
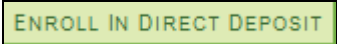

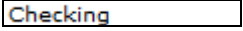





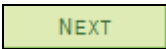
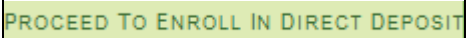


## Enrolling in Direct Deposit

Step	Action
1.	Begin by navigating to the <b>My Direct Deposits</b> page.  Click the <b>Self Service</b> link. 
2.	Click the <b>Campus Finances</b> link.
3.	Click the <b>Enroll in Direct Deposit</b> link.
4.	The <b>My Direct Deposits</b> 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 <b>Enroll In Direct Deposit</b> button.  <i>Note:</i> Your bank <i>must</i> be a USA bank. 
6.	Here you will enter your <b>Bank Details</b> information. Enter the desired information into the <b>Nickname</b> field.  For this example, enter a valid value e.g. " <b>Wells Fargo</b> ".
7.	Click the <b>Account Type</b> 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 <b>Checking</b> 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 <b>View Sample Check</b> link. 
11.	Area 1 refers to the bank <b>Routing Number</b> and Area 2 refers to your bank <b>Account Number</b> .
12.	To return to the <b>Bank Details</b> page, click the <b>Return</b> link. 

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

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 <b>Proceed to Enroll in Direct Deposit</b> 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><b>PROCEED TO ENROLL IN DIRECT DEPOSIT</b></p>
26.	<p>Click the <b>Bank Account Nickname</b> 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 <b>wells fargo-3344</b> list item.</p> <p>wells fargo-3344</p>
28.	<p>Click the <b>Next</b> button.</p> <p>NEXT</p>
29.	<p>Use the <b>Agreement</b> page to review the bank information and agreement terms.</p>
30.	<p>Click the <b>Yes, I agree to the terms and conditions of this agreement</b> option.</p>
31.	<p>Click the <b>Submit</b> button.</p> <p>SUBMIT</p>
32.	<p>You have enrolled in direct deposit.</p> <p>To look at your direct deposit summary, click the <b>Go To Direct Deposit Summary</b> button.</p> <p>GO TO DIRECT DEPOSIT SUMMARY</p>
33.	<p>Use the <b>Direct Deposit Summary</b> page to review the details of your direct deposit distribution.</p>
34.	<p>To modify your direct deposit information, click the <b>Modify Direct Deposit</b> 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 <b>Add Another Bank Account</b> 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><b>End of Procedure.</b></p>

