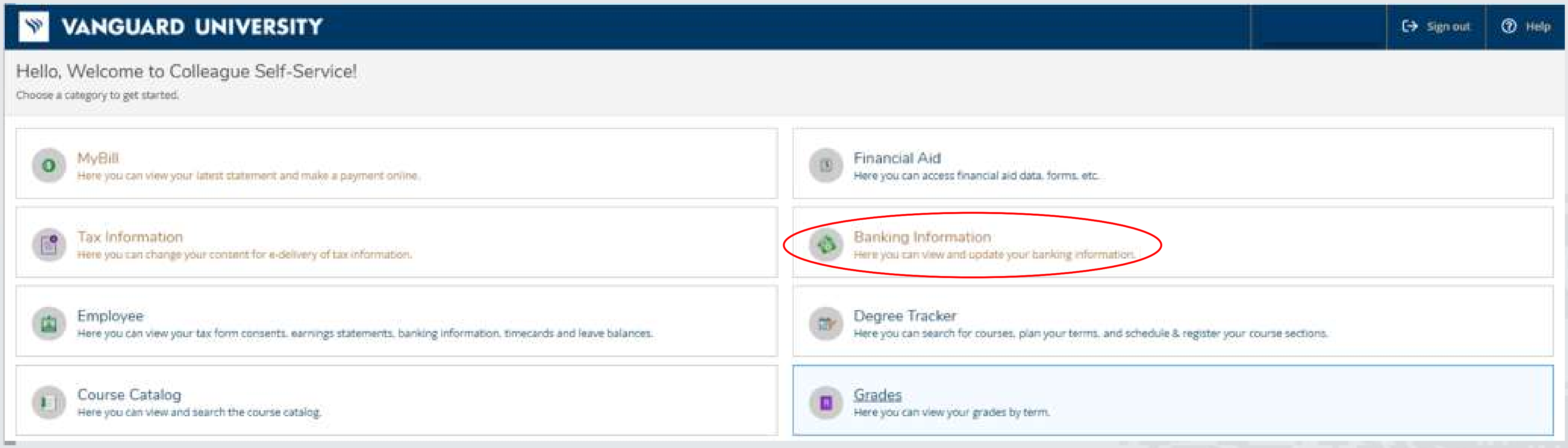
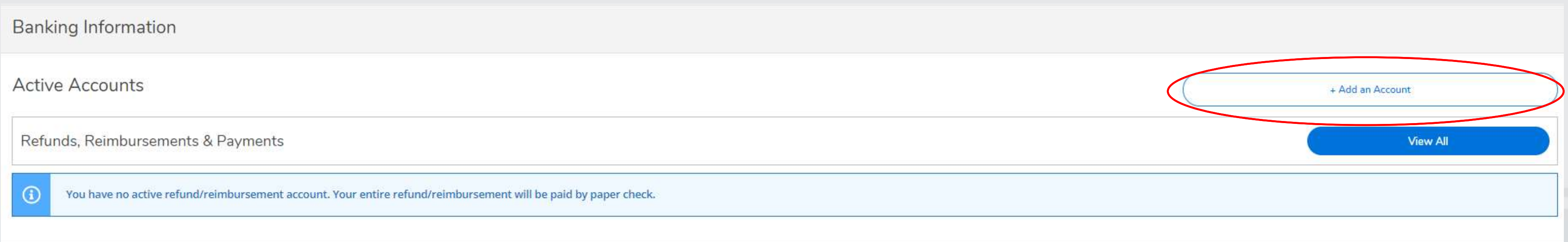
Setting Up Banking Information for Refunds, Reimbursements, and Payment Deposits

