



## 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>.

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

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

Account Inquiry | Electronic Payments/Purchases | Account Services

direct deposit | bank accounts

My Accounts

**i** You have not created an account profile. Click the Add Account button to add new account details.

Add Account

**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

Enter 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

Nickname: Test Account

Account type: [dropdown]

Routing Number: 011000138

Account Number: 123456789

Confirm Account Number: 123456789

Account Holder: Test T. Account

Test Account ☒

View Sample Check

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

Account Inquiry | Electronic Payments/Purchases | Account Services

direct deposit | bank accounts

Manage My Accounts

Result

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

Financial Institution Details

Nickname: Test Account

Account Type: Checking

Routing Number: 011000138

Account Number: XXXXX6789

Account Holder: Test T. Account

BANK OF AMERICA, N.A.

ENROLL IN DIRECT DEPOSIT | MANAGE MY ACCOUNTS

**STEP# 7:** On the **Enroll in Direct Deposit** panel, select the Account Nick-

direct deposit | bank accounts

Enroll in Direct Deposit

Add Direct Deposit

Select a financial institution to designate as direct deposit

Direct Deposit Distribution

Account Nickname: Test account-6789

Help

CANCEL | NEXT

name to designate as the direct deposit account and click **Next**.