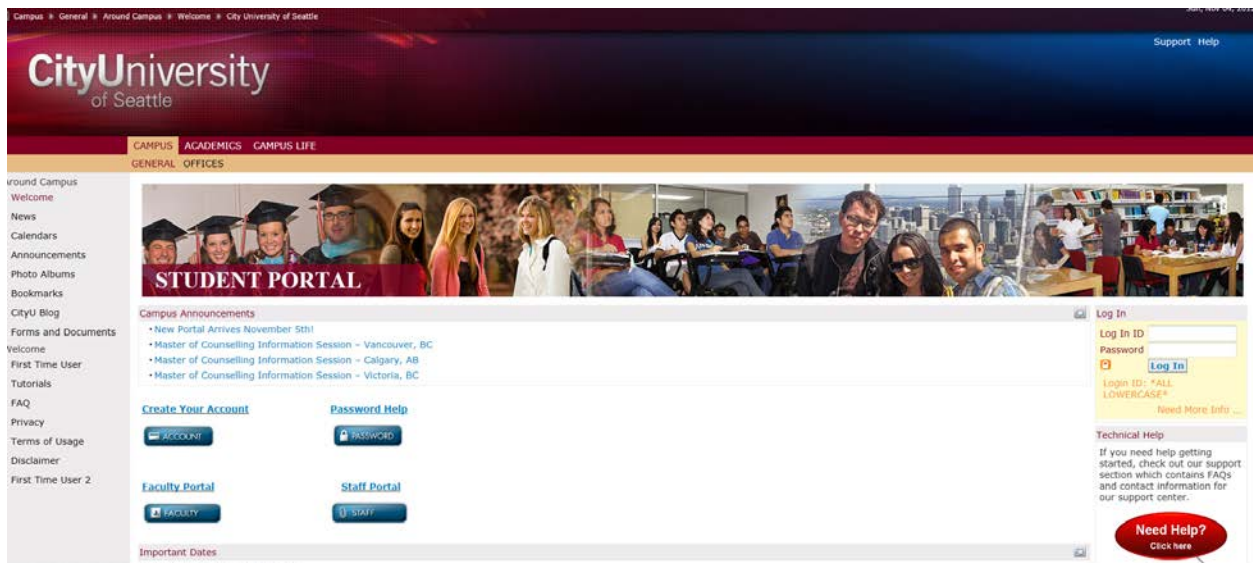


Student Center – Enrolling in Direct Deposit for refunds

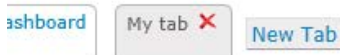
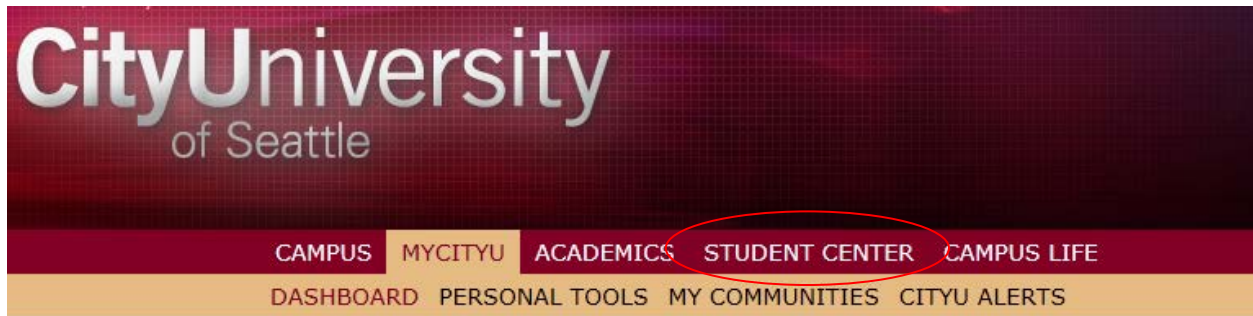
Direct Deposit has its advantages...

