



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**.

Account Inquiry | Electronic Payments/Purchases | Account Services

direct deposit | bank accounts

My Accounts

i You have not created an account profile. Click the Add Account button to add new account details.

ADD ACCOUNT

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 SPY-GLASS!**

Enter the account details below and click next to proceed. If your financial institution is not listed, please contact the Bursar's Office. If you would like to learn about the Scholar Support Card program, please visit the [CUNY Scholar Support card site](#).

Financial Institution Details

Nickname	<input type="text" value="Test Account"/>
Account type	<input type="text"/>
Routing Number	<input type="text" value="011000138"/> BANK OF AMERICA, N.A.
Account Number	<input type="text" value="123456789"/>
Confirm Account Number	<input type="text" value="123456789"/>
Account Holder	<input type="text" value="Test T. Account"/>

Do not use this routing number search option. [View Sample Check](#)

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

The screenshot shows a web interface with three tabs: 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services'. The 'Account Inquiry' tab is active, showing 'direct deposit' and 'bank accounts' sub-sections. Below the tabs is a 'Manage My Accounts' section with a 'Result' header. A green message box with a checkmark states: 'You have successfully added the account Test Account.' Below this is a 'Financial Institution Details' table:

Nickname	Test Account	
Account Type	Checking	
Routing Number	011000138	BANK OF AMERICA, N.A.
Account Number	XXXXX6789	
Account Holder	Test T. Account	

At the bottom of the details section are two buttons: 'ENROLL IN DIRECT DEPOSIT' (highlighted with a red box) and 'MANAGE MY ACCOUNTS'.

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

The screenshot shows the 'Enroll in Direct Deposit' page with 'direct deposit' and 'bank accounts' tabs. The 'Add Direct Deposit' section is active, with the instruction: 'Select a financial institution to designate as direct deposit'. Below this is a 'Direct Deposit Distribution' section with a dropdown menu for 'Account Nickname' showing 'test account-6789' (highlighted with a red box). A 'Help' link is visible to the right. At the bottom right are 'CANCEL' and 'NEXT' buttons, with the 'NEXT' button highlighted by a red box and a mouse cursor.

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 on **SUBMIT** button.

Enroll in Direct Deposit Agreement

Review the financial institution information and agreement. Click Submit to complete the Direct Deposit enrollment.

Financial Institution Name	Distribution Type	Amt./Pct.	Priority
test account-6789	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. If you would like information about CUNY's Scholar Support Card program, click the Additional Details link below.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements and Work Study 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: 01/12/2016

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

CANCEL
BACK
SUBMIT

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

Enroll in Direct Deposit Result

✔ Congratulations! You are now enrolled in direct deposit.

View the summary below.

Account Nickname

test account-6789

MANAGE MY ACCOUNTS