ENROLL IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

The following steps show how to add a Bank Account on Self-Service and enroll in Direct Deposit to receive refunds and work study payments.

**STEP# 1:** Login to CUNYfirst at [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu).

**STEP# 2:** Select **HR/Campus Solutions** from the left menu.

**STEP# 3:** Navigate to **Self Service** followed by **Campus Finances**.

**STEP# 4:** Click **Manage My Accounts**.

**STEP# 5:** On the **My Accounts** page, click the **Add Account** button. You will then be prompted to enter your **Financial Institution Details**. After entering the account details below and click next to proceed. If your financial institution is not listed, please contact the Bursar's Office. If you would like to learn about the Scholar Support Card program, please visit the CUNY Scholar Support card site.

**Financial Institution Details**

<table>
<thead>
<tr>
<th>Nickname</th>
<th>Test Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account type</td>
<td></td>
</tr>
<tr>
<td>Routing Number</td>
<td>011000138</td>
</tr>
<tr>
<td>Account Number</td>
<td>123456789</td>
</tr>
<tr>
<td>Confirm Account Number</td>
<td>123456789</td>
</tr>
<tr>
<td>Account Holder</td>
<td>Test T. Account</td>
</tr>
</tbody>
</table>

View Sample Check

BANK OF AMERICA, N.A.
STEP # 6: To make the bank account you just added as your direct deposit account, click the **Enroll In Direct Deposit** button.

![Financial Institution Details]

- **Nickname**: Test Account
- **Account Type**: Checking
- **Routing Number**: 011000138
- **Account Number**: XXXXX6789
- **Account Holder**: Test T. Account

**You have successfully added the account Test Account.**

**Financial Institution Details**

- **Account Inquiry**
- **Electronic Payments/Purchases**
- **Account Services**
- **direct deposit**
- **bank accounts**

STEP # 7: On the **Enroll in Direct Deposit** panel, select the Account Nickname to designate as the direct deposit account and click **Next.**
**STEP# 8:** On the Enroll in Direct Deposit Agreement page; select the checkbox next to the statement “Yes, I agree to the terms and conditions of...” and click on **SUBMIT** button.

- Enroll in Direct Deposit Agreement

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

<table>
<thead>
<tr>
<th>Financial Institution Name</th>
<th>Distribution Type</th>
<th>Amt./Pct.</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>test account-6789</td>
<td>Balance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  Currency used is US Dollar

  You are about to enroll in Direct Deposit for your refund and/or Work Study checks. Signing up for direct deposit will allow excess from financial aid refunds, Work Study and over payments applied to your student account to be deposited directly into your checking, savings or Scholar Support Card account. You will receive your funds faster through this process instead of a check mailed to you. If you would like information about CUNY’s Scholar Support Card program, click the Additional Details link below.

  I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association (“NACHA”) my institution to credit any reimbursements and Work Study payments due to me via automated clearinghouse electronic fund transfer (“ACH”) to the account(s) referenced above. You may change your account information as necessary through self-service. Payments made through this process will be available in your account depending on timing of this submission.

  We recommend that you print this page to retain a copy of this agreement for your records.

  The agreement is dated: 12/12/2011

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

**Enroll in Direct Deposit Result**

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

<table>
<thead>
<tr>
<th>Account Nickname</th>
</tr>
</thead>
<tbody>
<tr>
<td>test account-6789</td>
</tr>
</tbody>
</table>

**STEP# 9:** The process to Enroll in Direct Deposit is complete!
General Inquiries & Document Submission
If you have a general financial aid inquiry or if you are submitting documents to our office, visit the Financial Aid counter at the ESC (Enrollment Services Center) located in the lobby of the West Quad Center. The ESC is Brooklyn College’s one-stop shop for student services.

Schedule An Appointment with your Advisor
The Office of Financial Aid offers 15-minute phone or in-person appointments to speak to their assigned advisor. Keep in mind that these appointments should not be made if you are submitting documentation. Submission of financial aid documents can be completed efficiently at the Enrollment Services Center.
To schedule an appointment with your advisor, log into your BC WebCentral Portal at https://portal.brooklyn.edu/
Click on eServices > Schedule an Appointment > Financial Aid Scheduling Tool (FAST).

Financial Aid Scheduling Tool (FAST)

Dear [Name],

Please select type of service:

- 1098-T Form
- Alternative/Peer Loan
- APTE (app for Part-time Study)
- Federal Direct Student Loans
- Federal Graduate PLUS Loans
- Federal Parent PLUS Loans
- Federal Pell Grant

College Contact Information

<table>
<thead>
<tr>
<th>Office of Financial Aid @ ESC</th>
<th>Lobby West Quad Center</th>
<th>718-951-5051</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Admissions</td>
<td>222 West Quad Center</td>
<td>718-951-5001</td>
</tr>
<tr>
<td>Office of Bursar</td>
<td>Lobby West Quad Center</td>
<td>718-951-5200</td>
</tr>
<tr>
<td>Office of Registrar</td>
<td>306 West Quad Center</td>
<td>718-951-5441</td>
</tr>
<tr>
<td>Office of Scholarships</td>
<td>213 West Quad Center</td>
<td>718-951-4796</td>
</tr>
</tbody>
</table>