



# 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>.

**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.

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

### My Accounts

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

**ADD ACCOUNT**

**NOTE:** Enter the routing number as well as your account number exactly as it appears on your check.

### Manage My Accounts

#### Add Account Details

Enrolling in Direct Deposit is a fast, convenient and easy way to receive your Financial Aid, including Work Study, and Tuition and Fee refunds. Enter your account details below and click next to proceed. Visit CUNY's refund page to learn more about all of your refund options [CUNY Refund Options site](#).

**Bank Details**

Nickname:

Account Type:  [View Sample Check](#)

Routing Number:  JPMORGAN CHASE BANK

Account Number:

Confirm Account Number:

Account Holder:

[Help](#)


**CANCEL** **NEXT**

**STEP# 6:** On the **My Direct Deposits** panel, click **Enroll In Direct Deposit**, followed by **Proceed To Enroll In Direct Deposit**.

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

### Manage My Accounts

**Result**

 **ALERT: YOU HAVE NOT COMPLETED ENROLLMENT OF THIS BANK ACCOUNT FOR DIRECT DEPOSIT.**

You have successfully added the account Test Account. In order to complete your direct deposit enrollment for this bank, click the Enroll in Direct Deposit button below.

Bank Details	
Nickname	Test Account
Account Type	Checking
Bank Code	021000021 JPMORGAN CHASE BANK
Account Number	XXXXX6789
Account Holder	Test T. Account

[ENROLL IN DIRECT DEPOSIT](#) [MANAGE MY BANK ACCOUNTS](#)

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

### My Direct Deposits

#### Account Summary

You have the following financial institution accounts set up. If you intend to use another financial institution account not listed below, click on Add another Account. Otherwise, click on Proceed to Modify Direct Deposit.

Account Summary as of 07/11/2016		
Account Nickname	Account Type	Account Number
Test Account-6789	Checking	XXXXX6789

[ADD ANOTHER ACCOUNT](#) [PROCEED TO ENROLL IN DIRECT DEPOSIT](#)

**STEP# 7:** 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**.

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-6789

Select Bank Account

test account-6789

[Help](#)

CANCEL 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.

### 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-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.

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: 07/11/2016

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


CANCEL BACK SUBMIT

You have now completed the process to **Enroll in Direct Deposit!**

<a href="#">Account Inquiry</a>	<a href="#">Electronic Payments/Purchases</a>	<a href="#">Account Services</a>
<a href="#">direct deposit</a>	<a href="#">1098t tax form</a>	<a href="#">bank accounts</a>

### Enroll in Direct Deposit

**Result**

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

<b>Account Nickname</b>
test account-6789

[GO TO DIRECT DEPOSIT SUMMARY](#)