

## **Administrative Applications — Business Process Guide**

**Process:** How to Enroll in the Direct Deposit Program **Module:** Student Financials

| High Level Description |   |  |
|------------------------|---|--|
| Process                | How to Enroll in the Direct Deposit Program |  |
| Module                 | Student Financials                          |  |
| Document Type          | Business Process Guide                      |  |

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## **Overview**

This business process guide explains how a student may enroll in the Direct Deposit Program

### **How to Enroll in the Direct Deposit Program**

Go to the California State University East Bay Website

http://www20.csueastbay.edu/

Select the **Current Students** tab.

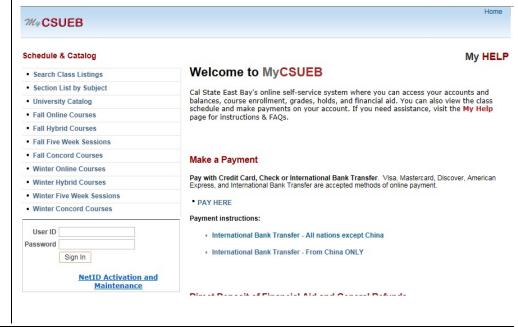


The Current Students page displays.

1. Under Toolbox select MyCSUEB

Sign in using your NetID and password.



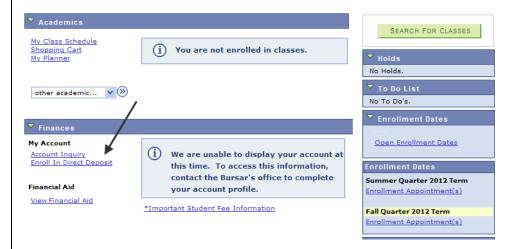


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3. Click on the Enroll in Direct Deposit Link



- Select the Account Type that you would like to have your refund deposited into.
- 5. Enter the Routing
  Number and the
  Account Number and
  Confirm it by entering it
  again

#### Note:

There is a link labeled "What are my Routing and Account Numbers" that will explain how to find this information on a check. If you are still unsure of how to find this information, please contact your bank or financial institution for details.

Read the terms and conditions of the contract. If you do not accept the terms and conditions, do not click the box next to the statement, "I acknowledge that I have read and agree to the above Terms and Conditions."

Click the Cancel button.

### **Enroll In Direct Deposit**

### Miyesha Dickerson



#### Terms and Conditions

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association (NACHA) California State University East Bay (CSUEB), a campus of the California State University (CSU) system, to credit any reimbursements due to me via automated dearinghouse electronic fund transfer (ACH) to the bank and bank account owned by me referenced above. Further, I hereby authorize CSUEB (the CSU) to withdraw funds from the above referenced bank account owned by me via ACH debit. Such debits are authorized only to retrieve reimbursement for overpayments. This authorization will remain in effect until withdrawn by me via use of the "withdraw from direct deposit" button that appears on this page. A new authorization must be completed if I change my bank account or change financial institutions.

Note: I understand that CSUEB requires from two to three (2-3) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer.

☑ I acknowledge that I have read and agree to the above Terms and Conditions.

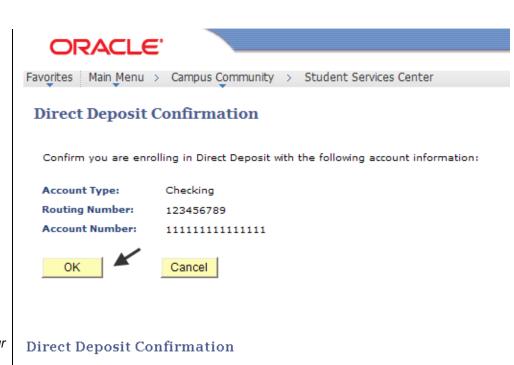
cancel

submit

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If you accept the terms and conditions

- Click on the box next to the statement "I acknowledge that I have read and agree to the above Terms and Conditions."
- 7. Click on the **Submit** button
- If you wish to confirm your Direct Deposit Confirmation click on the OK button
- 9. If not click on Cancel
- Click the **OK** button to go back to the Student Services Center.

Congratulations you are now enrolled in Direct Deposit with the following account information:

Account Type: Checking

Routing Number: 123456789

Account Number: 11111111111111

ΟK

Cancel

## Whom to Contact for Help?

For additional help or to report problems with this functionality, please log a ticket via the <u>Service Desk</u> (http://www.csueastbay.edu/servicedesk).

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