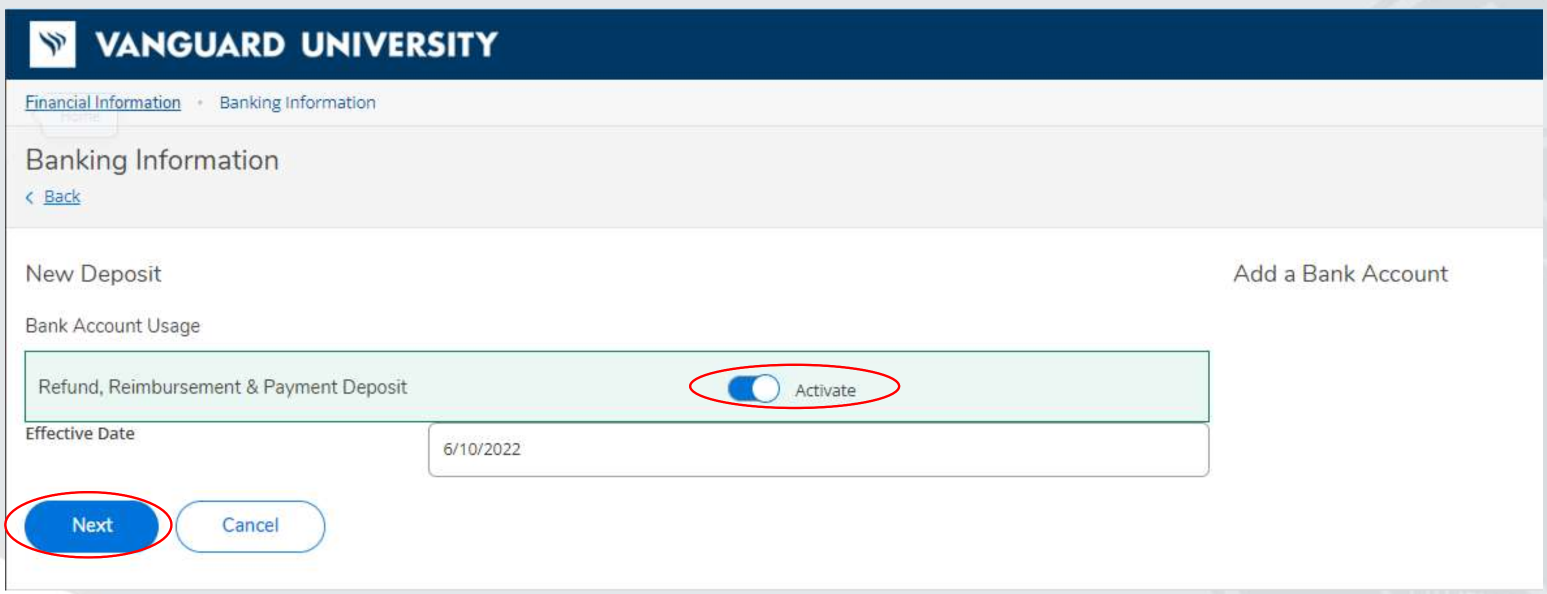
To set up your Banking Information for Refunds, Reimbursements, and Payment Deposits, click "Banking Information" on your Self Service homepage.



Setting Up Banking Information for Refunds, Reimbursements, and Payment Deposits, Continued

