
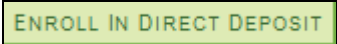

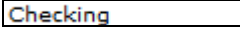





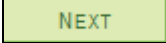
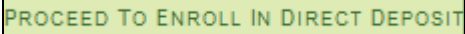


Enrolling in Direct Deposit

Step	Action
1.	Begin by navigating to the My Direct Deposits page. Click the Self Service link. 
2.	Click the Campus Finances link.
3.	Click the Enroll in Direct Deposit link.
4.	The My Direct Deposits page is used to enroll and designate your direct deposit account information. No accounts currently exist for you. You need to add an account in order to enroll in direct deposit.
5.	Click the Enroll In Direct Deposit button. <i>Note:</i> Your bank <i>must</i> be a USA bank. 
6.	Here you will enter your Bank Details information. Enter the desired information into the Nickname field. For this example, enter a valid value e.g. " Wells Fargo ".
7.	Click the Account Type list. 
8.	Select the type of account that you are adding. You can use either a checking or a savings account. For this example, click the Checking list item. 
9.	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 accurate account information.
10.	You can get this information from your personal checks. If you're not sure how to read this information, click the View Sample Check link. 
11.	Area 1 refers to the bank Routing Number and Area 2 refers to your bank Account Number .
12.	To return to the Bank Details page, click the Return link. 

Step	Action
13.	<p>Click the Look up Routing Number button.</p> <p><i>Note:</i> If you know your bank routing number, you can enter it in the Routing Number field.</p> 
14.	<p>You can search for the Routing Number by using your bank name. Enter the name of your bank, into the Bank Name field.</p> <p>For this example, enter a valid value e.g. "Wells Fargo".</p>
15.	<p>Click the Look Up button.</p> 
16.	<p>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.</p> <p>In this example, click the 114900685 link.</p> 
17.	<p>Enter your bank account number into the Account Number field.</p> <p>For this example, enter a valid value e.g. "1112223344".</p> <p><i>Note:</i> 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.</p>
18.	<p><i>Note:</i> You must enter numeric characters only into the Account Number field. If you enter any non-numeric characters, your refund deposit will be REJECTED.</p>
19.	<p>Enter your bank account number again, into the Confirm Account Number field.</p> <p>For this example, enter a valid value e.g. "1112223344".</p>
20.	<p>Enter the bank account holder's name, into the Account Holder field.</p> <p>For this example, enter a valid value e.g. "Jane Doe".</p>
21.	<p>Click the Next button.</p> 
22.	<p>The Results page shows that you have successfully added your bank account. Now you can use this account to enroll in direct deposit.</p>
23.	<p>Click the Proceed to Enroll in Direct Deposit button.</p> 
24.	<p>You are viewing your Bank Account Summary.</p> <p><i>Note:</i> If you wish to add another account, you would use the Add Another Bank Account button.</p>

Step	Action
25.	<p>Now that you have added a bank account, you can use this account to enroll in direct deposit.</p> <p>Click the Proceed to Enroll in Direct Deposit button.</p> <p><i>Note:</i> You may add more than one bank account to your profile, however, only one bank account can be selected for direct deposit.</p> <p>PROCEED TO ENROLL IN DIRECT DEPOSIT</p>
26.	<p>Click the Bank Account Nickname list.</p> <p>Select Bank Account ▼</p>
27.	<p>Here you will see a list of your bank accounts that you have added. In this example, you have only added one account.</p> <p>Click the wells fargo-3344 list item.</p> <p>wells fargo-3344</p>
28.	<p>Click the Next button.</p> <p>NEXT</p>
29.	<p>Use the Agreement page to review the bank information and agreement terms.</p>
30.	<p>Click the Yes, I agree to the terms and conditions of this agreement option.</p>
31.	<p>Click the Submit button.</p> <p>SUBMIT</p>
32.	<p>You have enrolled in direct deposit.</p> <p>To look at your direct deposit summary, click the Go To Direct Deposit Summary button.</p> <p>GO TO DIRECT DEPOSIT SUMMARY</p>
33.	<p>Use the Direct Deposit Summary page to review the details of your direct deposit distribution.</p>
34.	<p>To modify your direct deposit information, click the Modify Direct Deposit button.</p> <p>MODIFY DIRECT DEPOSIT</p>
35.	<p>If you want to add another bank account to your direct deposit account choices, you would use the Add Another Bank Account button.</p>
36.	<p>To learn more about modifying your direct deposit account, please refer to the online training topic: <i>Managing My Bank Accounts</i>.</p>
37.	<p>To learn more about un-enrolling in direct deposit, please refer to the online training topic: <i>Un-enrolling in Direct Deposit</i>.</p>
38.	<p>Congratulations! You have successfully enrolled in direct deposit!</p> <p>End of Procedure.</p>

