
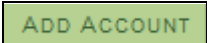







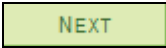
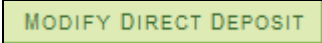
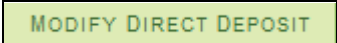

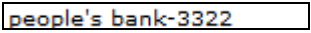




Managing My Bank Accounts

| Step | Action |
|------|--|
| 1. | Begin by navigating to the Bank Accounts Summary page. Click the Self Service link.  |
| 2. | Click the Campus Finances link. |
| 3. | Click the Manage My Bank Accounts link. |
| 4. | The Bank Account Summary page is used to review, modify and update your direct deposit bank account information. You want to add another bank account. |
| 5. | Click the Add Account button. <i>Note:</i> Your bank <i>must</i> be a USA bank.  |
| 6. | The Add Bank Account Details page is used to enter your bank details information. |
| 7. | Enter the desired information into the Nickname field. For this example, enter a valid value e.g. " People's Bank ". |
| 8. | Click the Account Type list.  |
| 9. | 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.  |
| 10. | 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. |
| 11. | You can get this information from your personal checks. If you are not sure how to read this information, click the View Sample Check link.  |
| 12. | Area 1 refers to the bank Routing Number and Area 2 refers to your bank Account Number . |
| 13. | To return to the Bank Details page, click the Return link.  |



| Step | Action |
|------|--|
| 14. | Click the Look up Routing Number button. <i>Note:</i> If you know your bank routing number, you can enter it in the Routing Number field.  |
| 15. | 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. " People ". |
| 16. | Click the Look Up button.  |
| 17. | 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. For this example, click the 231379115 link.  |
| 18. | Enter your bank account number into the Account Number field. For this example, enter a valid value e.g. " 5554443322 ". |
| 19. | <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. |
| 20. | Enter your bank account number again, into the Confirm Account Number field. For this example, enter a valid value e.g. " 5554443322 ". |
| 21. | Enter the bank account holder's name, into the Account Holder field. For this example, enter a valid value e.g. " Jane Doe ". |
| 22. | Click the Next button.  |
| 23. | The Results page shows that you have successfully added the new bank account. |
| 24. | You want to modify your Direct Deposit choice. Click the Modify Direct Deposit button.  |
| 25. | Click the Modify Direct Deposit button.  |
| 26. | The Modify Direct Deposit page shows the direct deposit distribution information. |

| Step | Action |
|------|---|
| 27. | Only one bank account can be designated at a time. If you want to select a different account, click the Bank Account Nickname list.  |
| 28. | Select the bank account from your list. In this example, click the people's bank-3322 list item.  |
| 29. | Click the Submit button.  |
| 30. | The Results page shows that your new bank account has been designated. |
| 31. | If you want to view a summary, click the Go To Direct Deposit Summary button.  |
| 32. | Your Bank Account Summary has been updated and you now have two accounts listed. |
| 33. | Congratulations! You have successfully managed your bank accounts. End of Procedure. |