

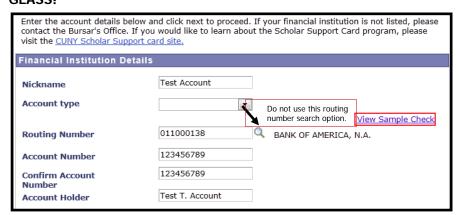
ENROLL IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

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.

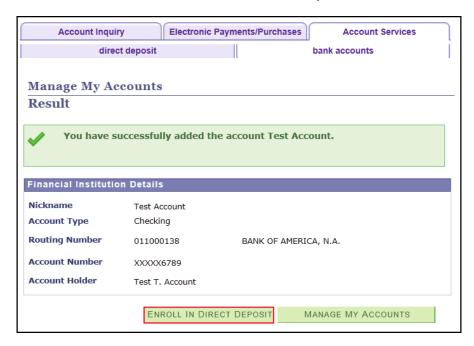
- **STEP# 1:** Login to CUNYfirst at https://home.cunyfirst.cuny.edu.
- STEP# 2: Select HR/Campus Solutions from the left menu.
- STEP# 3: Navigate to Self Service followed by Campus Finances.
- STEP# 4: Click Manage My Accounts.



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 SPY-GLASS!**



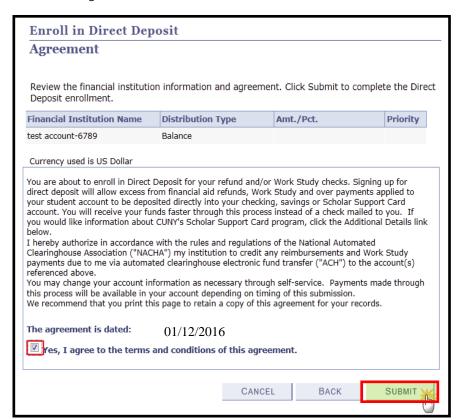
STEP# 6: To use the bank account you just added as your direct deposit account, click the **Enroll In Direct Deposit** button.



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



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.



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

