



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?

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USER NAME

PASSWORD

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

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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:	All Program ▼	ORG NAME:	<input type="text"/>	REFUND STATUS:	Approved for Offline Payment ▲
SOURCE ID:	<input type="text"/>	ORG IRN:	053983		Approved for Online Payment
REFUND ID:	<input type="text"/>	FISCAL YEAR:	2018 ▼		Paid Offline
REFUND DESCRIPTION:	<input type="text"/>	SORT ORG ORDER:	Org Name ▼		Paid Online
DUE ON OR BEFORE:	<input type="text"/> 	SORT REFUND ORDER:	Refund Status ▼		Paid Reconciled
					Payment Scheduled
					Pending Fiscal Approval
					Referred To AG ▼

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

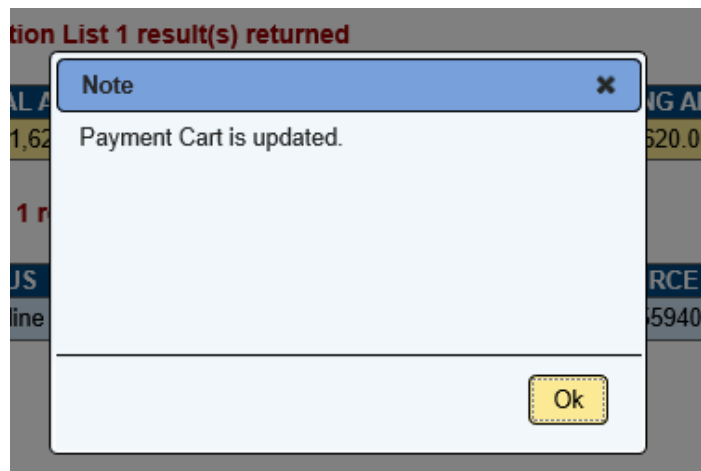
CART	PROGRAM NAME	FISCAL YEAR	STATUS	REFUND ID	DESCRIPTION	AMOUNT	SOURCE ID	REQUEST DATE	DUE DATE	ONLINE PAYMENT DATE
<input checked="" type="checkbox"/>	Cleveland Scholarship	2017	Approved for Online Payment	CLS17621	Aaron Duglus	\$1,620.00	155940	3/14/2017	4/28/2017	N/A
<input type="checkbox"/>	Ed 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:*	<input type="text" value="--SELECT--"/> <input type="text" value="--SELECT--"/> E-Check
<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 \_\_\_\_\_

⑆ 22205278⑆ 672430068⑆ 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) Click Make Payment

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