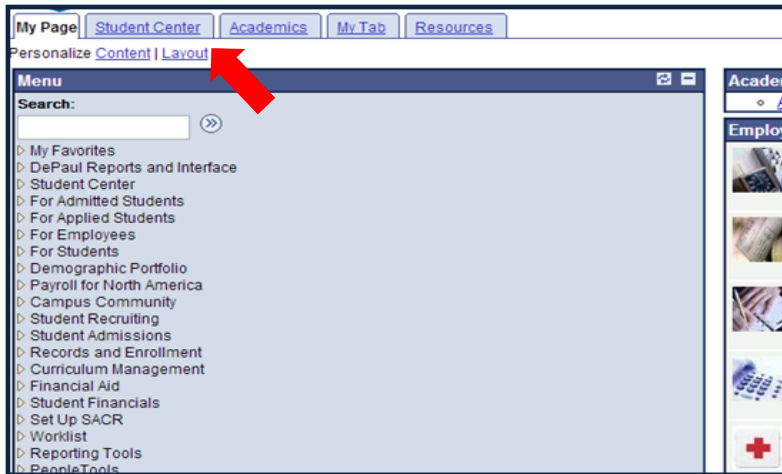


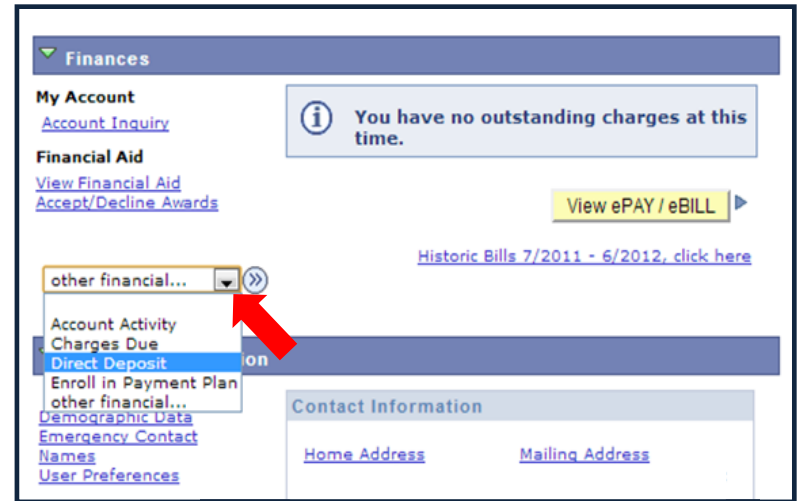
DIRECT DEPOSIT FOR STUDENT REFUNDS

Direct deposit is the University's preferred method of processing student refunds. Through this method, we are able to provide you with a fast and more secure delivery of your funds. We encourage you to sign up for it today.

To get started, log into Campus Connection <campusconnect.depaul.edu> with your user name and password.



1 Click on the **Student Center** tab.



2 Next, within the Finances section, click on the drop-down box, select **Direct Deposit**, and click on the forward arrows.

CHOOSE AN OPTION

Once you have navigated to the Direct Deposit screen, you should follow the instructions in this booklet that best fits your needs.

- ENROLLING IN DIRECT DEPOSIT..... Page 3
- VERIFYING DIRECT DEPOSIT INFORMATION..... Page 7
- MODIFYING /DELETING YOUR DIRECT DEPOSIT ACCOUNT..... Page 9

ENROLLING IN DIRECT DEPOSIT

To begin, please access **Direct Deposit** in your student center.

If this is your first time enrolling in direct deposit or if your previous direct deposit information is not in your student center, you will see the message box that says that you are currently not enrolled in Direct Deposit.

The screenshot shows a navigation bar with 'Account Inquiry' and 'Account Services'. Under 'Account Inquiry', there are links for 'direct deposit', 'in-term payment plan', and 'bank accounts'. Below this, the 'My Direct Deposits' section contains a message box with an information icon and the text 'You are currently not enrolled in Direct Deposit.' At the bottom right of the message box is a green button labeled 'ENROLL IN DIRECT DEPOSIT'.

1 Click on **Enroll In Direct Deposit**.

The screenshot shows the 'Manage My Bank Accounts' page with the 'Add Bank Account Details' section. The form fields are: Nickname (text input), Account Type (dropdown menu), Routing Number (text input with search icon), Branch (grayed-out text input), Account Number (text input), Confirm Account Number (text input), and Account Holder (text input). A red box highlights the Nickname, Account Type, Routing Number, and Account Holder fields. A 'View Sample Check' link is visible on the right. The 'Bank Location is United States' and 'Currency used is US Dollar' are displayed at the bottom. 'CANCEL' and 'NEXT' buttons are at the bottom right.

