DIRECT DEPOSIT

This quick reference will show how a student can sign up for a direct deposit. If you are a University of Cincinnati employee and have already enrolled in Direct Deposit through UC Flex, please refer to the Employee Direct Deposit guide.

1) From the Catalyst Student Homepage, select the My Finances Tile and then open the Billing Information folder listed on the Navigation Collection (left side of the screen).

2) Select Direct Deposit Enrollment. On the right side of the page, you are directed to your Direct Deposit Summary page.

   If there is no bank account set up, a student must add it by selecting Enroll in Direct Deposit. If bank account is displayed, proceed to Step 5.

3) Enter your bank account information under the Bank Details section. Once completed, select Next to be directed to a confirmation screen that your bank account has been added.
4) Select **Proceed to Enroll in Direct Deposit**. You will be returned to the My Direct Deposits home screen that will show your added bank account under the Bank Account Summary section.

5) Select **Proceed to Enroll In Direct Deposit** again. This time you will be directed to the **Add Direct Deposit** page.

6) Choose the Bank Account you would like to use for Direct Deposit under the **Bank Account Name Nickname** field then select **Next**.
7) On the Agreement page, check to see if the Bank Account listed is correct. Read the Direct Deposit agreement.

If you agree with the terms, check the box, Yes, I agree to the terms and conditions of this agreement.

8) Select Submit. The next screen will confirm the enrollment in Direct Deposit.

9) Selecting Go to Direct Deposit Summary to return to the My Direct Deposits page. This page will show you the Direct Deposit Information and provide you with the opportunity to modify your direct deposit if necessary.