- Convenience - no waiting on the mail or in line to cash or deposit your refund check.
- Quick access - the funds are generally available by the Wednesday after the date of the refund.
- Security - prevents check loss or theft.

Accessing the Student Center



1. Go to my.cityu.edu
2. Sign in using your Username and Password



3. Look for the "Student Center" tab at the top of the page

4. Student Center Homepage

Jill's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

other academic... »

Deadlines URL

This Week's Schedule	
Class	Schedule
ITMGMT 510-01 LEC (1378)	Mo 12:00AM - 12:00AM Room: TBA

enrollment shopping cart ▶

Finances

My Account
[Account Inquiry](#)
[Payment Profile](#)
[View 1098-T Data](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)

[Direct Deposit your Refund](#)

other financial... »

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)

Contact Information

Home Address	Mailing Address
2208 Virginia Court	None

SEARCH FOR CLASSES

Holds
No Holds.

Advisor
Program Advisor
Jill Hammitt
425/709-5481
[details ▶](#)

Student Service
[Buy Books Online](#)
[Education Verification](#)
[Account Statement Lookup](#)

Academic Affairs

Help Center
[Having Technical Trouble?](#)

- a. You will notice that the student center is broken into various sections
 - i. Academics
 - ii. Finances
 - iii. Personal Information
 - iv. Holds
 - v. Enrollment Dates
 - vi. Student Service Links
 - vii. Academic Affairs Links
 - viii. Help Center

Finances Section

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

other academic... >>

Deadlines URL

This Week's Schedule		
	Class	Schedule
ITMGMT 510-01 LEC (1378)		Mo 12:00AM - 12:00AM Room: TBA

enrollment shopping cart ▶

Finances

My Account
[Account Inquiry](#)
[Payment Profile](#)
[View 1098-T Data](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Other Financial Aid](#)

[Direct Deposit your Refund](#)

other financial... >>

You have no outstanding charges at this time.

make a payment ▶
start a payment plan ▶

SEARCH FOR CLASSES

Holds
No Holds.

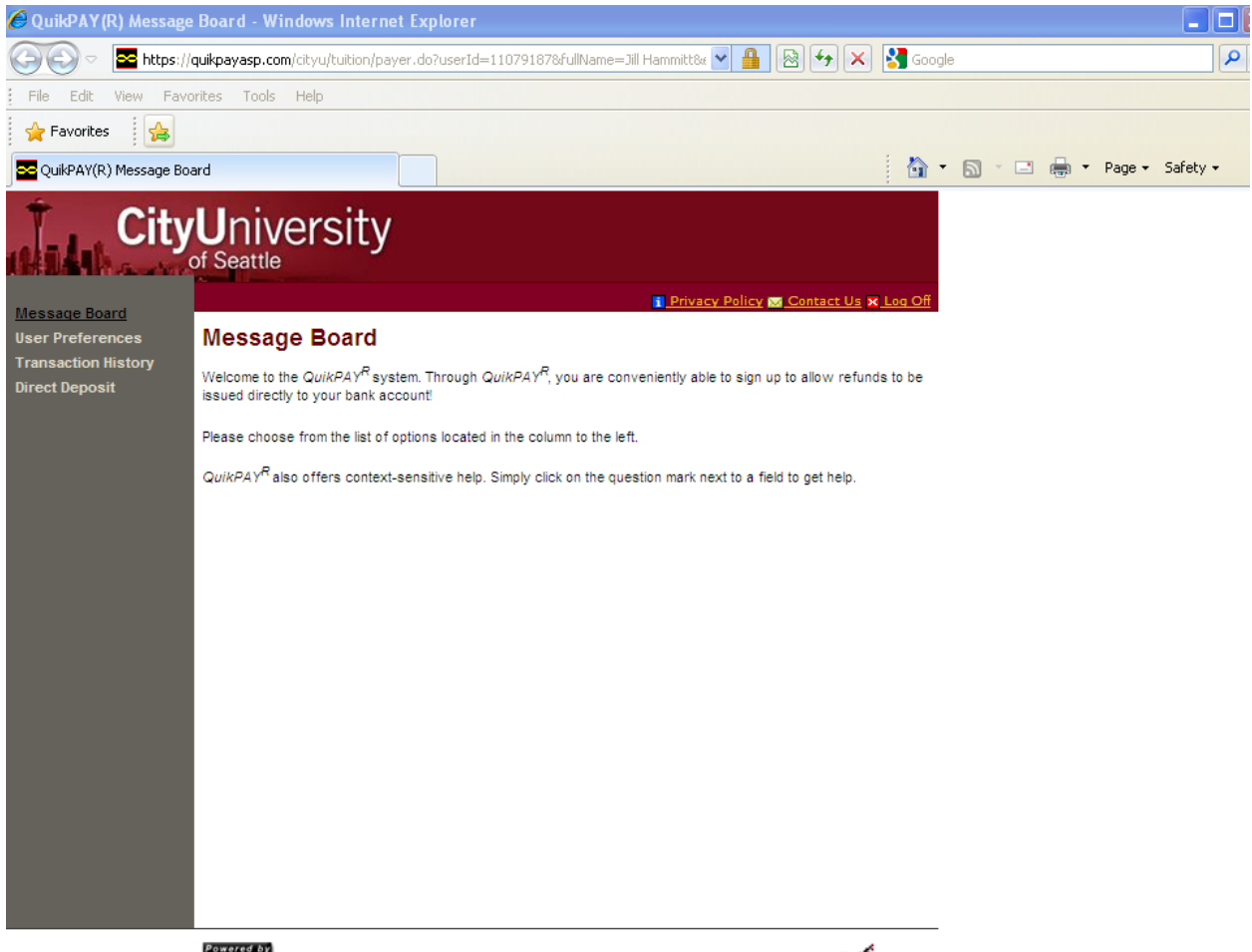
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details ▶

