



## Set up Direct Deposit to Receive your Award Payments (If you have remaining funds after tuition is paid)

For more info visit:

<http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/training/students/Bank-Account-Direct-Deposit-FAQ.pdf>

### Enrollment

- 1- Log in to CUNY First, navigate to Campus Solution, Self Service > Campus Finances > Manage my Accounts
- 2- On the **My Accounts Bank Accounts Summary** page, click the **Add Account** button.
- 3- On the **Manage my Accounts** page, enter **Account Details**

Add Account Details:

**Nickname:** The account nickname is the name chosen to save bank information for future use (e.g. GoBronx), **Account Type:** Select the account type, either Savings or Checking. **Routing Number:** Enter the 9-digit routing number associated to the bank account. **Account Number:** enter the bank account number, **Confirm Account Number:** re-enter the bank account number. **Account Holder:** Enter the name as it appears on the bank account.

- 4- After entering the Account Details, click the **Next** button.
- 5- On the **Manage my Accounts page, the Agreement** page will display
- 6- Review the agreement and select the checkbox "Yes, I agree to the terms and conditions of this agreement.. Click **Submit**.

- 7- On the **My Direct Deposits** page, click **ENROLL IN DIRECT DEPOSIT**
- 8- On the **My Direct Deposits Account Summary** page, click **PROCEED TO ENROLL IN DIRECT DEPOSIT**
- 9- On the **Enroll in Direct Deposit Add Direct Deposit** page, select the **Account Nickname** to designate as direct deposit.
- 10- Click the **Next** button.
- 11- On the **Enroll in Direct Deposit Agreement** page. Select the checkbox, next to the statement "Yes, I agree to the terms and conditions of this agreement and click on **Submit** button.
- 12- The process to **Enroll in Direct Deposit** is complete..! Congratulations you are now enrolled in Direct Deposit.