


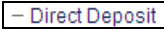
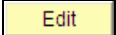



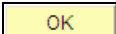
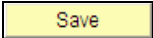

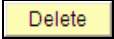



Updating a Direct Deposit Account

1.	Enter the desired information into the Panther ID field. Enter a valid value e.g. "2220222" .
2.	Enter the desired information into the Password field. Enter a valid value e.g. "123456" .
3.	Click the Sign In button. 
4.	Click the Self Service link. 
5.	Click the Direct Deposit button. 
6.	Click the Direct Deposit link. 
7.	Displayed here is the student's account that is currently set up for direct deposit with the university.
8.	Click the Edit button to edit the information for the direct deposit account. 
9.	Displayed here is the information that could be edited on the direct deposit account: Account Type, Routing Number, and Account Number.
10.	Click the Account Type list. 
11.	A Checking account is the most commonly used account type for direct deposit. However, you have the option to use a Savings account instead. For this example, we will leave the default of Checking account.
12.	It is critical that the routing and accounting numbers be entered <u>carefully</u> and <u>correctly</u> . If you need to change either of these numbers and do not know where they are located on your check, click the View check example link for an illustration of where to find them.
13.	Click the View check example link. 
14.	This diagram shows where the routing and account numbers are found on your check. 
15.	Click the OK button. 

Quick Reference Guide



16.	<p>Before clicking the Save button, make sure the information you have entered is correct.</p> <p>Clicking Save will save deposit all future monies according to the updated information.</p> <p>Click the Save button.</p> 
17.	<p>Click the OK button.</p> <p>Your information has now been saved in the system. It will be active within one-two business days.</p> 
18.	<p>Direct Deposit accounts can be deleted. When the account is deleted, any future refunds will be sent by paper check and mailed out to you.</p> <p>Click the Delete button.</p> 
19.	<p>When you click the Delete button, you will be asked to confirm your decision.</p>
20.	<p>Click the MyFIU Home link.</p> 
21.	<p>Congratulations. You have successfully seen how to update a direct deposit account.</p> <p>End of Procedure.</p>