ENROLL IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

The following steps will assist you 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](https://home.cunyfirst.cuny.edu).

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

**STEP # 3:** Navigate to Self Service followed by Campus Finances on the right.

**STEP # 4:** Click on 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's Details. After entering the required account information, click the Next button.

**NOTE:** Enter the routing number as well as your account number exactly as it appears on your check.
**STEP# 6:** To make the bank account you just added as your direct deposit account, click on **Enroll In Direct Deposit.**

**STEP# 7:** On the **My Direct Deposits** panel, click **Enroll In Direct Deposit**, followed by **Proceed To Enroll In Direct Deposit.**
STEP# 8: On the **Enroll in Direct Deposit** panel, choose the Bank Account you wish to enroll in **Direct Deposit** from the drop down menu then click **Next**.

![Enroll in Direct Deposit](image1)

STEP# 9: 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](image2)
You have now completed the process to **Enroll in Direct Deposit!**

![Enrollment notification](image)

**Enroll in Direct Deposit**

**Result**

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

**Account Nickname**

- test account: 6789

[GO TO DIRECT DEPOSIT SUMMARY]