

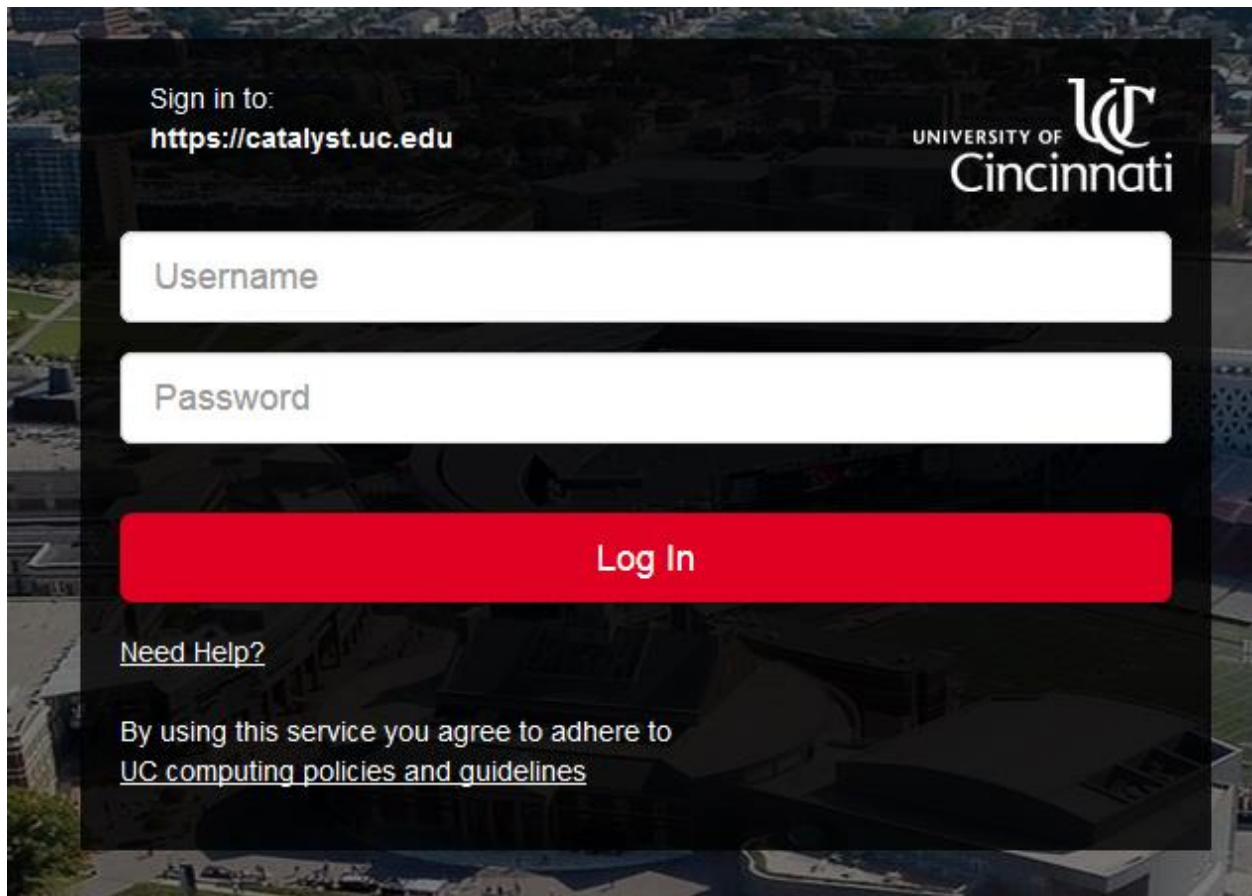
Direct Deposit Instructions

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>



The screenshot shows the Catalyst portal login interface. At the top left, it says "Sign in to:" followed by the URL "https://catalyst.uc.edu". To the right is the University of Cincinnati logo. Below the URL are two white input fields: "Username" and "Password". A prominent red button labeled "Log In" is centered below the fields. At the bottom left, there is a link for "Need Help?". At the bottom center, a disclaimer states: "By using this service you agree to adhere to [UC computing policies and guidelines](#)".

