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

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
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
5. Read the introduction and click **Continue** 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.

<table>
<thead>
<tr>
<th>Account Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Holder’s Name:</td>
<td></td>
</tr>
<tr>
<td>Account Type:</td>
<td>CHECKING</td>
</tr>
<tr>
<td>Routing Number:</td>
<td></td>
</tr>
<tr>
<td>Account Number:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Billing Address Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 1:</td>
<td></td>
</tr>
<tr>
<td>(optional) Address 2:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td>Select One...</td>
</tr>
<tr>
<td>Zip:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime Phone:</td>
<td></td>
</tr>
<tr>
<td>e.g. (555) 555-1212x123 OR +31 42 123 4567</td>
<td></td>
</tr>
<tr>
<td>Evening Phone:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:jhammitt@cityu.edu">jhammitt@cityu.edu</a></td>
</tr>
</tbody>
</table>

Continue  Cancel

6. Input Account information and Click

Reenter Account Number

Please verify your account number by reentering it.

Account Number:   

Continue  Cancel

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

Continue
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 Hammit
- Account Type: CHECKING
- Routing Number: 125000024
- Account Number: ****00

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

**Contact Information**
- Daytime Phone:
- Evening Phone:
- Email Address: jhammit@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.

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

9. After verifying information, read terms and conditions and check the box and click
10. An enrollment receipt page will confirm your enrollment submission

Changing Enrollment Information

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

<table>
<thead>
<tr>
<th>Detail</th>
<th>Confirmation Number</th>
<th>Date</th>
<th>Amount</th>
<th>Account</th>
<th>Payment Method</th>
<th>Payer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>***</td>
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</tbody>
</table>

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*