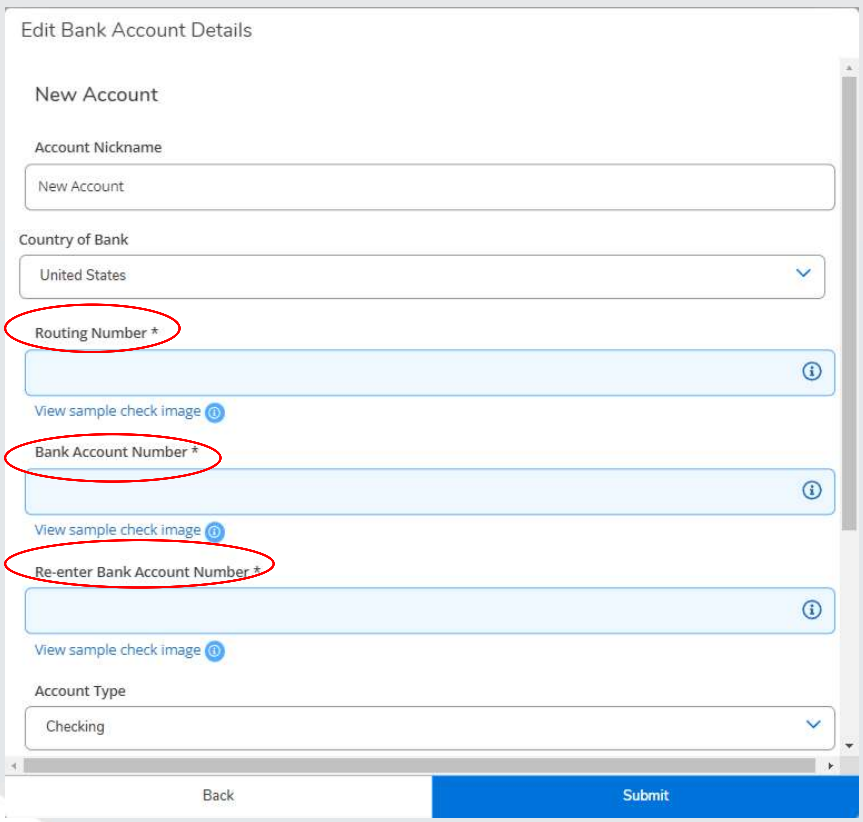
Once you entered into the “Banking Information” page, click “+Add an Account”. You will then be directed to the “New Deposit” page. On the “New Deposit” page, click the “Activate” button to on. Then click “Next”.

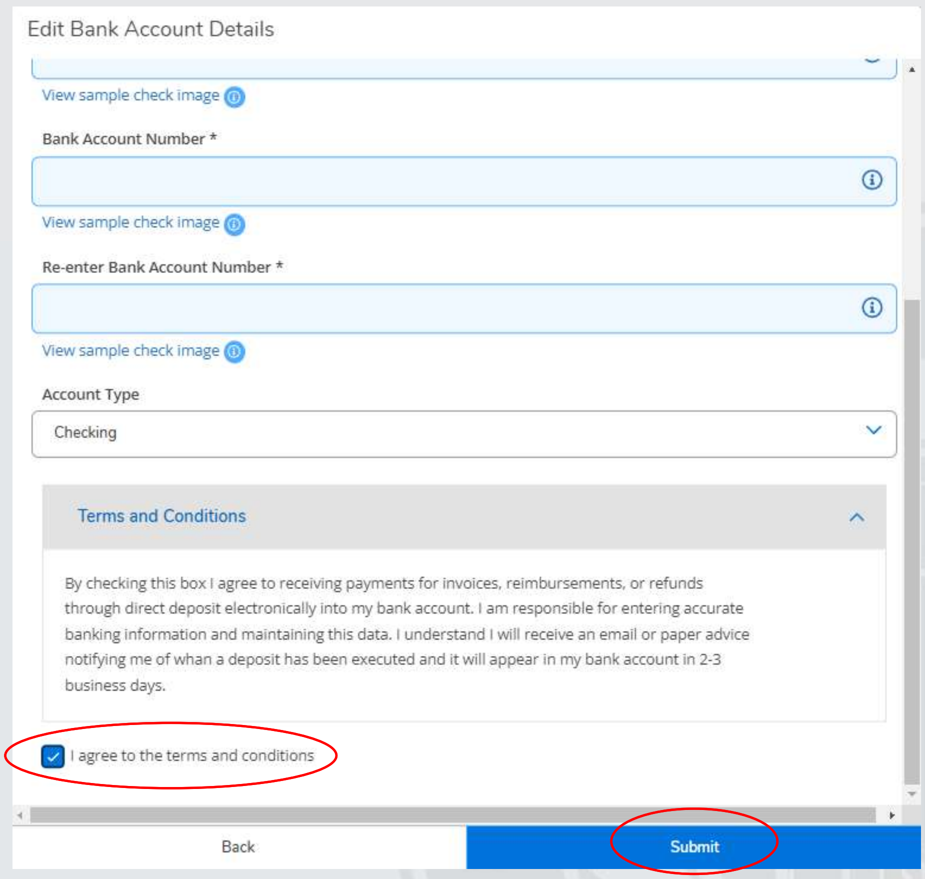




Setting Up Banking Information for Refunds, Reimbursements, and Payment Deposits, Continued