Step two

Click on the "My Finances" Tab

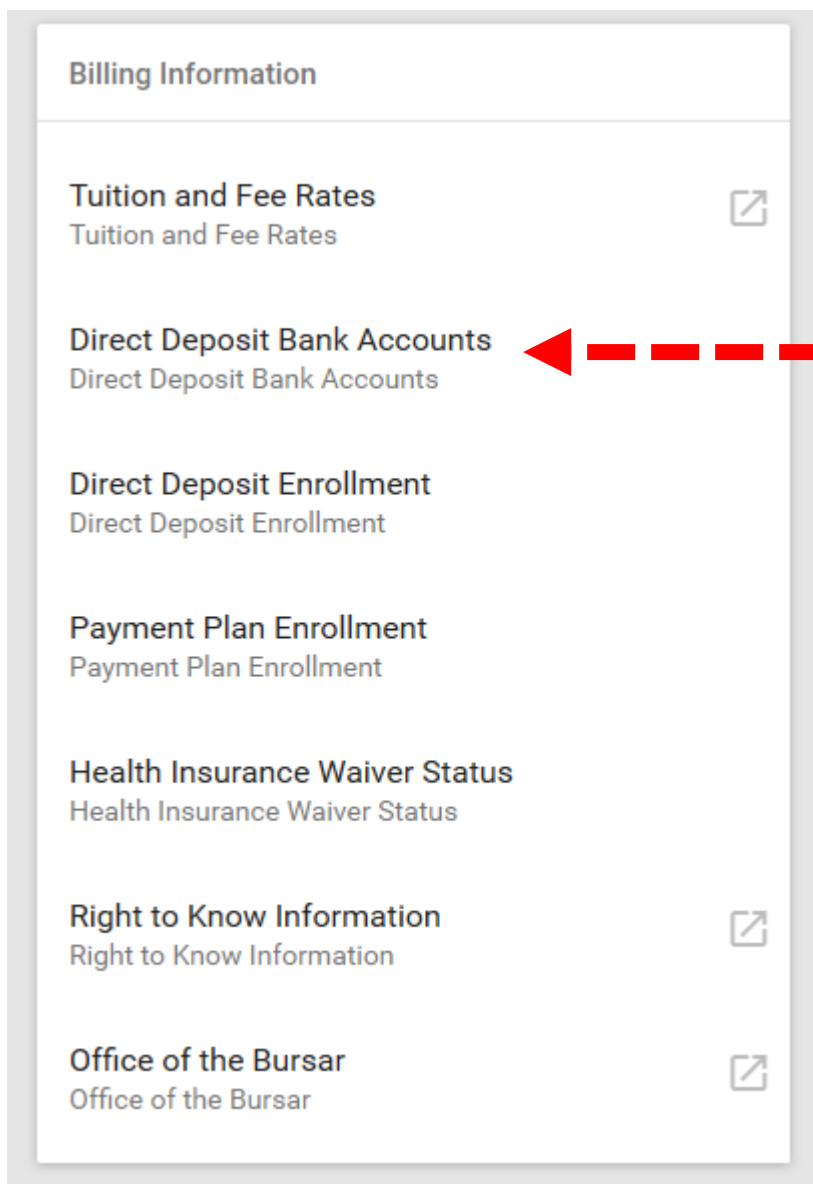


The screenshot shows a horizontal navigation bar with four tabs: "My Dashboard", "My Academics", "My Finances", and "My Admissions". The "My Finances" tab is highlighted with a red background, while the others are light gray.

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.



The image shows a screenshot of a web application interface. At the top, there is a header titled "Billing Information". Below this header, there is a list of menu items, each consisting of a main title and a subtitle. The items are: "Tuition and Fee Rates" (with a subtitle "Tuition and Fee Rates" and an external link icon), "Direct Deposit Bank Accounts" (with a subtitle "Direct Deposit Bank Accounts"), "Direct Deposit Enrollment" (with a subtitle "Direct Deposit Enrollment"), "Payment Plan Enrollment" (with a subtitle "Payment Plan Enrollment"), "Health Insurance Waiver Status" (with a subtitle "Health Insurance Waiver Status"), "Right to Know Information" (with a subtitle "Right to Know Information" and an external link icon), and "Office of the Bursar" (with a subtitle "Office of the Bursar" and an external link icon). A red dashed arrow points from the right side of the screen towards the "Direct Deposit Bank Accounts" link.

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.

Catalyst

My Dashboard My Academics **My Finances** My Admissions

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My Bank Accounts

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

ADD ACCOUNT ←

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The student will then enter in their bank account information and click next

My Dashboard | My Academics | **My Finances** | My Admissions

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Manage My Bank Accounts

Add Bank Account Details

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Bursar's Office.

Bank Details

Nickname	<input type="text"/>
Account Type:	<input type="text"/> ▼
Routing Number	<input type="text"/>
Branch	<input type="text"/>
Account Number	<input type="text"/>
Confirm Account Number	<input type="text"/>
Account Holder	<input type="text"/>

[View Sample Check](#)

Bank Location is United States
Currency used is US Dollar

Once the bank account is added the student will receive this screen

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Manage My Bank Accounts

Result

✓ You have successfully added the bank account My Account.


Bank Details	
Nickname	My Account
Account Type	Checking
Bank Code	042000424 PNC BANK, NA
Branch	
Account Number	XXXXXX1111
Account Holder	Mary Beth Greco

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


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My Direct Deposits

 You are currently not enrolled in Direct Deposit.

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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

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My Direct Deposits

Bank Account Summary

You have the following bank accounts set up.

If you intend to use other bank account not listed below, click on Add Another Bank Account. Otherwise, click on Proceed to Enroll in Direct Deposit.

Bank Account Summary as of 07/20/2016

Bank Account Nickname	Bank Account Type	Bank Account Number
My Account-1111	Checking	XXXXXX1111

ADD ANOTHER BANK ACCOUNT
PROCEED TO ENROLL IN DIRECT DEPOSIT
←


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go to ... ▾ ⏏

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

Bank Account Nickname	Distribution Type	Amt./Pct.	Priority
<input type="text" value="Select Bank Account"/>	<input type="text" value="Bank of America"/>		

Currency used is US Dollar

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go to ... 

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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

Bank Account Nickname	Distribution Type	Amt./Pct.	Priority
my account-1111 	Balance		

Currency used is US Dollar

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.

CANCEL BACK SUBMIT



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

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Enroll in Direct Deposit

Result

✓ Congratulations! You are now enrolled in direct deposit.
View the summary below.

Bank Name	Distribution Type	Amt./Pct.	Priority
my account-1111	Balance		

Currency used is US Dollar

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

Bank Name	Distribution Type	Amt./Pct.	Priority
My Account-1111	Balance		

Currency used is US Dollar

MODIFY DIRECT DEPOSIT

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