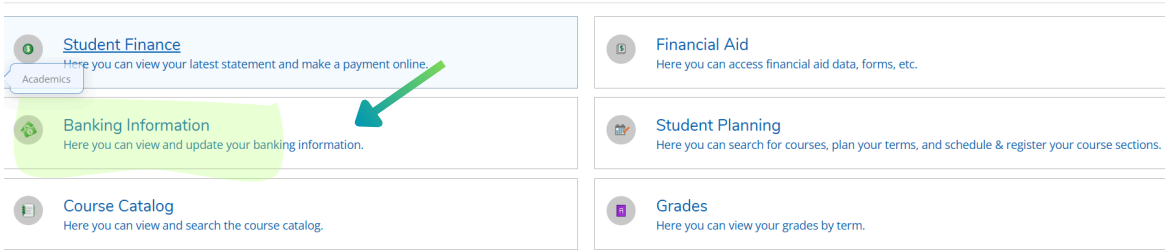
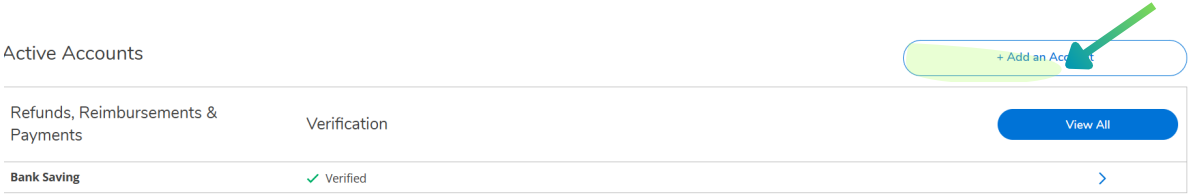
Adding Bank Information for E-Checks

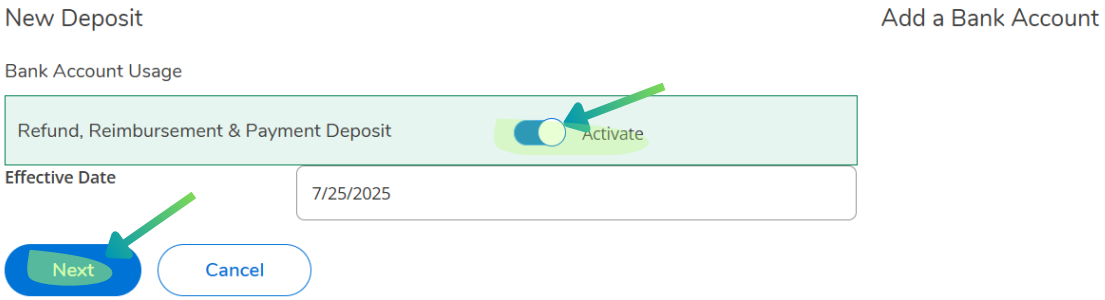
1.Log in to self-service , then select banking information

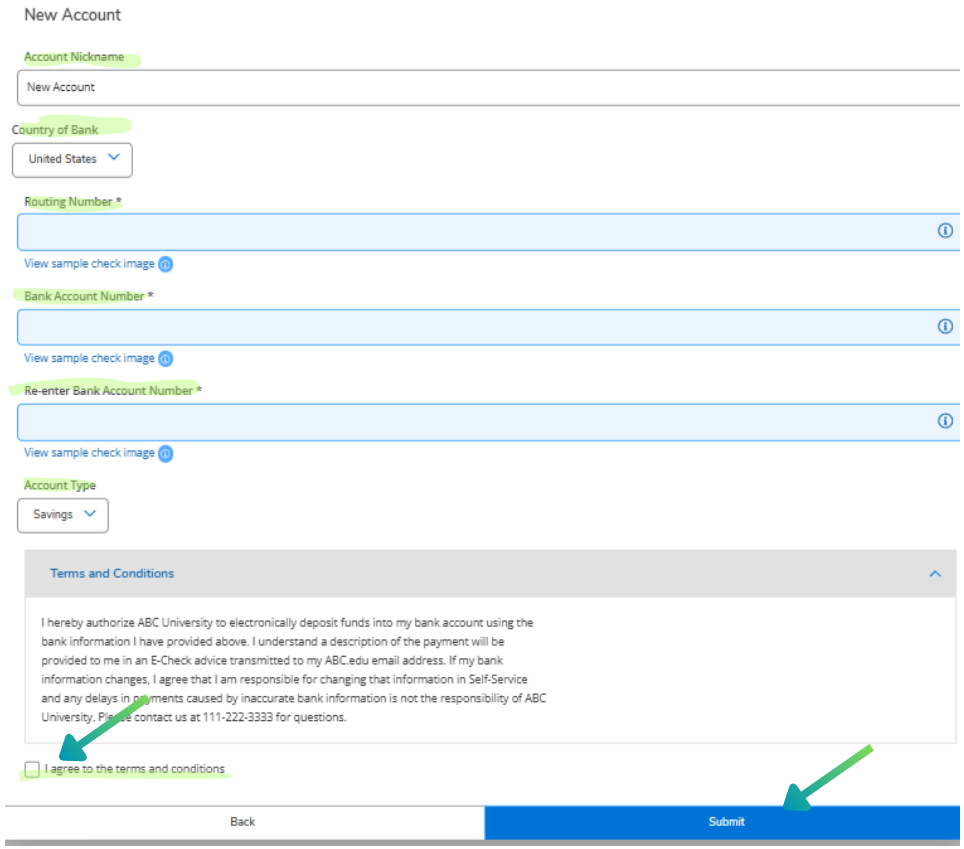


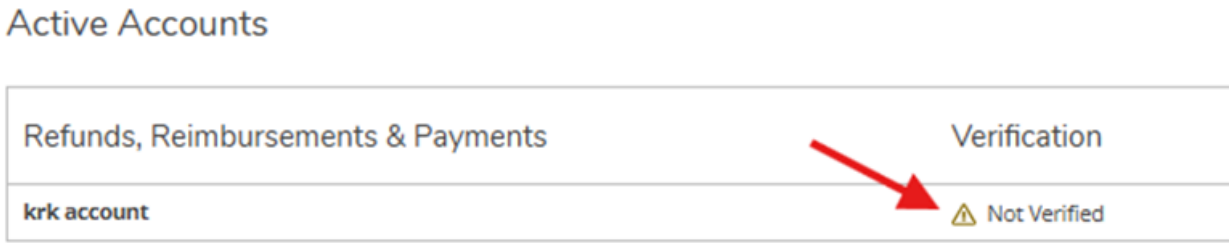


2.Select Add an Account

3.Click the circle next to activate to make it blue then hit next





4. Enter your banking information. MUST agree to terms and hit Submit

The account will display 'Not Verified' until the Finance Office completes the verification process. Please submit account information 14 days before the disbursement date so that we can verify the information before issuing the E-check. If the account is added after the 14 days, you may not receive the refund as an E-check.