Direct Deposit Instructions

This guide will cover how a student will sign up for direct deposit.

**Step One**

The student logs into the Catalyst portal:

https://catalyst.uc.edu

**Step two**

Click on the “My Finances” Tab
If you are an employee and you are already enrolled in Direct Deposit through UCFlex, STOP you do not have to go any further, if you need to change your bank account information, log into UCFlex to do so.

**Step Three**

Under Billing Information, click on the “Direct Deposit Bank Accounts” link to add a bank account to your record.
Step Four

If there is no bank account set up, a student must add it by clicking on the “ADD ACCOUNT” button in the bottom right corner.
The student will then enter in their bank account information and click next.
Once the bank account is added the student will receive this screen

The student can then click on “ENROLL IN DIRECT DEPOSIT” to be taken to the Direct Deposit screen.
**Step Five:**

Enrolling in Direct Deposit

Click on the “ENROLL IN DIRECT DEPOSIT” button
The Bank Accounts that have been added will be listed

- If another one needs to be added, click on the “ADD ANOTHER BANK ACCOUNT” button to be taken back to the Direct Deposit Accounts screen.

If not click on the “PROCEED TO ENROLL IN DIRECT DEPOSIT” button

![Image of the Catalyst online banking interface showing the My Direct Deposits section with a table of bank accounts and options to add another or proceed to enroll in direct deposit.]
Step Six:

Using the drop-down, select a Bank Account and click “NEXT”

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Enroll in Direct Deposit

Add Direct Deposit

Only a single distribution is allowed. Select a bank to designate as remaining balance.

Direct Deposit Distribution

<table>
<thead>
<tr>
<th>Bank Account Nickname</th>
<th>Distribution Type</th>
<th>Amt./Pct.</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Bank Account</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar

CANCel     NEXT
Enroll in Direct Deposit

Add Direct Deposit

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<tbody>
<tr>
<td>my_account-1111</td>
<td>Balance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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CANCEL   NEXT
Step Seven:

Check to see if the Bank Account is correct, read the agreement, and check the boxing agreeing to the terms and conditions and click “SUBMIT”

Currency used is US Dollar

You are about to enroll in Direct Deposit of your refund checks. Signing up for direct deposit will allow excess proceeds from financial aid and over payments applied to your student account to be deposited directly into your checking or savings account. You will receive your funds faster with direct deposit instead of a check mailed to you.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank(s) referenced above.

You may change your account information as necessary. Funds will be available depending on timing of this submission.

Should you wish to cancel your direct deposit enrollment, please come to the Bursar's Office.

The agreement is dated: 07/20/2016

☑ Yes, I agree to the terms and conditions of this agreement.
Step Eight: The next screen will confirm the enrollment in Direct Deposit

Clicking the “GO TO DIRECT DEPOSIT SUMMARY” to see the Direct Deposit information

Enroll in Direct Deposit

Result

Congratulations! You are now enrolled in direct deposit.

View the summary below.

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Distribution Type</th>
<th>Amt./Pct.</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>my account-1111</td>
<td>Balance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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GO TO DIRECT DEPOSIT SUMMARY

My Direct Deposits

Direct Deposit Summary

Listed below are details of your direct deposit distribution. To modify, click Modify Direct Deposit.

Direct Deposit Summary as of 07/20/2016

<table>
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<td>My Account-1111</td>
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MODIFY DIRECT DEPOSIT