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[Buy Books Online](#)
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[Account Statement Lookup](#)

Academic Affairs

Help Center
[Having Technical Trouble?](#)

1. First make sure to have your account information ready to set up your direct deposit account, you will need
 - a. Routing number
 - b. Account number
2. In the Finances section, look for the link labeled “Direct Deposit your Refund”




3. A new window for Quik-PAY will open



4. Select "Direct Deposit" from the left menu

The screenshot shows the City University of Seattle website. At the top, the logo "City University of Seattle" is displayed. Below the logo, the name "Jill Hammitt" is visible on the left, and navigation links for "Privacy Policy", "Contact Us", and "Log Off" are on the right. A sidebar on the left contains links for "Message Board", "User Preferences", "Transaction History", and "Direct Deposit". The main content area is titled "Direct Deposit Enrollment" and includes the following text: "Get your Student Account Refunds faster by signing up for Direct Deposit.", "Direct Deposit has its advantages...", a bulleted list of advantages (Convenience, Quick access, Security), "Click 'Continue' to enroll now in Direct Deposit!", and a disclaimer: "You are responsible for updating the bank information when you change bank accounts. You are also responsible for deactivating the Direct Deposit account if you no longer want your refunds processed electronically or you have closed the bank account." A "Continue" button is highlighted with a red oval.

5. Read the introduction and click  to enroll

Enter Direct Deposit Info

Please provide us with your banking information. You may have your Direct Deposit go to either your checking or savings account. Be sure to enter your account number correctly. For help on finding your account number, click the "?" next to the account number field.

Account Information	
Holder's Name:	<input type="text"/>
Account Type:	<input type="text" value="CHECKING"/>
Routing Number:	<input type="text"/> ?
Account Number:	<input type="text"/> ?
Billing Address Information	
Address 1:	<input type="text"/>
(optional) Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="Select One..."/>
Zip:	<input type="text"/>
Contact Information	
Daytime Phone:	<input type="text"/> e.g. (555) 555-1212x123 OR +31 42 123 4567
Evening Phone:	<input type="text"/>
Email Address:	<input type="text" value="jhammitt@cityu.edu"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

6. Input Account information and Click

Reenter Account Number

Please verify your account number by reentering it.