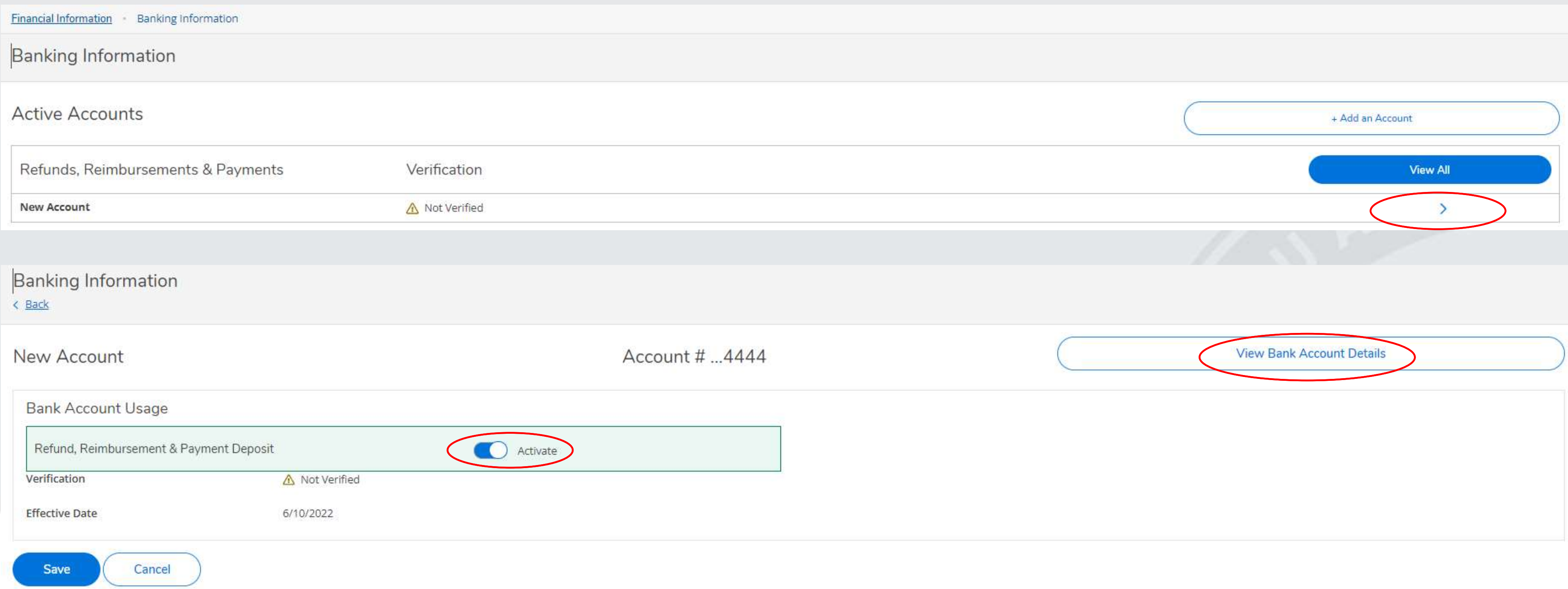
You are now directed to the "Edit Bank Account Details" page. Enter in all banking information required. Once banking information is entered, scroll down to the bottom of the page and click "I agree to the terms and conditions". Then click "Submit".





Setting Up Banking Information for Refunds, Reimbursements, and Payment Deposits, Continued

Once "Submit" was clicked, you are now directed to the "Active Accounts" page. On this page you can click on the account you just created. On this page you can inactivate an account by clicking the "Activate" button or edit details to your existing bank account. To edit the details of the account information, click "View Bank Account Details".



Setting Up Banking Information for Refunds, Reimbursements, and Payment Deposits, Continued

Within the "Edit Bank Account Details", click on the pencil icon to the right in order to change any information. Once information is changed, click "Save".