



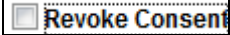
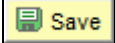


Un-enrolling Direct Deposit

Step	Action
1.	<p>Begin by navigating to the Bank Accounts Summary page.</p> <p>Click the Self Service link.</p> 
2.	Click the Campus Finances link.
3.	Click the Manage My Bank Accounts link.
4.	The Manage My Bank Accounts page is used to review, modify and update your direct deposit bank account information.
5.	<p>You want to un-enroll from direct deposit and receive a paper check.</p> <p>Click the direct deposit link.</p> 
6.	The Direct Deposit Summary page lists the details of your direct deposit distribution.
7.	<p>Click the Modify Direct Deposit button.</p> 
8.	<p>Click the Un-Enroll in Direct Deposit button.</p> 
9.	This is the Direct Deposit Revocation page. Please read the message box for the impact to your account.
10.	<p>If you wish to inactivate your direct deposit agreement, click the Revoke Consent option.</p> 
11.	<p>Click the Save button.</p> <p><i>Note:</i> You must click the Save button or you will not be un-enrolled from direct deposit.</p> 
12.	<p>When your Direct Deposit Revocation has been successfully saved, you will see a Date Revoked as confirmation. You will also receive an email notification.</p> <p><i>Note:</i> Un-enrolling and revoking your direct deposit agreement, will not delete your bank account information from your user profile. It simply inactivates your future direct deposit activity.</p>

Job Aid

Step	Action
13.	To learn more about modifying your direct deposit account, please refer to the online training topic: <i>Managing My Bank Accounts</i> . To learn more about enrolling in Direct Deposit, please refer to the online training topic: <i>Enrolling in Direct Deposit</i> .
14.	Congratulations! You have successfully un-enrolled in direct deposit! End of Procedure.