Account Number:	<input type="text"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

7. For verification, re-enter account number and click

Is this Direct Deposit information correct?

Please confirm your direct deposit information. Read and agree to the terms and conditions below.

Account Information
Holder's Name: Jill M Hammitt
Account Type: CHECKING
Routing Number: 125000024
Account Number: ****001

Billing Address Information
Address 1:
City: Milton
State: WA
Zip: 98354

Contact Information
Daytime Phone:
Evening Phone:
Email Address: jhammitt@cityu.edu

I hereby authorize and request the University, until this authorization is revoked as described below, to transfer the full amount of Student Account refunds, after deductions for tuition, fees and other charges due to the University, to the financial institution for deposit to my account as indicated.

If any action taken by me, without adequate notification to the Student Accounts Office, results in non-acceptance of the transfer by my financial institution, I understand that the University assumes no responsibility for processing replacement financial aid until the funds are returned to the University by my financial institution.

I acknowledge that I am responsible for repayment if I receive money I am not entitled to.

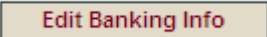
That if funds are deposited into my bank account in error, the University, has five business days to reverse an erroneous entry under Section 2.5, Subsection 2.5.1 of the NACHA Operating Rules.

I agree to the terms and conditions.

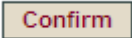
Confirm

Edit Banking Info

Cancel

8. Verify Account Information, Billing Address and Contact information, if information needs to be adjusted click 

I agree to the terms and conditions.

9. After verifying information, read terms and conditions and check the  box and click

CityUniversity
of Seattle

Jill Hammitt [Privacy Policy](#) [Contact Us](#) [Log Off](#)

Message Board
User Preferences
Transaction History
Direct Deposit

Direct Deposit Enrollment Receipt

[Print](#)

Jill Hammitt has successfully enrolled in Direct Deposit.

Enrollment Date: Apr 21, 2010
Deposit Method: CHECKING ****00!

Billing Address Info:
Milton, WA 98354

Contact Info: (206) (daytime phone)
(253) (evening phone)
jhammitt@cityu.edu (e-mail)

Primary User Info: 11L...
Jill Hammitt

10. An enrollment receipt page will confirm your enrollment submission

Changing Enrollment Information

CityUniversity
of Seattle

Jill Hammitt [Privacy Policy](#) [Contact Us](#) [Log Off](#)

Message Board
User Preferences
Transaction History
Direct Deposit

Direct Deposit Enrollment Info

To deactivate your enrollment in Direct Deposit, click the "Deactivate Direct Deposit" button.

Jill Hammitt is currently enrolled in Direct Deposit.


Enrollment Date: Apr 21, 2010
Deposit Method: CHECKING ****00!

Billing Address Info: :
Milton, WA 98354

Contact Info: (206) (daytime phone)
(253) (evening phone)
jhammitt@cityu.edu (e-mail)

Primary User Info: 11L...
Jill Hammitt

[Deactivate Direct Deposit](#)

1. If you need to change your enrollment information, access the Quik-PAY page as instructed above
2. Click on “Direct Deposit”
3. Click the  button
4. You will then need to repeat the enrollment steps above to Activate your account with the changes

Transaction History

Online Transaction History

Listed below are all online transactions made to your account. To view transaction details, click the appropriate "Detail" icon.

NOTE: Invalid transactions are identified by the "Invalid Transaction" icon next to the confirmation number.

Detail	Confirmation Number	Date	Amount	Account	Payment Method	Payer

-
1. To view a history of your direct deposit transactions, access the Quik-PAY page as instructed above
 2. Click on “Transaction History” on the left navigation
 3. The transaction history page will display as shown above
 - *Please note that the “Date” column on the transaction history page is the date the payment was authorized. Students will show funds on their account 2-3 business days after the authorization date