2 Complete your bank information. Note: the branch field has been grayed-out since it is not required. **If you are unable to enter your Bank Routing Number, please call (312) 362-8370 for additional assistance.** Click on **Next** to continue.

The screenshot shows the 'Manage My Bank Accounts' page with the 'Result' section. A green message box with a checkmark says 'You have successfully added the bank account JSMITH.' Below this is a table showing the bank details:

Bank Details	
Nickname	TH
Account Type	Checking
Routing Number	071000039
Branch	BANK OF AMERICA, NA
Account Number	XXXX4789
Account Holder	TH

At the bottom are buttons for 'ADD ANOTHER BANK ACCOUNT' and 'PROCEED TO ENROLL IN DIRECT DEPOSIT'.

3 Click on **Proceed to Enroll in Direct Deposit**. You may also elect to **Add Another Bank Account**, which will prompt the same screen as in step 2.

Account Inquiry | Account Services

direct deposit | in-term payment plan | bank accounts

Enroll in Direct Deposit

Add Direct Deposit

Select a bank, assign distribution type and priority. Click Add Account Distributions if needed.

Bank Account Nickname	Distribution Type	Amt./Pct.	Priority
jsmith-4789	Balance		
jsmith2-6321	Amount	500.00	1

add account distributions

Currency used is US Dollar

CANCEL NEXT

- 4 Assign a distribution type from the drop down box. Select **Amount** or **Percent**, and a **Priority** (ex 1, 2, 3 with 1 being the first account to receive the deposit and the balance account receiving the remainder that was not assigned a priority). Once you are done, click on Next to continue.

Account Inquiry | Account Services

direct deposit | in-term payment plan | bank accounts

My Direct Deposits

Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank account not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Enroll in Direct Deposit.

Bank Account Summary as of 10/30/2012

Bank Account Nickname	Bank Account Type	Bank Account Number
JSMITH-4789	Checking	XXXXX4789
JSMITH2-6321	Savings	XXXXX6321

ADD ANOTHER BANK ACCOUNT PROCEED TO ENROLL IN DIRECT DEPOSIT

- 5 Once you have completed entering your bank account(s), you will be able to view the accounts you have set up. Click on **Proceed to Enroll in Direct Deposit** to continue.

Enroll in Direct Deposit Agreement

Review the bank information and agreement. Click Submit to complete the Direct Deposit enrollment.

Bank Name	Distribution Type	Amt./Pct.	Priority
jsmith2-6321	Amount	500.00	1
jsmith-4789	Balance		

Currency used is US Dollar

You are about to enroll in Direct Deposit of your refund checks. Signing up for direct deposit will allow excess proceeds from financial aid and over payments applied to your student account to be deposited directly into your checking or savings account, quicker and securely.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank(s) referenced above.

You may change your account information as necessary. Funds will be available depending on timing of this submission. Should you wish to cancel your direct deposit enrollment, you may do so by logging to your Student Center Page.

Due to changes to the payment system rules for direct deposit of student refunds, if you receive your refund via direct deposit at a U.S. bank and then have the entire amount forwarded to a bank in another country, you must contact Student Financial Accounts at (312) 362-8389. There are new formatting requirements for these transactions that DePaul must follow. These changes do not affect your direct deposit.

The agreement is dated: 10/30/2012

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

CANCEL BACK SUBMIT

- 6 Review the direct deposit distribution, read the agreement and check the **terms and conditions** box. Click on Submit to continue.

Account Inquiry | Account Services

direct deposit | in-term payment plan | bank accounts

Enroll in Direct Deposit

Result

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

Bank Name	Distribution Type	Amt./Pct.	Priority
jsmith2-6321	Amount	500.00	1
jsmith-4789	Balance		

Currency used is US Dollar

GO TO DIRECT DEPOSIT SUMMARY

- 7 Finally, a **confirmation of successful enrollment** is provided. You may choose to make further changes to your direct deposit accounts by selecting **Go To Direct Deposit Summary**.

VERIFYING DIRECT DEPOSIT INFORMATION

If you previously had direct deposit, please follow these easy steps to verify your banking information and your direct deposit distributions.

To begin, please access **Direct Deposit** in your student center.

Note: The bank name CONV plus the last four digits of your existing account number (Conv-XXXX) was created for you. **If the last four digits do not match your current bank account number, please update your direct deposit immediately.** Follow the **MODIFYING /DELETING YOUR DIRECT DEPOSIT ACCOUNT** instructions on page 9.

