Enrolling in Direct Deposit
Job Aid

| Step 1 | Begin by logging into your Student Services Center in SIS https://www.uml.edu/Enrollment/SIS/ |
| Step 2 | Click on Finance and Financial Aid link. |
| Step 3 | Click on the Enroll in Direct Deposit link. |
| Step 4 | The My Direct Deposits page is used to enroll and designate your direct deposit account information. No account currently exists for you. You will need to add an account in order to enroll in direct deposit. |
Step 5  Click the Enroll in Direct Deposit button.
Note: Your bank must be a USA bank.

Step 6  Here you will enter your Bank Account information.
Enter the desired information into the Nickname field.

For this example, enter a valid value e.g., ‘Wells Fargo’

Step 7  Select the type of account you are adding. You can use either a checking or a savings account. For this example, checking has been chosen.

- DO NOT COPY AND PASTE ACCOUNT NUMBER
- DO NOT ENTER A DEBIT CARD NUMBER
<table>
<thead>
<tr>
<th>Step 8</th>
<th>You must provide the routing and account information from your bank so that your direct deposit is correctly refunded to you. You are responsible for providing and entering accurate information. You can get this information from your personal checks. Please see the sample check below.</th>
</tr>
</thead>
</table>
|       | **JANE A. SMITH**  
      | 123 MAIN ST.  
      | ANYWHERE, MA 01234  
      | DATE  
      | 53-179/113  
      | PAY TO THE  
      | ORDER OF  
      | $  
      | DOLLARS  
      | **Eastern Bank**  
      | **MEMO**  
      | **AUTHORIZED SIGNATURE**  
      | **013017941**  
      | **020004561**  
      | **1234**  
      | **Routing Number**  
      | **Account Number**  
      | **Area 1 refers to the Routing Number and Area 2 refers to your bank Account Number.** |
| Step 9 | Click the look up Routing Number button. Note: If you know your bank routing number, you can enter it in the Routing Number field. |
| Step 10 | You can search for the Routing Number by using your bank name. Enter the name of your bank, into the Bank Name field. For this example, enter a valid value e.g. “Wells Fargo” |
| Step 11 | Click the Look Up |
| Step 12 | The search has returned several choices. Verify which one is correct. If you are not sure, you will need to reference your check or call your bank. |
| Step 13 | Enter your bank account number into the Account Number field. See example above. Note: You must provide the correct bank account information so that your direct deposit is correctly refunded to you. You are responsible for providing accurate account information. |
| Step 14 | Note: You must enter numeric characters only into the Account Number field. If you enter any non-numerical characters, your refund deposit will be REJECTED. |
Step 15  Enter your bank account number again, into the Confirm Account Number field. Note: You must re-enter your Account Number. Please do not copy and paste.

Step 16  Enter the bank account holder’s name, into the Account Holder field. For this step, enter a valid value e.g., “Jane Doe”.

Click the Next button.

Step 17  The Results page shows that you have successfully added the bank account. Now you can use this account to enroll in direct deposit.

**Click Proceed to Enroll in Direct Deposit.**

- **Bank Details**
  - Nickname: Checking Account
  - Account Type: Checking
  - Bank Code: 211301990
  - METRO CREDIT UNION
  - Branch: X00000789
  - Account Number: X00000789
  - Account Holder: John Smith

Step 18  Click the Proceed to Enroll in Direct Deposit button.

You are viewing your Bank Account Summary.

**Note:** If you wish to add another account, you would use the Add Another Bank Account button.
Step 20

Click the Bank Account Nickname list.

Here you will see a list of your bank accounts that you have added. In this example, you have only added one account. Click the checking account-6789 list item.

Step 21

Click the Next button.

Step 22

Use the Agreement page to review the bank information and agreement terms.

Click the Yes, I agree to the terms and conditions of this agreement option.

Next click the Submit button.
### Step 23
You have enrolled in direct deposit.

To look at your direct deposit summary, click the Go To Direct Deposit Summary button.

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Distribution Type</th>
<th>Amount</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking account</td>
<td>Balance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar

### Step 24
Use the Direct Deposit Summary page to review the details of your direct deposit distribution.

To Modify your direct deposit information, click the Modify Direct Deposit button.

### Step 25
Once you successfully set up direct deposit, you will receive an email at your UML student email account. If you do not receive this email, log back into your account, and complete the steps in this job aid.

When setting up direct deposit, please verify your routing and account numbers are accurate to ensure your funds get deposited into your account. If these numbers are incorrect, your direct deposit will be rejected, and your refund CANNOT be reprocessed until the funds are credited back to your account in SiS.