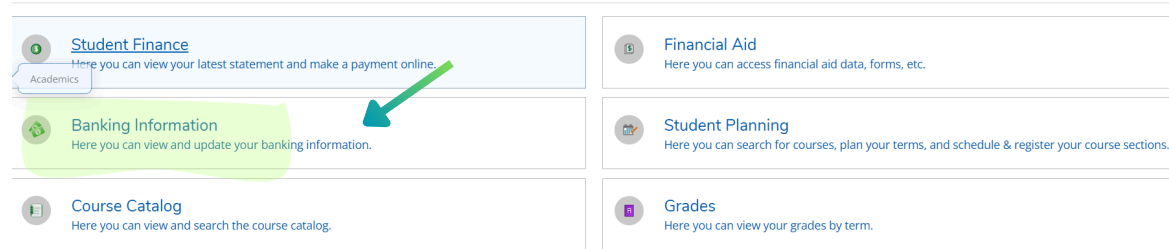


# Adding Bank Information for E-Checks

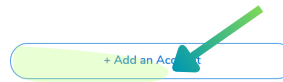
1. Log in to self-service, then select banking information



Active Accounts

Refunds, Reimbursements & Payments	Verification	<a href="#">View All</a>
Bank Saving	✓ Verified	>

2. Select Add an Account



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

New Deposit

Add a Bank Account

Bank Account Usage

Refund, Reimbursement & Payment Deposit		<input checked="" type="checkbox"/> Activate
Effective Date	7/25/2025	
<a href="#">Next</a> <a href="#">Cancel</a>		

New Account

Account Nickname  
New Account

Country of Bank  
United States

Routing Number \*  
View sample check image

Bank Account Number \*  
View sample check image

Re-enter Bank Account Number \*  
View sample check image

Account Type  
Savings

Terms and Conditions

I hereby authorize ABC University to electronically deposit funds into my bank account using the bank information I have provided above. I understand a description of the payment will be provided to me in an E-Check advice transmitted to my ABC.edu email address. If my bank information changes, I agree that I am responsible for changing that information in Self-Service and any delays in payments caused by inaccurate bank information is not the responsibility of ABC University. Please contact us at 111-222-3333 for questions.

☐ I agree to the terms and conditions

Back Submit

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.

## Active Accounts

Refunds, Reimbursements & Payments	Verification
krk account	⚠ Not Verified