Account Inquiry | Account Services

direct deposit | in-term payment plan | **bank accounts**

My Direct Deposits

Direct Deposit Summary

Listed below are details of your direct deposit distribution. To modify, click Modify Direct Deposit.

Direct Deposit Summary as of 10/29/2012			
Bank Name	Distribution Type	Amt./Pct.	Priority
Conv-8779	Balance		

Currency used is US Dollar

[MODIFY DIRECT DEPOSIT](#)

1 Click on **Modify Direct Deposit**.

Account Inquiry | Account Services

direct deposit | in-term payment plan | **bank accounts**

My Bank Accounts

Bank Account Summary

Listed below are the bank accounts associated to you. You can add, update or view your bank details. To add new bank account details click Add Account. To update, click Edit. To remove, click Delete.

Bank Account Summary as of 10/30/2012			
Bank Account Nickname	Bank Account Type	Account Number	
TEST	Checking	XXXXXX1111	

[ADD ACCOUNT](#)

2 Verify your **bank account type** and the **last four digits of the account number**. If this is correct, then you are done.

Account Inquiry | Account Services

direct deposit | in-term payment plan | **bank accounts**

My Bank Accounts

Bank Account Summary

Listed below are the bank accounts associated to you. You can add, update or view your bank details. To add new bank account details click Add Account. To update, click Edit. To remove, click Delete.

Bank Account Summary as of 10/30/2012			
Bank Account Nickname	Bank Account Type	Account Number	
TEST	Checking	XXXXXX1111	

[ADD ACCOUNT](#)

3 If the information you see is incorrect, you will need to **add a new account** before deleting the incorrect one. Follow steps 2-5 under **Enrolling In Direct Deposit** to learn how to add multiple bank accounts for direct deposit.

MODIFYING /DELETING YOUR DIRECT DEPOSIT ACCOUNT

If you will like to delete banking information on file, you will first need to add the account you want to replace it with by following steps 1-3.

If you already have multiple accounts on file but wish to make a modification (delete one account but not all) go to step 5 after selecting **Modify Direct Deposit**.

The screenshot shows the 'My Direct Deposits' page. At the top, there are tabs for 'Account Inquiry' and 'Account Services'. Under 'Account Inquiry', there are sub-tabs for 'direct deposit', 'in-term payment plan', and 'bank accounts'. The 'direct deposit' tab is selected. Below the tabs, the page title is 'My Direct Deposits' and the sub-title is 'Bank Account Summary'. The text says: 'You have the following bank accounts set up.' and 'If you intend to use other bank accounts not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Modify Direct Deposit.' Below this is a table titled 'Bank Account Summary as of 01/04/2013'.

Bank Account Nickname	Bank Account Type	Bank Account Number
TCF Bank-8106	Checking	XXXXXX8106

At the bottom of the table, there are two buttons: 'ADD ANOTHER BANK ACCOUNT' and 'PROCEED TO MODIFY DIRECT DEPOSIT'.

2

To add a new account, click **Add Another Bank Account**.

The screenshot shows the 'Direct Deposit Summary' page. At the top, there are tabs for 'Account Inquiry' and 'Account Services'. Under 'Account Inquiry', there are sub-tabs for 'direct deposit', 'in-term payment plan', and 'bank accounts'. The 'direct deposit' tab is selected. Below the tabs, the page title is 'My Direct Deposits' and the sub-title is 'Direct Deposit Summary'. The text says: 'Listed below are details of your direct deposit distribution. To modify, click Modify Direct Deposit.' Below this is a table titled 'Direct Deposit Summary as of 01/04/2013'.

Bank Name	Distribution Type	Amt./Pct.	Priority
TCF Bank-8106	Balance		

Below the table, it says 'Currency used is US Dollar'. At the bottom right, there is a button labeled 'MODIFY DIRECT DEPOSIT'.

1

Click on **Modify Direct Deposit**.

The screenshot shows the 'Add Bank Account Details' page. At the top, there are tabs for 'Account Inquiry' and 'Account Services'. Under 'Account Inquiry', there are sub-tabs for 'direct deposit', 'in-term payment plan', and 'bank accounts'. The 'bank accounts' tab is selected. Below the tabs, the page title is 'Manage My Bank Accounts' and the sub-title is 'Add Bank Account Details'. The text says: 'Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Student Accounts Office.' Below this is a form titled 'Bank Details'.

