

High Level Description	
Process	How to Enroll in the Direct Deposit Program
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Table of Contents

Table of Contents	1
Overview	1
How to Enroll in the Direct Deposit Program	Error! Bookmark not defined.
Whom to Contact for Help?	4

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.

The screenshot shows the California State University East Bay website. At the top, there is a navigation bar with links for 'About CSUEB', 'Academic Programs', 'Library', 'Athletics', 'News', 'Calendar', and 'People Finder'. Below this is the university logo and a navigation menu with 'Prospective Students', 'Current Students', and 'Faculty'. A banner image features the text 'Push for change and a more sustainable world.' and 'Where All Your Possibilities Come Into View'. Below the banner is another navigation bar with 'Prospective Students', 'Current Students', 'Faculty', 'Staff', and 'Alumni & Friends'. A 'Toolbox' menu is visible on the right, listing 'MyCSUEB', 'Horizon E-mail', 'Blackboard', 'Enrollment Information Center', 'Class Schedule', and 'University Catalog'. The main content area is titled 'MyCSUEB' and includes a 'Schedule & Catalog' section with a list of course options and a 'Welcome to MyCSUEB' section with a sign-in form. The sign-in form has fields for 'User ID' and 'Password', a 'Sign In' button, and a link for 'NetID Activation and Maintenance'. A 'My HELP' section is also visible on the right.

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

Enroll In Direct Deposit

Miyesha Dickerson

Account Type: Checking Savings [withdraw from direct deposit](#)

Routing Number: [What are my Routing and Account Numbers?](#)

Account Number:

Confirm Account Number:

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 clearinghouse 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](#)

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.

Direct Deposit Confirmation

Confirm you are enrolling in Direct Deposit with the following account information:

Account Type: Checking
Routing Number: 123456789
Account Number: 1111111111111111



Direct Deposit Confirmation

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

Account Type: Checking
Routing Number: 123456789
Account Number: 1111111111111111

- 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) (<http://www.csueastbay.edu/servicedesk>).