7) Review Cart Summary to insure information is correct. Click Checkout

Cart Summary

Cleveland Central Catholic
6550 Baxter Ave
Cleveland OH 44105

Total
\$2,640.00

Description	Refund Amount	Remove Refund
Aaron Duglus	\$1,620.00	✗
Arnez Ronell Weems	\$1,020.00	✗

Return

Checkout



8) Select payment method. Currently E-Check is the only payment option. Click Next.

Choose Payment Method

Payment Amount:*	\$2,640.00
Payment Method:*	<div style="border: 1px solid black; padding: 2px;"><div style="background-color: #e0e0e0; padding: 2px;">--SELECT-- ▼</div><div style="background-color: #0070c0; color: white; padding: 2px;">--SELECT--</div><div style="padding: 2px;">E-Check</div></div>
<input type="button" value="Cancel"/>	<input type="button" value="Next"/>

Payment Method
Payment Entry
Payment Review



Continued..

9) Enter Bank Account and Routing #, Click Review

Payment Amount:* \$2,640.00
Payment Method:* E-Check

2400

91-548/1221

PAY TO THE ORDER OF _____ \$ _____

DOLLARS

FOR _____

⑆ 222 105278 ⑆ 672430 1068 ⑆ 2400 ⑆

Routing Number Account Number Check Number

Bank Routing Number:* 999999999999
Bank Account Number:* 9999999999
Re-Enter Bank Account Number:* 9999999999
Email: School.Treasurer@fakemail.com

Payment Method

Payment Entry

Payment Review

10)

11) Your payment will process, and a confirmation email will be sent to the email address on file
Click Make Payment