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.

1. Click on Enroll In Direct Deposit.

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.

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.
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.

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.

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

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.

1. Click on Modify Direct Deposit.

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

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.

1. Click on Modify Direct Deposit.

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

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

Click **Add Account Distributions**.

Click **Proceed to Modify Direct Deposit**.

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

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.