INSTRUCTIONS FOR SETTING UP DIRECT DEPOSIT WITH WILLIAMS ACCOUNTS PAYABLE DEPARTMENT

To enter your bank account, follow this navigation:
   Main Menu – Self Service – Campus Finances – Manage My Bank Accounts

Click on the “Add Account” button

You have not created a bank account profile. Click the Add Account button to add new bank account details.
This is the screen where you will enter your bank account information (must be a standard U.S. checking or savings account).

**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.

- **Nickname**
- **Account Type**
- **Bank Code**
- **Branch**
- **Account Number**
- **Confirm Account Number**
- **Account Holder**

Bank Location is United States.
Currency used is US Dollar.

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Create a Nickname for this account. Suggestion is your first name with the type of account it is. Example - Joe-checking

Click on the down arrow to select the type of account – Checking or Savings.
Bank Code – you can either manually enter the 9-digit routing number or click on the magnifying glass. A search window will display with all available routing numbers. To search for your bank, change the “begins with” to “contains” and enter part of the bank name. Click on "Look Up". You will then be able to select the appropriate routing number. (If there are multiple routing numbers for the same bank name, please confirm that you have selected the correct one).
Account Number – Here is where you need to enter the bank account number. DO NOT drop any leading zeros.

Confirm Account Number – Enter the account number again.

Account Holder – Here is where you will identify the name of the holder of the bank account.

Click on the “Next” button when completed.
You will receive the message below if you have successfully entered your banking instructions.

Now you need to Enroll in the Direct Deposit. Click on the “Enroll in Direct Deposit” button.
Click on “Enroll in Direct Deposit”.

Click on “Proceed to Enroll in Direct Deposit.”
Click on the down arrow "Select Bank Account" and select the bank account listed.

### Add Direct Deposit

Only a single distribution is allowed. Select a bank to designate as remaining balance.

<table>
<thead>
<tr>
<th>Bank Account Nickname</th>
<th>Distribution Type</th>
<th>Amount / Percent</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Bank Account</td>
<td>Balance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar

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When the bank account is selected, click on the “Next” button.
Click on the box next to “Yes, I agree to the terms and conditions of this agreement.” when you have read the agreement form.

Click on “Submit”.

You will receive an email confirmation of your enrollment in the Accounts Payable direct deposit program.
You are now successfully enrolled in the Accounts Payable direct deposit program.
You also have the ability to enter additional bank accounts and edit the account in which any direct deposits from Account Payable are directed.

To add an additional bank account follow this navigation:

Main Menu – Self Service – Campus Finances – Manage My Bank Accounts

Click on “Add Account”.

![Bank Account Summary](image-url)
You will need to populate this screen the same way that was described in the previous instructions.

Click on “Next.”
Here is an example of how to populate this screen with information for a second bank account.

Click on “Next.”
The second bank account has been successfully created.

To change the account to be used for direct deposits with Accounts Payable – click on “Modify Direct Deposit.”
Click on “Modify Direct Deposit.”
You will see the two accounts listed. If you wish to change the account assigned to the Accounts Payable direct deposit program, click on “Proceed to Modify Direct Deposit.”
Click on the down arrow to select the correct account.

Click on “Submit.”
You will receive this confirmation if your modification was successful.

**Enroll in Direct Deposit**

**Result**

Congratulations! You are now enrolled in direct deposit.

View the summary below.

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Distribution Type</th>
<th>Amount / Percent</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>stdnt name-savings-6123</td>
<td>Balance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar

[Go To Direct Deposit Summary]