The 'Bank Details' form has the following fields:

- Nickname:
- Account Type:
- Routing Number:
- Branch:
- Account Number:
- Confirm Account Number:
- Account Holder:

At the bottom right of the form, there is a link labeled 'View Sample Check'. Below the form, it says 'Bank Location is United States' and 'Currency used is US Dollar'. At the bottom right, there are two buttons: 'CANCEL' and 'NEXT'.

3

Complete your bank information. Note: the branch field has been grayed-out since it is not required. **If you are unable to enter your Bank Routing Number, please call (312) 362-8370 for additional assistance.** Click on **Next** to continue.

Account Inquiry | Account Services

direct deposit | in-term payment plan | bank accounts

Manage My Bank Accounts

Result

You have successfully added the bank account PNC.

Bank Details	
Nickname	PNC
Account Type	Checking
Routing Number	071921891 PNC BANK, NATIONAL ASSOCIATION
Branch	
Account Number	XXXXXX8779
Account Holder	Edna

ADD ANOTHER BANK ACCOUNT | PROCEED TO MODIFY DIRECT DEPOSIT

4 You should receive a success screen like the one above.

Account Inquiry | Account Services

direct deposit | in-term payment plan | bank accounts

Enroll in Direct Deposit

Modify Direct Deposit

Select a bank, assign distribution type and priority. Click Add Account Distributions if needed.

Direct Deposit Distribution			
Bank Account Nickname	Distribution Type	Amt./Pct.	Priority
pnc-8779	Balance		
Select Bank Account			

add account distributions

Currency used is US Dollar

CANCEL | SUBMIT

6 Click Add Account Distributions.

Account Inquiry | Account Services

direct deposit | in-term payment plan | bank accounts

My Direct Deposits

Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank accounts not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Modify Direct Deposit.

Bank Account Summary as of 01/04/2013		
Bank Account Nickname	Bank Account Type	Bank Account Number
PNC-8779	Checking	XXXXXX8779
TCF Bank-8106	Checking	XXXXXX8106

ADD ANOTHER BANK ACCOUNT | PROCEED TO MODIFY DIRECT DEPOSIT

5 Click Proceed to Modify Direct Deposit.

Account Inquiry | Account Services

direct deposit | in-term payment plan | bank accounts

Enroll in Direct Deposit

Modify Direct Deposit

Select a bank, assign distribution type and priority. Click Add Account Distributions if needed.

Direct Deposit Distribution			
Bank Account Nickname	Distribution Type	Amt./Pct.	Priority
pnc-8779	Balance		
Select Bank Account			

add account distributions

Currency used is US Dollar

CANCEL | SUBMIT

7 There are now multiple rows. Locate the row where the Distribution Type is **Balance**. If the Bank Account Nickname displayed in this row is not the one you want, click the drop down arrow and choose the correct one.


Account Inquiry | Account Services

direct deposit | in-term payment plan | bank accounts

Enroll in Direct Deposit

Modify Direct Deposit

Select a bank, assign distribution type and priority. Click Add Account Distributions if needed.

Direct Deposit Distribution				
Bank Account Nickname	Distribution Type	Amt./Pct.	Priority	
pnc-8779	Balance			
Select Bank Account				

[add account distributions](#)

Currency used is US Dollar

[CANCEL](#) [SUBMIT](#)

8 If there are any accounts you would like to delete, you can do so by clicking on the trash can, then click **Yes**.





Account Inquiry | Account Services

direct deposit | in-term payment plan | bank accounts

My Bank Accounts

Bank Account Summary

Listed below are the bank accounts associated to you. You can add, update or view your bank details. To add new bank account details click Add Account. To update, click Edit. To remove, click Delete.

Bank Account Summary as of 01/04/2013				
Bank Account Nickname	Bank Account Type	Account Number		
PNC	Checking	XXXXXX8779		
TCF Bank	Checking	XXXXXX8106		

[ADD ACCOUNT](#)


10 If you want to fully delete an unwanted bank account, go to the **Bank Accounts** tab at top of the screen and delete it there as in step 8.

Account Inquiry | Account Services

direct deposit | in-term payment plan | bank accounts

Enroll in Direct Deposit

Result

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

Bank Name	Distribution Type	Amt./Pct.	Priority
pnc-8779	Balance		

Currency used is US Dollar

[GO TO DIRECT DEPOSIT SUMMARY](#)

9 Click **Go to Deposit Summary** to view your direct deposit accounts.

You can go back and repeat the first two steps to confirm that the account you wanted is the one displaying in the Direct deposit as the **Balance** type.

QUESTIONS? Please call 312-362-8610 or email us at studentaccounts@depaul.edu.