


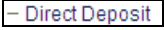
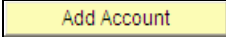



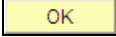



## Setting Up a Direct Deposit Account

1.	Enter the desired information into the <b>Panther ID</b> field. Enter a valid value e.g. <b>"2220222"</b> .
2.	Enter the desired information into the <b>Password</b> field. Enter a valid value e.g. <b>"123456"</b> .
3.	Click the <b>Sign In</b> button. 
4.	Click the <b>Self Service</b> link. 
5.	Click the <b>Direct Deposit</b> link. 
6.	Click the <b>Direct Deposit</b> link. 
7.	The <b>Direct Deposit</b> page is where you set up your direct deposit account with the university.
8.	Click the <b>Add Account</b> button to begin inputting the information for your direct deposit account. 
9.	The <b>Account Type</b> field defaults to Checking because it is the most commonly used.  Click the <b>Account Type</b> list. 
10.	Click the <b>Checking</b> list item.  Although a Checking account is the most commonly used, you have the option of selecting a Savings account. 
11.	The next step is to complete the <b>Routing Number</b> field. This number must be entered exactly. If you do not know the exact number, the <b>View check example</b> link will display a sample check so that you can see where to look for this number on your personal check.
12.	Click the <b>View check example</b> link. 
13.	Displayed here is a sample check that shows you where to look for the <b>Routing Number</b> and <b>Account Number</b> on your own check.
14.	Click the <b>OK</b> button. 
15.	Click in the <b>Routing Number</b> field. 

## Quick Reference Guide



16.	<p>Enter the desired information into the <b>Routing Number</b> field. Enter a valid value e.g. "<b>267077847</b>".</p> <p>The number entered here is specific to your bank so you need to make sure that this information is entered <u>carefully</u> and <u>correctly</u>.</p>
17.	<p>Click in the <b>Account Number</b> field.</p> <input type="text"/>
18.	<p>Enter the desired information into the <b>Account Number</b> field. Enter a valid value e.g. "<b>194902710</b>".</p> <p>The number entered here is the account where your monies will be deposited, so you need to make sure that this information is entered <u>carefully</u> and <u>correctly</u>.</p>
19.	<p>This field is considered your electronic signature that you are authorizing Florida International University to deposit all refunds into the account that you have specified.</p>
20.	<p>Click the <b>authorization</b> option.</p> <p>By clicking this checkbox, you are agreeing to have your refunds from this point forward be direct deposited into the account you have specified.</p> <input type="checkbox"/>
21.	<p>Before clicking the <b>Save</b> button, make sure the information you have provided is correct.</p> <p>Clicking the <b>Save</b> button saves your information, and all refunds from this point forward will be deposited into this account listed above.</p> <p>Click the <b>Save</b> button.</p> <input type="button" value="Save"/>
22.	<p>Click the <b>OK</b> button.</p> <p>Your account information has now been saved into the system. It will be active within one-two business days.</p> <input type="button" value="OK"/>
23.	<p>You can see that your direct deposit has now been set-up within the Florida International University system.</p>
24.	<p>Click the <b>MyFIU Home</b> link.</p> <input type="button" value="MyFIU Home"/>
25.	<p>Congratulations. You have successfully set up your direct deposit where future refunds can be deposited.</p> <p><b>End of Procedure.</b></p>