

Enroll in Direct Deposit in CUNYFirst Self Service

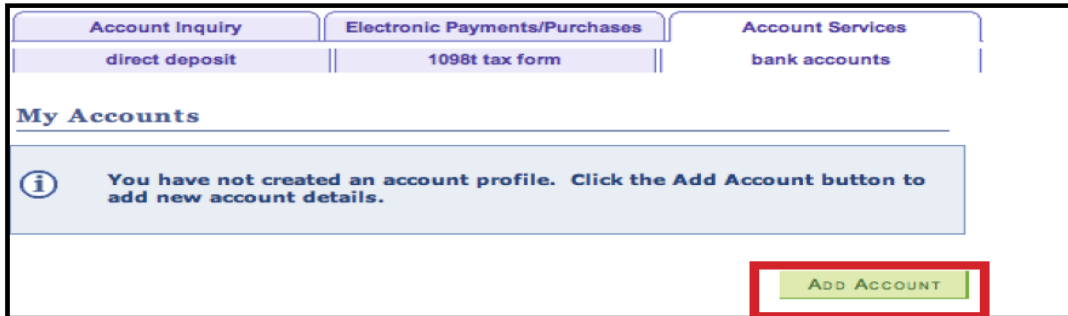
The following steps show how to add a Bank Account on Self-Service and enroll in Direct Deposit to receive refunds and work-study payments.

STEP #1: Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>

STEP #2: Select **HR/Campus Solutions** from the left menu

STEP #3: Navigate to **Self Service** followed by **Campus Finances**

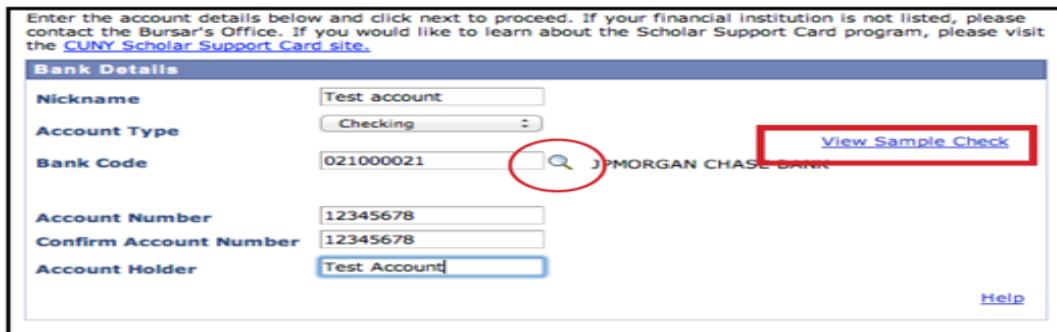
STEP #4: Click **Manage My Accounts**



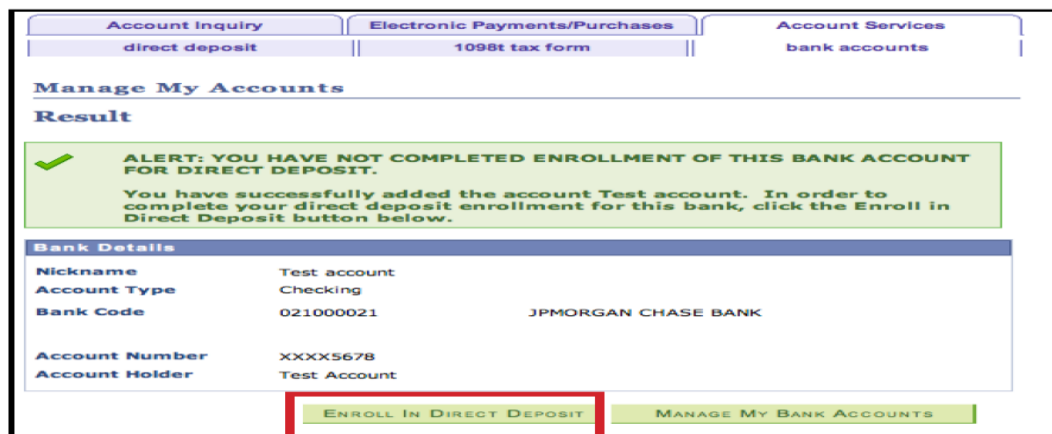
STEP #5: On the My Accounts page, click the **Add Account** button. You will then be prompted to enter your **Financial Institution Details**. After entering the required account information, click the **Next** button at the bottom of the screen.

NOTE: Enter your routing number as it appears on your check and click enter.

DO NOT USE THE ROUTING NUMBER SPYGLASS!



STEP #6: To make the bank account you just added as your direct deposit account, click the **Enroll in Direct Deposit** button.



STEP #7: On the **Enroll in Direct Deposit** panel, select the Account Nickname to designate as the direct deposit account and click **Next**.

Account Inquiry | Electronic Payments/Purchases | Account Services
direct deposit | 1098t tax form | bank accounts

Enroll in Direct Deposit

Add Direct Deposit

Select a financial institution to designate as direct deposit.

Direct Deposit Distribution

Account Nickname
test account-5678

[Help](#)

STEP #8: On the **Enroll in Direct Deposit Agreement** page; select the checkbox next to the statement “Yes, I agree to the terms and conditions of this agreement” and click the **SUBMIT** button.

Enroll in Direct Deposit Agreement

Review the financial institution information and agreement. Click Submit to complete the Direct Deposit enrollment. If you would like information about CUNY's Scholar Support Card program, please visit the [CUNY Scholar Support Card site](#).

Financial Institution Name	Distribution Type	Amt./Pct.	Priority
test account-5678	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit for your refund and/or Work Study checks. Signing up for direct deposit will allow excess from financial aid refunds, Work Study and over payments applied to your student account to be deposited directly into your checking, savings or Scholar Support Card account. You will receive your funds faster through this process instead of a check mailed to you.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any payments due to me via automated clearinghouse electronic fund transfer ("ACH") to the account(s) referenced above.

You may change your account information as necessary through self-service. Payments made through this process will be available in your account depending on timing of this submission.

We recommend that you print this page to retain a copy of this agreement for your records.

The agreement is dated: 07/01/2015

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

STEP #9: The process to **Enroll in Direct Deposit** is complete!

Enroll in Direct Deposit Result

Result

Congratulations! You are now enrolled in direct deposit.
View the summary below.

Account Nickname
test account-5678