# Administrative Applications — Business Process Guide

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

## High Level Description

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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

2. Sign in using your NetID and password.
3. **Click on the Enroll in Direct Deposit Link**

4. **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.

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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.
If you accept the terms and conditions

6. 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

8. If you wish to confirm your Direct Deposit Confirmation click on the OK button

9. If not click on Cancel

10. Click the OK button to go back to the Student Services Center.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).